



# Woodstock Economic Development Commission: A Brief Guide for Transforming Ideas & Possibilities

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



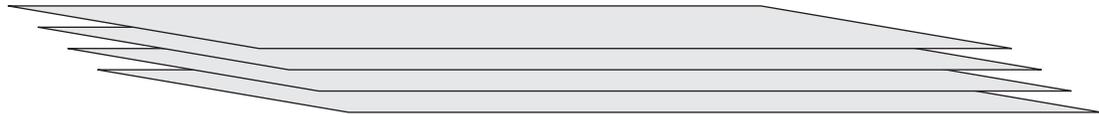
## The Permitting Process:

Application

Review

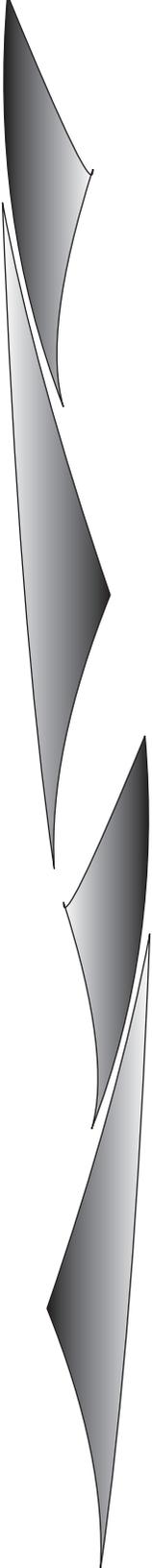
Approval/Disapproval

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)

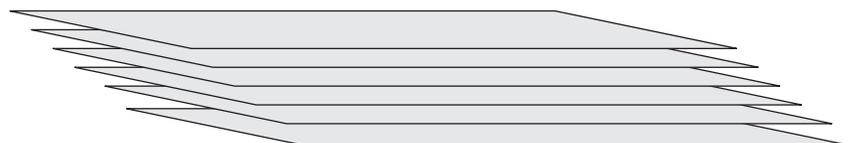
Plan revisions, suggested or required

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!**



**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



**Inland Wetlands Watercourse Agency**

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



**Zoning Permit**

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



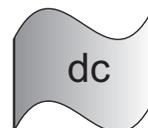
**Zoning Board of Appeals**

variances, special exceptions



**Building Permit**

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



**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



**Waste & Recycling Permit**

Transfer station

**Burning Permit**

Fire District Burn Official



**Water Pollution Control Authority**

alterations to buildings & sites within said district which governs the public sanitary sewage system

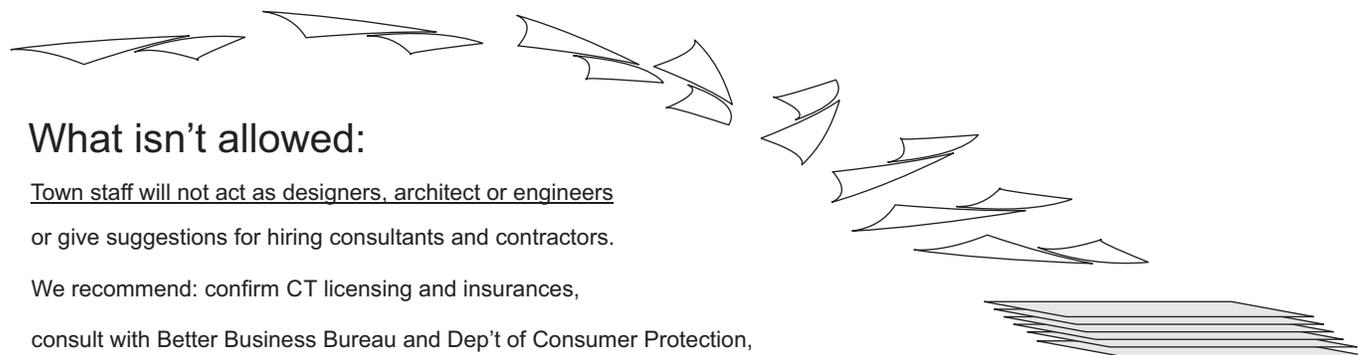


**Engineering Permit**

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

## Approvals

## Permits

Legend: ○ typically no action  
 ● review  
 ● required

### Single Family Dwellings (conditions vary)

	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

## Approvals

## Permits

### New Structures

PZC	IWWA	HDC	ZBA
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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

