



TOWN OF WOODSTOCK

415 ROUTE 169
WOODSTOCK, CONNECTICUT 06281-3039

To: Current or Prospective Property Owner / Developer or Realtor

ASSESSOR
860-928-6929

BUILDING
860-928-1388

INLAND/WETLANDS
860-928-1388

PLANNING & ZONING
860-963-2128

RECREATION
860-928-3396

SELECTMEN
860-928-0208

TAX COLLECTOR
860-928-9469

TOWN CLERK
860-928-6595

TOWN PLANNER
860-963-2128

TREASURER
860-928-5935

FAX #
860-963-7557

From: Delia P. Fey, AICP Town Planner /ZEO

Delia

Date: July 2, 2008

Re: Free split discussion

In order to create a building lot via a free split, please take into account the following handouts:

- “Steps to follow in applying for a Building Permit”
- “New Construction”
- “How to determine Property Division”

By ensuring the requirements are followed when choosing the new boundary line, providing the subject lot is eligible for a free split, you can save time and headaches in the future.

Both lots resulting from a free split must conform to the current Zoning Regulations, which you can find by going to the town’s website by following these directions:

Go to www.woodstockct.gov go to the “Boards/Commissions” roll-down menu and select “Planning and Zoning (PZC)” then go to “Documents” and click on “8/16/2007 Zoning Regulations”.

The document may take a little while to download due to the size of the file.

If you have any further questions, please contact me at (860) 963-2128 x332.

Thank you.

**How to determine Property Division
in Woodstock, CT**

Lot Line Adjustment Test

1. **Does the transfer create a new lot?** If yes, it is not a lot line adjustment.
2. **Is the transfer being done solely for purposes of development, now or in the future?** If yes, it is not a lot line adjustment.
3. **Is the area of land being transferred “minor”?** If no, it may not be a lot line adjustment.
4. **Does the transfer appear to be intended to correct, change in a minor way, the dividing line between two existing lots?** If yes, it is a lot line adjustment.
5. **Does the transfer allow development on the accepting lot that is not possible without the lot line revision?** If yes, it may not be a lot line adjustment.

Please note: If it is not a lot line adjustment, the consequence is that the transfer is subject to subdivision regulation.

Free Split Test

A parcel must be eligible for a “Free Split” as determined by examining the title of the donor parcel of land to determine if the donor parcel has been divided from a larger parcel after the date of adoption of the Town’s subdivision Regulations.

- a. The Woodstock Subdivision Regulations were approved on August 31, 1965.
- b. Connecticut General Statutes 8-18, which states:
As used in this chapter: ... “subdivision” means the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations by the commission, for the purpose, whether immediate or future, of sale or building development expressly excluding development for municipal, conservation or agricultural purposes, and includes resubdivision.

Please note:

1. It is the property owner’s burden to prove their lot is eligible for a free split, not the responsibility of the Town or Town Staff.
2. When a division of land is not a lot line adjustment, it is either
 - a. a “free split” or “first cut” of the donor parcel, or
 - b. subject to subdivision regulation, depending on when the donor parcel was first created.
3. A “Free Split” always results in a new parcel of land, which may be a lot, depending on whether or not it meets the definition of a lot found in the zoning regulations.
4. For Free Splits: If the donor lot already has a house on it, you must go to the Northeast District Department of Health to discuss requirements they may have for setbacks or provision of sufficient area for the reserve septic area and/or well boundary for the existing house.
5. “Free Splits” are not subject to regulation by the Planning and Zoning Commission.

If you have questions please contact
Delia P. Fey, Town Planner/Zoning Enforcement Officer
at 860-963-2128 x 332

Steps to follow in applying for a Building Permit

Town of Woodstock, CT Phone: 928-1388

1. **Lot of Record:** The lot must be a legal lot of record in compliance with Subdivision & Zoning Regulations.
2. **Septic Permit:** Obtain 'permit to construct septic system' from:
 - o Northeast District Department of Health
69 South Main Street Phone: 860-774-7350
Brooklyn, CT 06234 Fax: 860-774-1308
3. **Wetlands Permit:** Obtain approval from Inland Wetlands & Watercourses Agency for any activity within the following Upland Review Areas:
 - o 100' from a wetland **and / or** 125' from a watercourse **OR**
 - o Obtain a "sign-off" from the Wetlands Agent, Building Office, Woodstock Town Hall

IWWC Regular meetings are held: 1st Monday of the month, (holidays may change schedule).
Site Plan **MUST** show the Erosion & Sediment Control Measures.

