

Woodstock Economic Development Commission:

A Brief Guide for Transforming Ideas & Possibilities

“Yesterday’s Spirit becomes Tomorrow’s growth through Today’s best effort.”

The Permitting Process:

Application

Review

Approval/Disapproval

Inspections



Each property and endeavor comes with its own unique conditions and character that require careful review and consideration by the authority having jurisdiction.

This guide provides preliminary diagrams only for getting started in submitting applications for approval and subsequently obtaining the necessary permits. The following steps may require more details and procedures that will be determined in the review process, it is only a guide.



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Permits or Reviews required, based on work types:

Planning & Zoning, Conservation, ZBA, Historic District
IWWA

Building, NDDH

Public Safety, Fire, WPCA, Highway



FAQ's

Why is any permit necessary?

Permits = peace of mind in complying with local, state & federal health, safety & welfare codes as well as meeting insurance requirements.

When are(n't) they required?

(see pages 6-7)

It depends on size and nature of the activity a quick consult with the town offices will help!

Who could assist me professionally?

Get started properly with architects, surveyors, engineers, they will provide essential information

How does the process work?

1st - gather & generate necessary info
2nd - make a plan, by preparing well, permits actually help one reach their goals.

Where to find the resources?

The town website, local trades & suppliers

How long?
What happens next?

The variables depend on each unique circumstance, same day or 1-2 mos. - or more...

How can I expedite the process?

"Well prepared is half-done"

The Process

Getting Started

Permits:

Required Items

Required

Plan/Sketch views

see page 12
Property Lines,
North arrow, Roads,
intended Project Location

Town Hall

Filing Fees

Coordinate
applications

Forms:

IWWA - short /long

Zoning
Permit Application
- sketch

WPCA
- within the district

NDDH

Note:

A new home will require an A-2 survey
by licensed professional - not a sketch

What to look for when putting
your plan into action

Pre-application review: phone-in
or visit the town hall

Submit application

Applications reviewed by authority having jurisdiction,
(AHJ)

Plan revisions, suggested or required

Application Approvals

Permits issued for approved plans

Inspections: site & work progress, final

Final Certificates

Permitting Steps and Timeframes

Each project is unique and comes with variables which affect its process and timing. If board or commission approvals are required then more time is needed for processing. In general, preparation and research that can be done in the preliminary phase, will assist in attaining an efficient application and review process. Permits are issued after approvals are acquired.

Approvals: obtain all necessary board /commission approvals

Applications: construction & public welfare



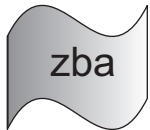
Planning & Zoning Commissions
subdivisions, special permits,
site plan approvals, re-subdivisions
non-residential business permits



Coordination is essential!



Inland Wetlands Watercourse Agency
Upland review within 100' of wetlands,
125' of water body or watercourse.
Determine short or long form.



Zoning Board of Appeals
variances, special exceptions



District Commissions
alterations to buildings or sites
within said districts: industrial park,
village green, lake bungee, witches woods,
& quasset lake and seasonal cottage resorts,
and historic district require district approval

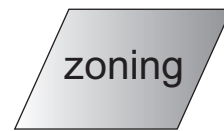


Water Pollution Control Authority
alterations to buildings & sites within
said district which governs the public
sanitary sewage system



Northeast District Dep't of Health

Any change to buildings or site conditions
that could affect well or septic systems,
food service licensing, bed & breakfast,
pool, garage, deck, new home



Zoning Permit

Structures, Signs, Lot line revisions and
Uses specified by Zoning Regulations



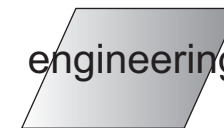
Building Permit

Required for demolition, building, mechanical,
electrical & plumbing
International Building Code and
CT State supplemental regulations.



