**Woodstock Land Use Application Guide**

The following provides guidance on each land use application type, required forms and how the processes work.

**What do I need a permit for?**  *See below the table for more information on each proposal.*

|  |  |
| --- | --- |
| ***What would you like to do?*** | ***Process or permit required*** |
| [Dan can add details about IWWA activities that need a permit] |  |
| [Dan can add details for a variance or an appeal of ZEO] |  |
| [Dan can add details for what needs a zoning permit] |  |
| New driveway | Driveway Permit. ALSO, if the driveway is on a Locally Designated Scenic Road, approval is required prior to putting the driveway in. |
| Dividing property to sell portion to a neighbor, making one lot larger and the other lot smaller but not creating any new lots. In this case, the boundary line moves, this is called a Boundary Line Adjustment. | Check with ZEO or Town Planner to determine if it is a free split or a subdivision/ resubdivision (depending on lot history). Speak with Town Planner with any questions and/or on application process and requirements for subdivisions or resubdivisions. |
| Divide property to create new lot(s) | Requires subdivision or resubdivision (depending on lot history). Speak with Town Planner with any questions and/or on application process and requirements for subdivisions or resubdivisions. |
| Open a Business in your home | Check with ZEO to determine if business qualifies for Home Occupation Permit or if it needs a Special Permit. Speak to Town Planner with questions about Special Permit process and requirements. |
| Open a New Business | Check with ZEO to determine what type of zoning approval is required (non-residential Zoning Permit or Special Permit). Speak to Town Planner with questions about Special Permit process and requirements. |
| Designate a local road as a Scenic Road | Speak with Town Planner with any questions on application process and requirements.  |
| Seek to do the following on a Scenic Road: improvements to the road, remove stonewalls or bridges, remove or straighten stonewalls, remove mature trees, put in a new driveway or encroachment to a local road. | Speak with Town Planner with any questions on application process and requirements.  |

**How much do permits cost?** <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/2023_mar_1_update.pdf> OR to just the Pdf of the downloadable Fee Ordinance + wetlands fees if you choose to provide them on the same page]

**Inland Wetlands & Watercourses Agency Applications**

* **Wetlands Applications**
	+ [Dan can add detail at his discretion or just link to the wetlands Agency’s page]

**Zoning Permit Applications**

* **Zoning Permit**
	+ Application Form – signed by owner [provide downloadable document]
	+ Pay only the applicable fees. **See town ordinances:** <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/2023_mar_1_update.pdf> OR just provide the Pdf of the Fee Ordinance]
	+ See Zoning Regulations for minimum standards and setbacks applicable to use and submittal requirements. <https://www.woodstockct.gov/planning-and-zoning-commission/pages/zoning-regulations>
	+ NDDH approval is required for new homes, additions, garages, pools, etc., really any new structures involving a foundation or ground disturbance on a property with a well or septic system. <https://www.nddh.org/formspermits/>
	+ Site plan or A2 survey (if lot is 2.5 acres or less or if within 10 ft of lot boundary, A2 survey is required)
	+ If new driveway is proposed on a town road, a Driveway/Encroachment Permit is required [provide downloadable document]
	+ If a new driveway is proposed on a state road (Routes 169, 171, 197, 198), need to apply through CT DOT insert link: <https://portal.ct.gov/DOT/Office-of-Construction/District-2>

**Planning & Zoning Commission Applications**

* **Special Permit Applications** – For information on the procedure, see the flow chart

Insert link: <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/updated_special_permit-special_exception_process_9-27-23.pdf>