Fee: \$35.00 Residential Use + \$30 State Fee
Wetlands Enforcement Agent: Terry Bellman
Office Hours: M- F 9a.m. -11a.m.
4. **Driveway Permit:** If property fronts on a town road obtain a permit from Planning and Zoning Office with a site plan.
 - o The decision will be made by the Highway Foreman and/or Zoning Enforcement Officer after inspection of site.
 - o If property fronts on a State Highway obtain the permit from the **Bureau of State Highways** in Norwich, CT by calling: 860-823-3230.
5. **Zoning Permit:** A site plan, in compliance with Article IV, Section 3 of the Woodstock Zoning Regulations, is required for all new construction and additions which increase or change the area occupied by the buildings on the lot. An A-2 Survey plot plan may be required. **Submit a complete application, the NDDH approval along with the fees.**

NOTE: If part of an approved or conditionally approved subdivision, please obtain a copy of the approved mylar (map) from the Town Clerk.

Fee: \$25 (Principle Structures/Expansions) **OR** \$10 (Other Permits) + \$30 State Fee
Town Planner / ZEO Phone: 860-963-2128 ext. 332

6. **Building Permit:** Building Plans should include the following information:

FOUNDATION PLAN, ELEVATIONS, CROSS SECTION,
FLOOR PLAN WITH WINDOW AND DOOR SIZES

Call Terry Bellman, Building Official at (860) 928-1388

NOTE: Commercial, Industrial, Institutional & Multi-family Housing applications require a CT Registered Architect or Engineer's seal on the plans.

Submit an extra set of plans for the Fire Marshal to review.

FEES: (per 1,000)

Dwelling (Living Space)	0.63	Barns & Sheds	0.08	
Garage – attached	0.13	Deck	0.10	
Garage - detached	0.15	Enclosed Porch	0.17	
Basement Renovation	0.17	Covered Porch	0.13	
		Pool – In-ground	0.11	
		Above-ground	\$7.5	min. \$25.00
Education / State fee	0.16			

TOWN OF WOODSTOCK

New Construction

(for residential and agricultural uses, per Zoning Regulations, Article V, Section 1.A)

All structures require permits (Northeast District Department of Health, Zoning Permit and Building Permit, in that order).

This handout does not apply to lots within approved subdivisions, please see the approved subdivision plan for the details on the lot layout and house placement, etc.

	2.5 acres or more	Nonconforming Lots (Less than 2.5 acres)
Structure Setbacks		
Front	75 feet <small>(see note 2)</small>	75 feet <small>(see note 2)</small>
Side (left & right)	20 feet	20 feet
Rear	20 feet	20 feet
Notes: <ol style="list-style-type: none"> 1. If on a private road, then setbacks are 20 feet from boundary lines on all sides. 2. The front yard setback for <i>primary residential structures</i> may be reduced, at the request of the applicant, to a distance that is within 10% of the contextual standard, determined by the average front yard setback of other primary residential structures within 1500' on either side of the same side of the street as the lot, but no closer than the closest of these structures. This reduced setback is subject to approval by the Commission or their designee**. 3. The setbacks in table above apply to garages, additions, sheds, barns, outbuildings, etc. except that: 4. The setback for agricultural buildings shall be at least forty (40') from the boundary of any road/street**. 5. Farm stands may be set up anywhere behind the front lot line, provided that the Zoning Enforcement Officer determines that adequate off-street parking is available and that such farm stand will not cause a public safety hazard, as by obstructing drivers' sight lines, and further provided that such farm stands are removed when not in use*. <p>*See Zoning Regulations, Art. VI, Sec. 1.A.6</p>		
Septic System		
Setback from boundary line	40 feet (all sides)	Requires NDDH approval and to meet Public Health Code
Size requirement	4 Bedroom minimum	
Notes:	See Zoning Regulations, Art. VI, Sec. 1.A.5&6	New homes require an A-2 survey See Zoning Regulations, Art. I, Sec. 9
Accessory Apartment	Allowed with a zoning permit	Not permitted
Size Restriction	One accessory apartment shall be permitted per dwelling provided the apartment does not exceed 900 square feet or 33% of the gross finished floor area of the primary residence in size, whichever is less See Zoning Regulations, Art. VI, Sec. 1.A.2	N/A

Please speak to the Town Planner / ZEO regarding construction for non-residential uses.