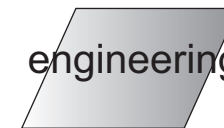
Waste & Recycling Permit

Transfer station



Burning Permit

Fire District Burn Official



Engineering Permit

work within town rights of way,
sewer connections & extensions,
stormwater drainage

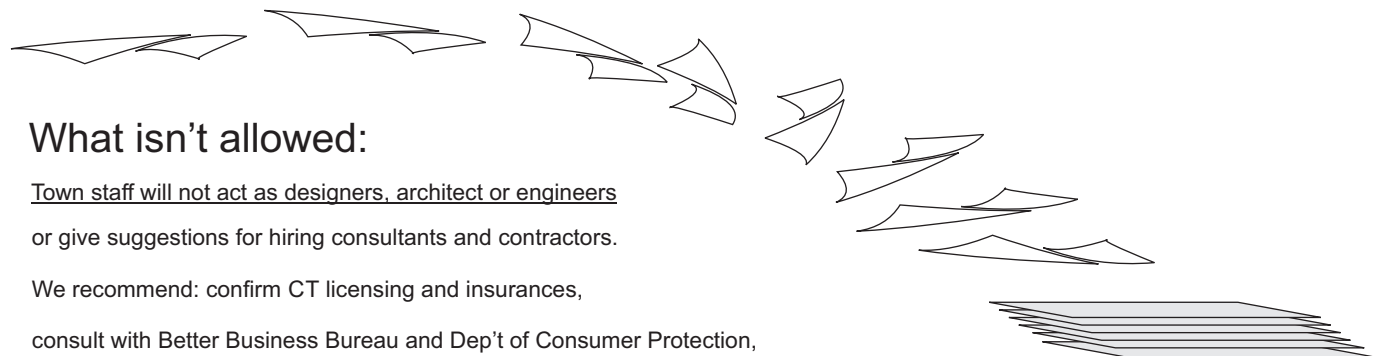
The steps to assist:

Town staffing can provide assistance and guidance,
from pre-applications to inspections, helping you avoid pitfalls
by showing you resources and non-binding guidance only,
(no final determinations!), starting the path to your goals.

What isn't allowed:

Town staff will not act as designers, architect or engineers
or give suggestions for hiring consultants and contractors.

We recommend: confirm CT licensing and insurances,
consult with Better Business Bureau and Dep't of Consumer Protection,
and ask for references.



Permit Reference Checklist

Legend: ○ typically no action
 ● review
 ● required

Single Family Dwellings (conditions vary)

Approvals

Permits

	PZC	IWWA	HDC	ZBA	Zoning	Health	Building
New single family dwelling	○	●	○	○	●	●	●
Addition to existing bldg		●	○	○	●	●	●
Garage		●	○	○	●	●	●
Shed <200sf		●	○	○	●	○	○
Deck		●	○	○	●	●	●
Pool		●	○	○	●	●	●
Fence		●	○	○	●	○	●
Retaining wall		●	○	○	●	○	○
Mechanical		○	○	○	○	○	●
Electrical		○	○	○	○	○	●
Plumbing		○	○	○	○	○	●
Roof		○	○	○	○	○	●
Siding		○	○	○	○	○	●
Windows and/or doors		○	○	○	○	○	●
Septic and/or Well		●	○	○	○	○	●
Driveway	○	●	○	○	●	●	○
Lot Line Change	●	○	○	○	●	●	○
Create New Lot	●	○	○	○	●	●	○
Create Subdivision	●	○	○	○	●	●	○
Home Occupation					●	●	

Permit Reference Guide

Legend: ○ typically no action
 ● review
 ● required

New Structures

Approvals

PZC	IWWA	HDC	ZBA
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Permits

Zoning	Health	Building
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New Structure	○	●	○	○	●	●	●
Addition to Existing Structure	○	●	○	○	●	●	●
Alterations - CO req'd	○	●	○	○	●	●	●
Alterations - no CO (shed +200)	○	●	○	○	●	○	●
Accessory Structure	○	●	○	○	●	●	●
Fire Protection System	○	○	○	○	○	○	●
Fence	○	●	○	○	○	○	○
Retaining wall	○	●	○	○	○	○	○
Mechanical	○	○	○	○	○	○	●
Electrical	○	○	○	○	○	○	●
Plumbing	○	○	○	○	○	○	●
Roof	○	○	○	○	○	○	●
Siding	○	○	○	○	○	○	●
Windows and/or Doors	○	○	○	○	○	○	●
Septic and/or Well	○	●	○	○	○	○	●
Driveway	●	●	○	○	●	●	○
Lot Line Change	●	○	○	○	●	●	○
Create New Lot	●	○	○	○	●	●	○
Create Subdivision	●	○	○	○	●	●	○
Change of Use	●	○	○	○	●	●	●