* + Application Form – signed by owner [provide downloadable document]
	+ Pay only the applicable fees. **See town ordinances:** <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/2023_mar_1_update.pdf> OR to just provide the Pdf of the Fee Ordinance]
	+ See Zoning Regulations for minimum standards applicable to use and submittal requirements. **See Regulations:** <https://www.woodstockct.gov/planning-and-zoning-commission/pages/zoning-regulations>
	+ Development Review Checklist [provide downloadable document]
	+ NDDH approval is required if a new well or septic is proposed, for businesses proposing requiring potable water, and any development on a lot with an existing well or septic system, etc. <https://www.nddh.org/formspermits/>
	+ Mail notice to abutters by Certificate of Mailing – *can use this form for names, or provide your own list* [provide downloadable document], *can find abutters here:*  <http://neccog.org/gis/> *for map-block-lot and can confirm owner’s names if necessary on the Town Assessor’s Online Real Estate Database here:* <http://gis.vgsi.com/woodstockct/>
	+ Property Owner’s Consent form [provide downloadable document] – *only use if owner not available to sign application form*
	+ Abutter Notification Template [provide downloadable document]
	+ Proof of notice sent, is required for:
		- Public Watershed *if applicable* [provide downloadable document]
		- CT DPH Drinking Water Section <https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtzi1zKOxXOeUBPnbxn_E9U0m5UNzhQWU8zSjIwSUQ5TTVCUkJLVzFWTlo4RC4u>
	+ If new driveway is proposed on a town road, a Driveway/Encroachment Permit is required [provide link to downloadable document]
	+ If a new driveway is proposed on a state road (Routes 169, 171, 197, 198), need to apply through CT DOT <https://portal.ct.gov/DOT/Office-of-Construction/District-2>
* **Subdivision / Resubdivision Applications** – For information on the procedure, see the flow chart <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/updated_subdivision_timeline_9-28-23.pdf>
	+ Application Form – signed by owner [provide downloadable document]
	+ Pay only the applicable fees. **See town ordinances:** <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/2023_mar_1_update.pdf> OR just provide the Pdf of the downloadable Fee Ordinance]
	+ **See Subdivision Regulations:** https://www.woodstockct.gov/planning-and-zoning-commission/pages/subdivision-regulations
	+ Development Review Checklist [provide downloadable document]
	+ NDDH approval is required if a new well or septic is proposed <https://www.nddh.org/formspermits/>
	+ Mail notice to abutters by Certificate of Mailing – *can use this form for names, or provide your own list* [provide downloadable document], *can find abutters here:*  <https://next.axisgis.com/WoodstockCT/> *for map-block-lot and can confirm owner’s names if necessary on the Town Assessor’s Online Real Estate Database here:* <https://gis.vgsi.com/woodstockct/>
	+ Property Owner’s Consent form [provide downloadable document] – *only use if owner not available to sign application form*
	+ Abutter Notification Template [provide downloadable document]
	+ If new driveway is proposed on a state route, contact CT DOT for approval, as it will be required by PZC during the application. <https://portal.ct.gov/DOT/Office-of-Construction/District-2>
	+ Proof of notice sent, is required for:
		- Public Watershed *if applicable* [provide downloadable document]
		- CT DPH Drinking Water Section <https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtzi1zKOxXOeUBPnbxn_E9U0m5UNzhQWU8zSjIwSUQ5TTVCUkJLVzFWTlo4RC4u>
	+ If new driveway is proposed on a town road, a Driveway/Encroachment Permit is required [provide downloadable document] – if proposed for a locally designated scenic road, see below.
	+ If a new driveway is proposed on a state road (Routes 169, 171, 197, 198), need to apply through CT DOT insert link: <https://portal.ct.gov/DOT/Office-of-Construction/District-2>
* **Activity on a Scenic Road**: Application required for activities covered by the ordinance on the following town roads: Barber Rd; Bradford Corner Rd; Bull Hill Rd; Camp Rd; Center Cemetery Rd; Corbin Rd; Dividend Rd; Joy Rd (Rt 169 to Dividend Rd only); Marcy Rd; Phelps Rd; Pulpit Rock Rd, Pond Rd (Kenyonville Rd to Rt 171), Quarry Rd, Roxbury Rd, Sherman Rd (dirt section only), and Smith Road.
	+ For more info go to <https://www.woodstockct.gov/planning-and-zoning-commission/pages/scenic-roads>
	+ “Ordinance Concerning the Designation of Scenic Roads” & the Maintenance & Improvements guide <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/scenic_roads_maintenance_improvements_final_version_may_19_2011.pdf>
	+ Application Form – signed by owner [provide downloadable document]
	+ Pay only the applicable fees. **See town ordinances:** <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/2023_mar_1_update.pdf> OR to just the Pdf of the downloadable Fee Ordinance]
	+ Site plan/ or detail of proposed activity. Speak to Town Planner with any questions.
	+ Property Owner’s Consent form [provide downloadable document] – *only use if owner not available to sign application form*
* **Proposed Designation of Scenic Road**
	+ Application Form – signed by owner [provide downloadable document]
	+ Pay only the applicable fees. **See town ordinances:** <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/2023_mar_1_update.pdf> OR just provide the Pdf of the downloadable Fee Ordinance]
* **Text Amendment or Zone Change Application** – For information on the procedure, see the flow chart <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/updated_flow_charts_amendment-zone_change_9-27-23_0.pdf>
	+ Application form – signed by applicant [provide downloadable document]
	+ Pay only the applicable fees. **See town ordinances:**  <https://www.woodstockct.gov/sites/g/files/vyhlif5481/f/uploads/2023_mar_1_update.pdf> OR to just the Pdf of the downloadable Fee Ordinance]

**Other Applications**

* Food Manufacturer & Bakery Licenses
	+ <https://portal.ct.gov/DCP/License-Services-Division/All-License-Applications/Food-Licensing-and-Registration>
* Automobile Dealer or Repairer License <https://portal.ct.gov/-/media/DMV/20/29/K36pdf.pdf>

**Helpful Information for Applications before the Planning & Zoning Commission**

* Public Hearing Guidelines [provide downloadable document]
* Public Notice Registry [provide downloadable document]
* Lot Line Adjustment Test [provide downloadable document]
* Starting a Business in Woodstock [insert link to download brochure]
* How Are Lots Created? [provide downloadable document]

**Zoning Board of Appeals**

* **Appeal of ZEO Action**
	+ [Dan can add detail]
* **Variance Request**
	+ [Dan can add detail]
* **Certificate of Location for Automobile Dealer or Repairer License**

For more information, go to: <https://portal.ct.gov/-/media/DMV/20/29/K36pdf.pdf>

* + [Dan can add detail]

[to be on a separate page of the website, helpful links or maps that can be used in the completion of the new Development Review Checklist]

Development Review Checklist

The following links and documents are provided to aide in the completion of the new Development Review Checklist. [this is incomplete at this time]