



# APPLICATION FOR ACCESSORY APARTMENT ZONING PERMIT

## TOWN OF GRISWOLD

28 Main Street, Jewett City CT 06351

### PLANNING & ZONING COMMISSION

Town Planner: Telephone No.: (860) 376-7060 Extension 2111

Zoning Enforcement Officer: Telephone No.: (860) 376-7060 Extension 2109

New Application Fee: \$150 plus \$60 State Fee

Renewal: \$150.00

#### Applications for accessory apartments shall comply with the Griswold Zoning Regulation Section 11.18.

Documents to be submitted with a new accessory apartment application as stated in Section 11.18.1 and Section 11.18.2:

A to scale floor plan of the building  A letter signed by the applicant

Health department approval  Parking plan

Documents to be submitted for an accessory apartment renewal:

A letter signed by the applicant

1. Property Address: \_\_\_\_\_
- |     |             |           |       |     |
|-----|-------------|-----------|-------|-----|
| No. | Street Name | Town/City | State | ZIP |
|-----|-------------|-----------|-------|-----|
2. Name of Property Owner: \_\_\_\_\_ 3. Telephone: \_\_\_\_\_
4. Name of Accessory Apartment Occupant: \_\_\_\_\_ 5. Relationship to Home Owner: \_\_\_\_\_
6. \_\_\_\_\_ 7. Property is Zoned: \_\_\_\_\_
- |        |          |        |           |         |
|--------|----------|--------|-----------|---------|
| Map(s) | Block(s) | Lot(s) | Volume(s) | Page(s) |
|--------|----------|--------|-----------|---------|

Under penalty of revocation of this permit by the issuing authority, I declare that I have examined this application and the documents submitted in support thereof, and to the best of my knowledge and belief, they are true, correct and complete.

8. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_
9. Signature of Accessory Apartment Occupant: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE TO THE APPLICANT: A Zoning Permit is issued on the basis that this application certifies conformance with **Section 11.18** of the Griswold Zoning Regulations. Other permits may be required such as those concerning, building code and health code. Obtaining the additional permits is the responsibility of the applicant.

#### TO BE COMPLETED BY OFFICE STAFF:

Date of Submission: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Permit AA ZP \_\_\_\_\_ Received By: \_\_\_\_\_

Conditions of Approval, if any: \_\_\_\_\_

Signature of Zoning Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 11.18 of the Griswold Zoning Regulations

**11.18 Accessory Apartments. The purpose of this section is to provide an arrangement that is entirely contained within a single-family dwelling for a set of rooms to be used as a separate living facility where family members are related by blood and/or marriage to the occupants of the principal single-family dwelling can reside in privacy and independence while still being close to relatives for assistance when needed. (6/26/92) (3/11/19)**

**11.18.1** An accessory apartment may be permitted by the Zoning Enforcement Officer when the following conditions are met: (6/26/92)

- a. Only one accessory apartment may be created within the single-family dwelling or as an addition to such single-family dwelling which shall be attached to the primary single-family dwelling by at least one common wall to the single family dwelling. The minimum floor area of an accessory apartment shall not exceed 800 square feet. The accessory apartment may have a separate entrance. If a separate entrance is provided, there shall also be an interior access to the accessory apartment from the primary residence. Electrical service for the accessory apartment shall be from the existing principal dwelling's electrical panel. (3/11/19)
- b. The owner(s) of the single-family dwelling in which an accessory apartment is created shall occupy at least one of the dwelling units as their permanent domicile. (3/11/19)
- c. The design of the accessory apartment shall conform to all applicable standards of the State of Connecticut health, building and fire codes as amended. (3/11/19)
- d. Required off-street parking shall be 1-1/2 spaces for the single-family dwelling and 1-1/2 spaces for the accessory apartment.
- e. Only one accessory apartment may be created within the single-family dwelling or as an addition to such single-family dwelling which shall be attached to the primary single-family dwelling by at least one common wall to the single family dwelling. The minimum floor area of an accessory apartment shall not exceed 800 square feet. The accessory apartment may have a separate entrance. If a separate entrance is provided, there shall also be an interior access to the accessory apartment from the primary residence. Electrical service for the accessory apartment shall be from the existing principal dwelling's electrical panel. (3/11/19)
- f. The owner(s) of the single-family dwelling in which an accessory apartment is created shall occupy at least one of the dwelling units as their permanent domicile. (3/11/19)
- g. The design of the accessory apartment shall conform to all applicable standards of the State of Connecticut health, building and fire codes as amended. (3/11/19)
- h. Required off-street parking shall be 1-1/2 spaces for the single-family dwelling and 1-1/2 spaces for the accessory apartment.
- i. Accessory apartments shall not be located within any detached garage or other accessory building. Connection to the principal single-family dwelling by any covered porch, breezeway, basement, or any similar non-habitable construction does not constitute an acceptable shared common wall to qualify for an accessory apartment. (3/11/19)

- j. The accessory apartment and the principal dwelling shall be occupied by persons related to each other through marriage, blood, or adoption. (3/11/19)

**11.18.2** Application for an accessory apartment shall be made in a form prescribed by the Zoning Enforcement Officer and shall be accompanied by the following: (6/26/92)

- a. An affidavit signed by the applicant, confirming that he or she is the owner-occupant of the principal, single-family dwelling and indicating the name(s) and relationship(s) of the intended occupant(s) of the accessory apartment. (3/11/19)
- b. A floor plan of the building indicating the dimensions and areas of all rooms and clearly showing the locations, accesses and common wall interconnection(s) of the primary dwelling and the accessory apartment. (3/11/19)
- c. A report from the governing health department authority indicating that the existing and/or proposed water supply and sewage disposal systems will adequately serve the proposed use. Evaluation of the sewage disposal system shall be according to Section 19-13-B100, as amended, as well as any other appropriate sections of the Public Health Code of the Connecticut Department of Health Services. (3/11/19)

**11.18.3** The effective period of a permit shall be five years. At the end of this time period, the property shall be inspected by the Zoning Enforcement Officer prior to the renewal being granted by the Zoning Enforcement Officer and the filing of an application under this section shall constitute authorization by the owner for such inspection at reasonable times and upon reasonable notice. The owner shall certify in writing that all of the conditions met at the time of the original application remain unchanged. It shall be the responsibility of the owner-occupant to renew the permit. (6/26/92)  
(3/11/19)

**11.18.4** Purchasers of homes that have had permits for accessory apartments who want to continue the use must obtain an approval from the Zoning Enforcement Officer by demonstrating that all Conditions prerequisite to obtaining the original permit will continue to be met. (6/26/92)  
proved Accessory Apartment approvals shall be filed on the Griswold Land Records. (3/11/19)