Board & Commission: Review / Approvals

Planning & Zoning Commission

Scenic Roads
Site Plan Approvals
Special Permits
Subdivisions, Re-subdivisions
Zoning Regulations
(meeting 1st & 3rd Thursdays)

Inland Wetlands & Watercourse Agency

Agent Approval: work in upland review area, non-regulated uses

Agency Approval: applications as filed which require agency review
(meeting 1st Mondays)

Zoning Board of Appeals

Variances and Special Exceptions
Appeals of Zoning Enforcement Officer
(meeting 3rd Mondays)

Conservation Commission

A Plan of Open Space and Conservation:
see Development Review Checklist
(meeting 4th Mondays)

Historic District Commission

Application for (available online)
Certificate of Appropriateness
(meeting 4th Wednesdays)

Planning & Zoning Commission

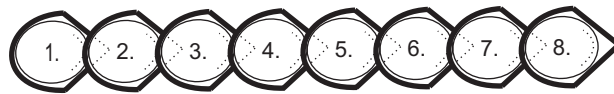
Scenic Roads
Site Plan Approvals
Special Permits
Subdivisions
Zoning Regulations

Application Review

Public Hearing

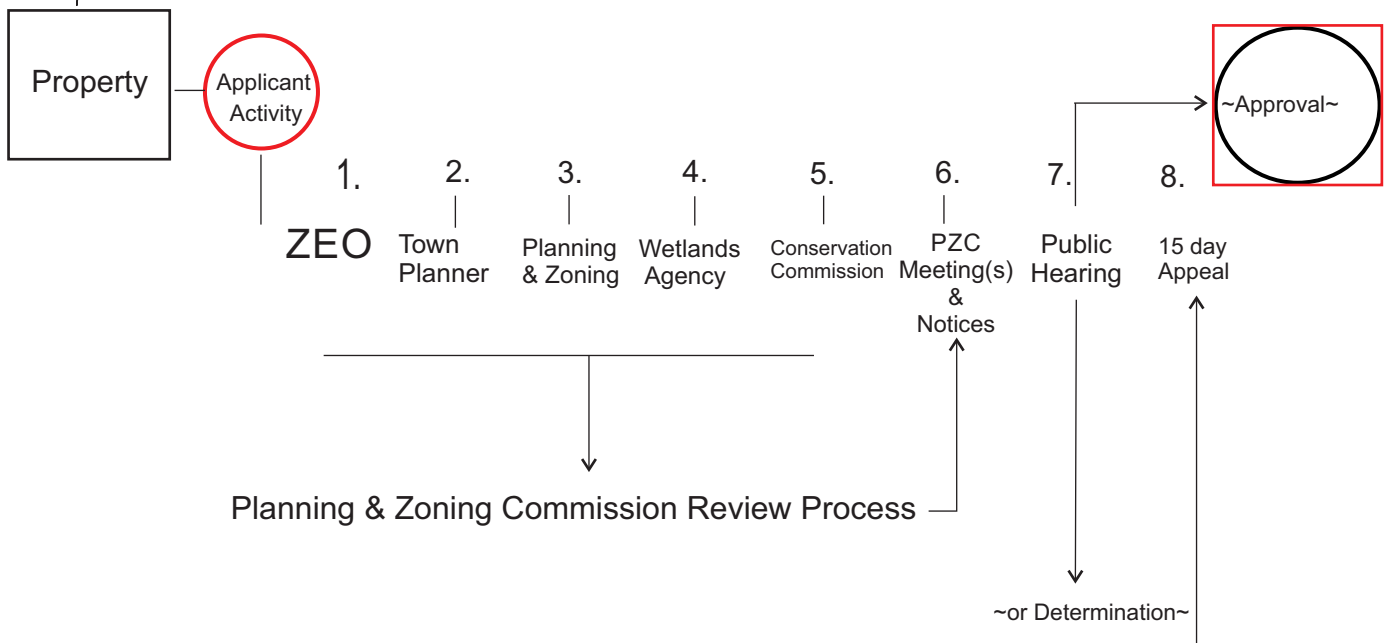
Special Permit

-Is a Special Permit
required for a Change in Use?
-Zoning Permits



PZC Process Delivery Flow

1 - 5. Initial review consultations
6 - 8 Formal deliberation process



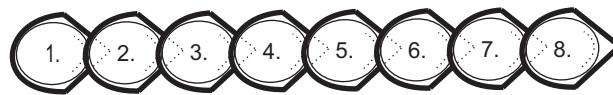
Inland Wetlands Watercourse Agency Review Process