TOWN OF WOODSTOCK
Article IV, Section 3. Zoning Permit Requirements

A. Permit Required.

Except as provided in Section 1.A and 1.B above, no building, structure, premises or land shall be used or occupied, and no building or part thereof or other structure shall be erected, constructed, built, moved, placed, reconstructed, extended, enlarged, altered or demolished, and no land development activities shall be undertaken, and no building permit or certificate of occupancy shall be issued, until a zoning permit has been approved and issued by the Zoning Enforcement Officer or the Commission. A zoning permit shall be required for all such activities, including those also requiring a special permit.

B. Information Requirements

Application for a zoning permit shall be on a form supplied by the Planning & Zoning Commission. All information shall be provided in written and/or mapped form, as appropriate. Except as provided below, all of the following shall be required:

1. Completed application form;
2. Where on-site sewage disposal is proposed by the applicant, written approval from the Northeast District Department of Health, Connecticut Department of Environmental Protection, or Connecticut Department of Health Services indicating the suitability of the site to accommodate on-site sewage disposal for the proposed use, activity, building or structure, and the identification of any areas of special concern;
3. Where sewer service is proposed by the applicant, written approval from the Water Pollution Control Authority;
4. Written approval for water service/water supply from the appropriate authorities;
5. Written approval from the Inland Wetlands and Watercourses Agency for any proposed activities subject to their jurisdiction;
6. Subdivision approval from the Planning & Zoning Commission, where required;
7. Zoning permit fee;
8. Photocopy of the assessor's map with the subject property identified;
9. Zoning permit plan, 1 inch = 40 feet scale (1 inch = 20 feet or 1 inch = 100 feet or 1 inch = 200 feet scales may be approved by the Zoning Enforcement Officer, where appropriate, provided all necessary information can be adequately presented) in a scaled sketch plan or survey plan form (the Zoning Enforcement Officer or the Commission may require a Class D, C-1 or A-2 survey where that level of accuracy is deemed necessary, or where otherwise required in these regulations), and 24 inch x 36 inch plan dimension, including the following:
 - a. Boundaries, north arrow, dimensions and area of the lot;
 - b. Certification by a licensed land surveyor and/or professional engineer, as applicable;
 - c. Setback requirements;
 - d. Locations of all existing and proposed buildings, structures and uses, including but not limited to driveways, parking areas, well, septic system, abutting streets, utility poles along existing frontage or within the lot (furnish i.d. numbers), and signs;
 - e. Location of any easements or rights-of-way;
 - f. Locations of all wetlands and watercourses, and whether field located by a soil scientist or transposed from the Woodstock Official Wetlands Map;
 - g. Location and arrangement of planned erosion and sediment control measures; applicants should note that a detailed erosion and sedimentation control plan is required for all activities and/or proposals disturbing an area larger than one-half acre (except construction of a single family home on a lot that is not part of a subdivision or resubdivision), as required under Public Act 83-388, as amended, and as required in Article I, Section 12 of these regulations;
 - h. Name, address, and phone number of surveyor/engineer responsible for preparation of the map, where applicable;
 - i. Name of applicant, name of property owner, and address of property;
 - j. Location of federal 100-year floodplain, as determined by or for the Federal Emergency Management Agency under the National Flood Insurance Program, and comprising all special flood hazard areas inundated by 100-year flood;
 - k. Assessor's map and lot identification numbers;
 - l. Any other information deemed necessary by the Zoning Enforcement Officer or the Commission for a determination that such proposed use, activity, building or structure is in conformity with these regulations.