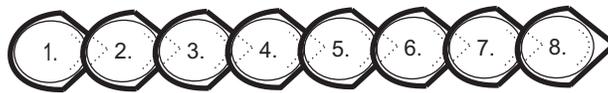
- Scenic Roads
- Site Plan Approvals
- Special Permits
- Subdivisions
- Zoning Regulations

## Application Review

## Public Hearing

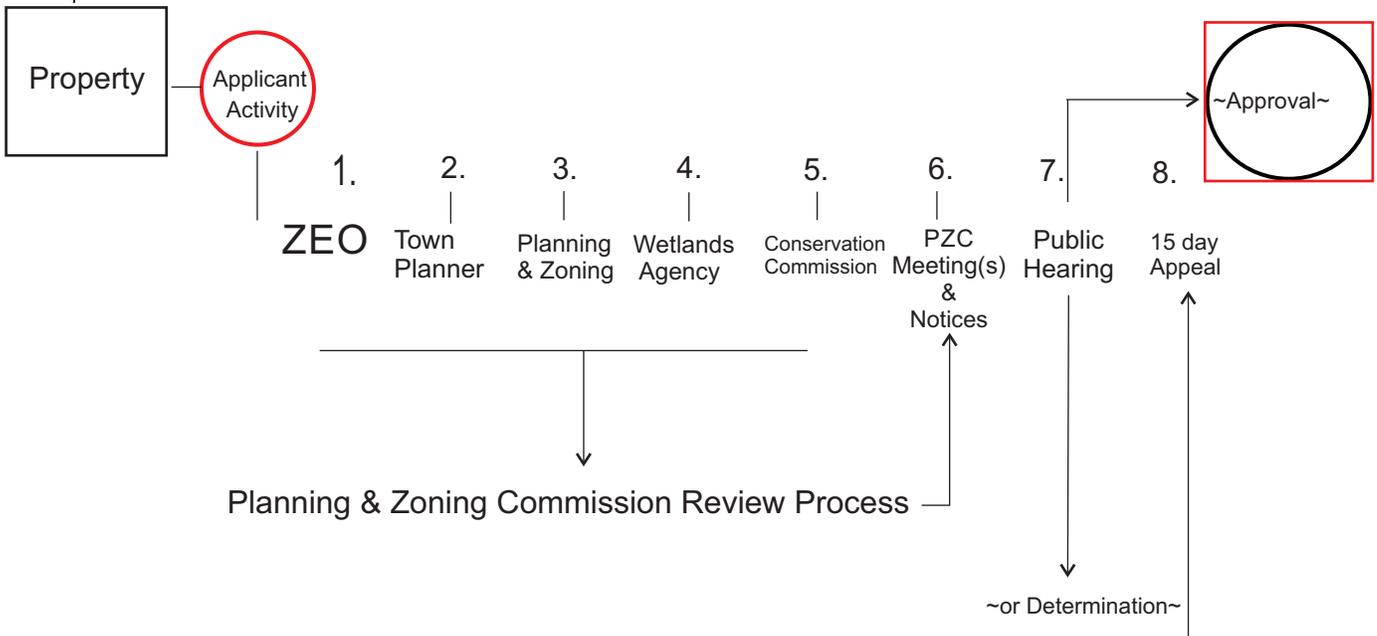
## Special Permit

- 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



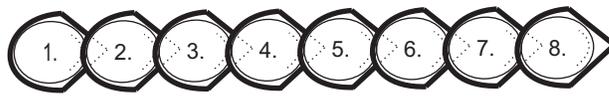
# Inland Wetlands Watercourse Agency Review Process