Agent Approval

WA - Wetlands Agent

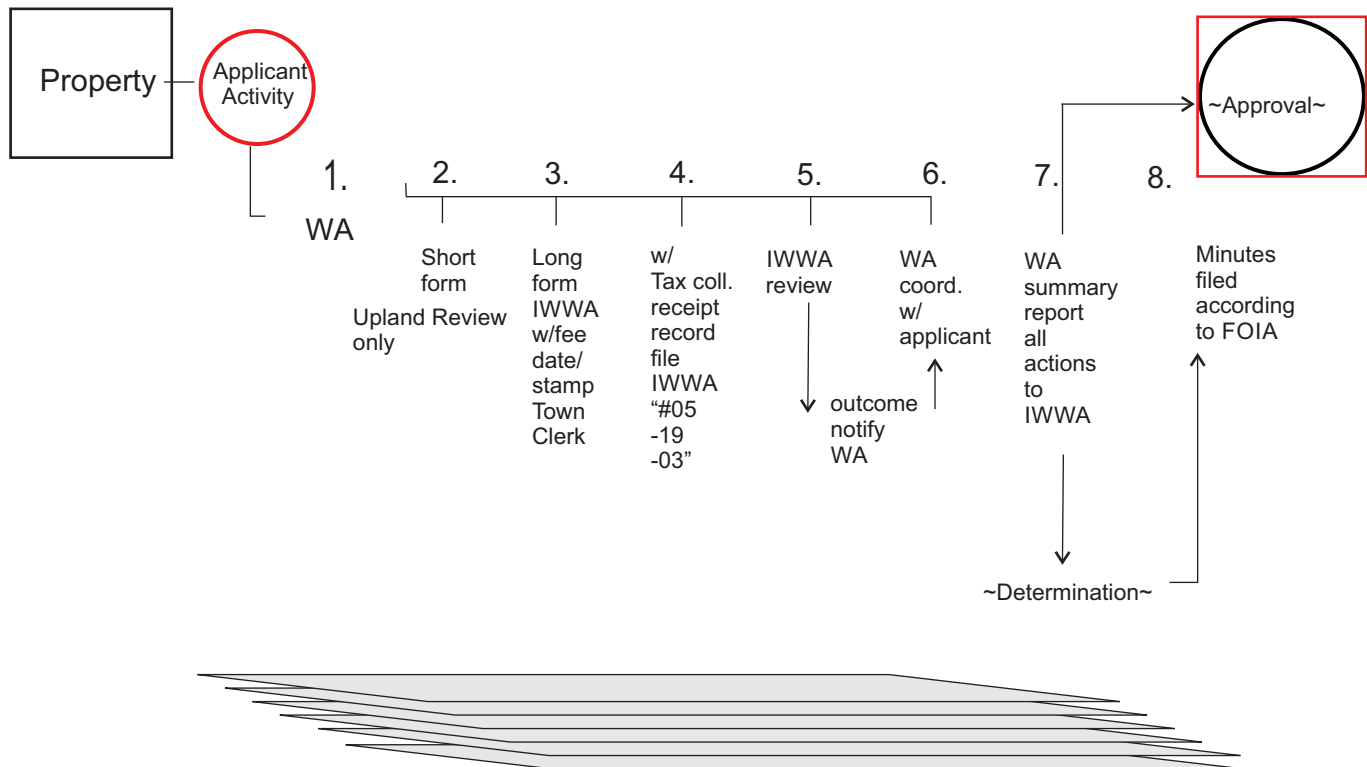
Agency Approval

IWWA - Inland Wetlands Watercourses Agency



IWWA Process Delivery Flow

1. WA - Initial Consultations (Wetlands Agent - WA)
to discuss Ideas, Possibilities & Site Conditions:



Zoning Board of Appeals



Variances and Special Exceptions

Appeals of Zoning Enforcement Officer

Monthly Meeting Agenda - ZEO

Application / Review

Signage

Neighbor's Letters

Dated/distributed properly

Public Hearing - Notices

Determination

Zoning Permits

*ZBA review process may involve: Historic District Commission

Conservation Commission

NDDH



Building Department



Items are required by scope of work:

Site Plan - Lot of Record Survey

NDDH Approval & Permits

WPCA Approval & Permit when within district

Wetlands Permit - 100' from wetlands
125' from watercourse

Driveway Permit - determine road frontage

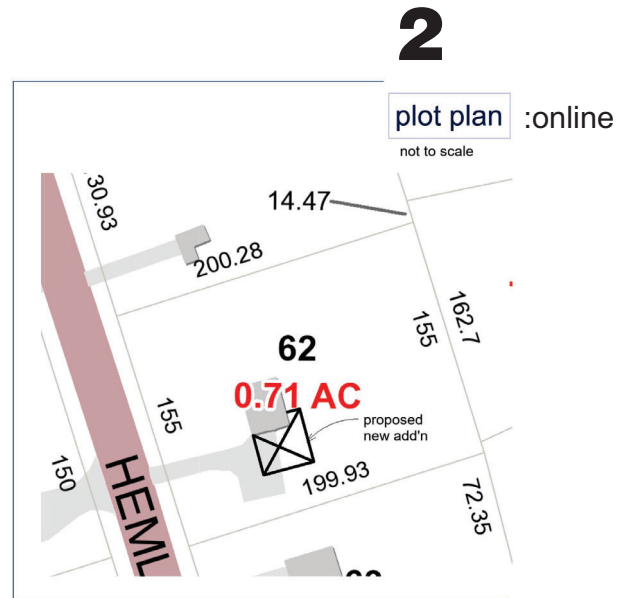
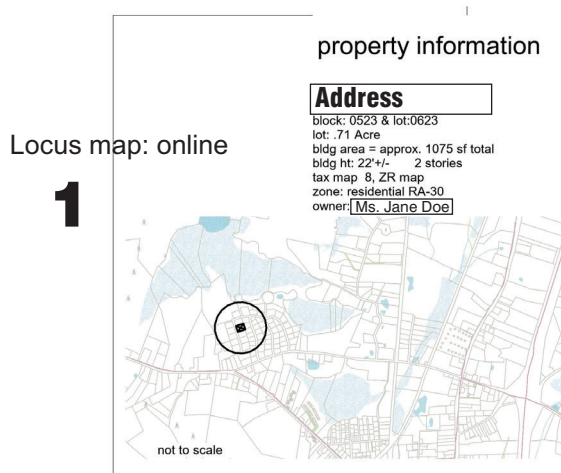
Zoning Permit - in accordance with ZR

Building Permits - drawing views:
plans, sections, elevations, doors & windows

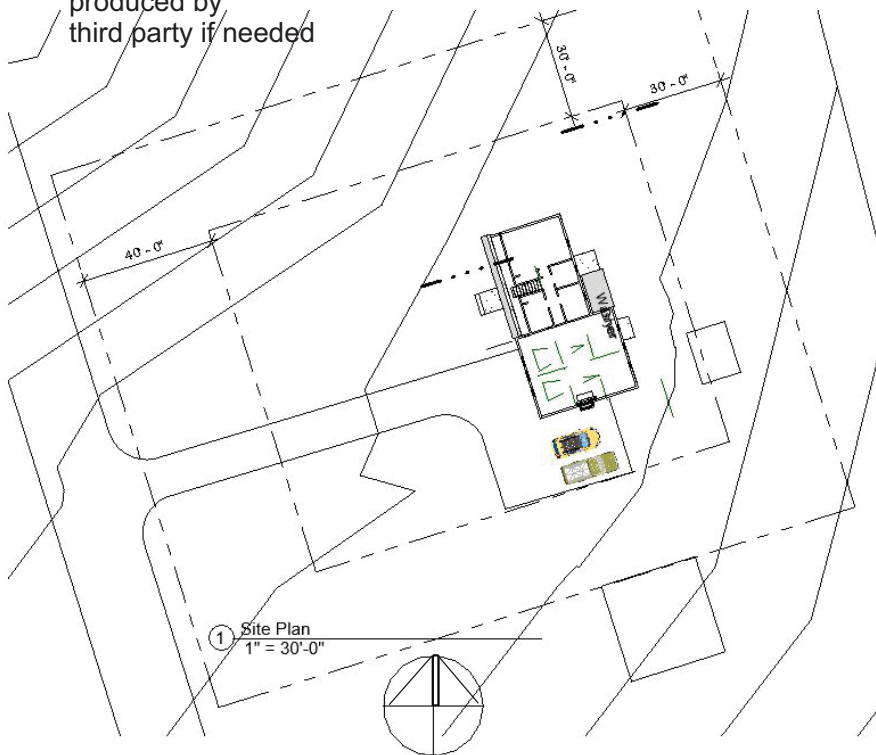
Schedule of Inspections

These are examples of plan views of differing scales which are helpful to show location, property & site details. 1 & 2 are online screenshots, 3 is done in a CAD program and can be done by hand.

To convey site details and conditions is useful in getting started. (Note the important North Arrow). For more drawing detail downloads, follow the NECCOG, NDDH & VGIS links on next page.



3 scale drawing
 site plan
 produced by
 third party if needed



North Arrow: see above note

04/22/22

Reference contacts: where to get help with questions

Planning & Zoning Commission 860 928 6595 x 332 or 386

Click
Here:



[P&ZC](#)



[Permit Applications & Timelines](#)

Inland Wetlands & Watercourse Agency 860 928 1388 x 332



[IWWA](#)

Zoning Board of Appeals 860 928 6595 x 332



[ZBA](#)

Building Dep't 860 928 1388



[Building Official](#)

Conservation Commission



[CC](#)

Historic District Commission



[HDC](#)

860 928 0208 x 310

Services



[Transfer Station](#)

860 928 2770



[Fire Marshal](#)

860 963 2347





Health Dep't 860 774 7658 NDDH (see next page)

Water Pollution Control Authority 860 928 0208 x 394

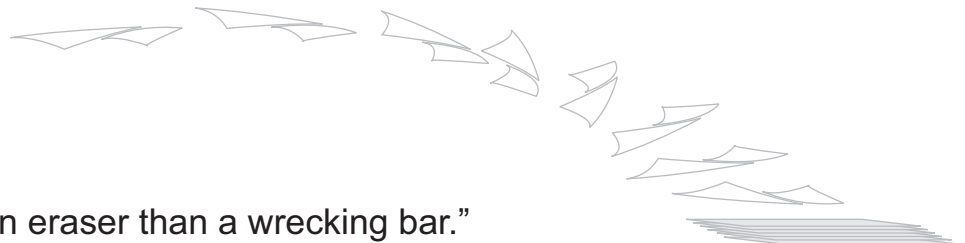


Click
Here:

Reference links: where to get essential information online

-  [NECCOG](#) [Map Viewer](#)
-  [NDDH](#) [Services](#)
-  [NDDH](#) [Brochure](#)
-  [NDDH](#) [Permits & Forms](#)

Notes:



“It’s cheaper to use an eraser than a wrecking bar.”



- Frank Lloyd Wright