Agent Approval

WA - Wetlands Agent

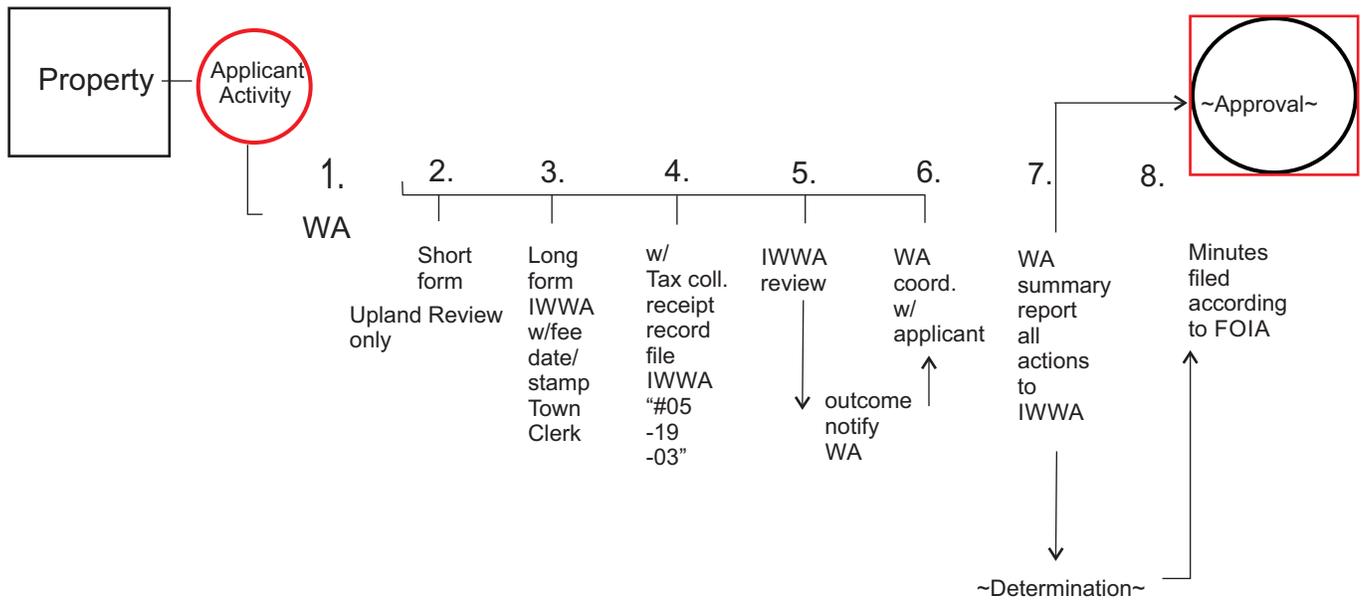
Agency Approval

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

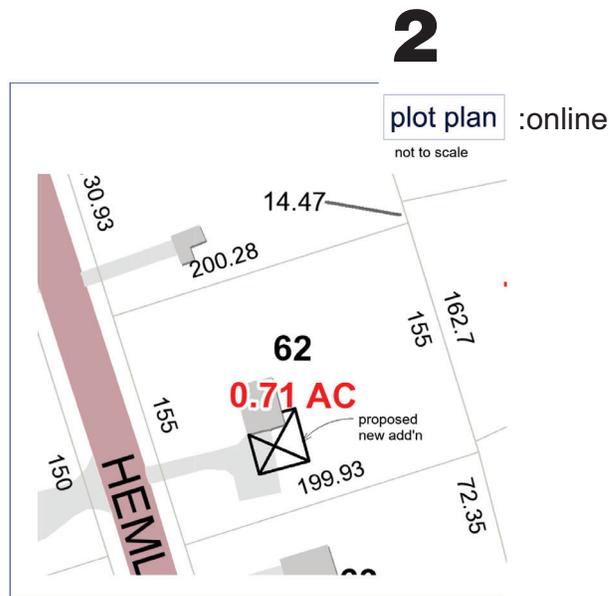
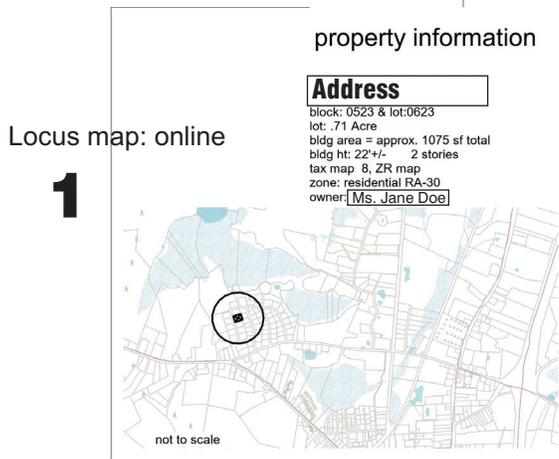
Zoning Permit - in accordance with ZR

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

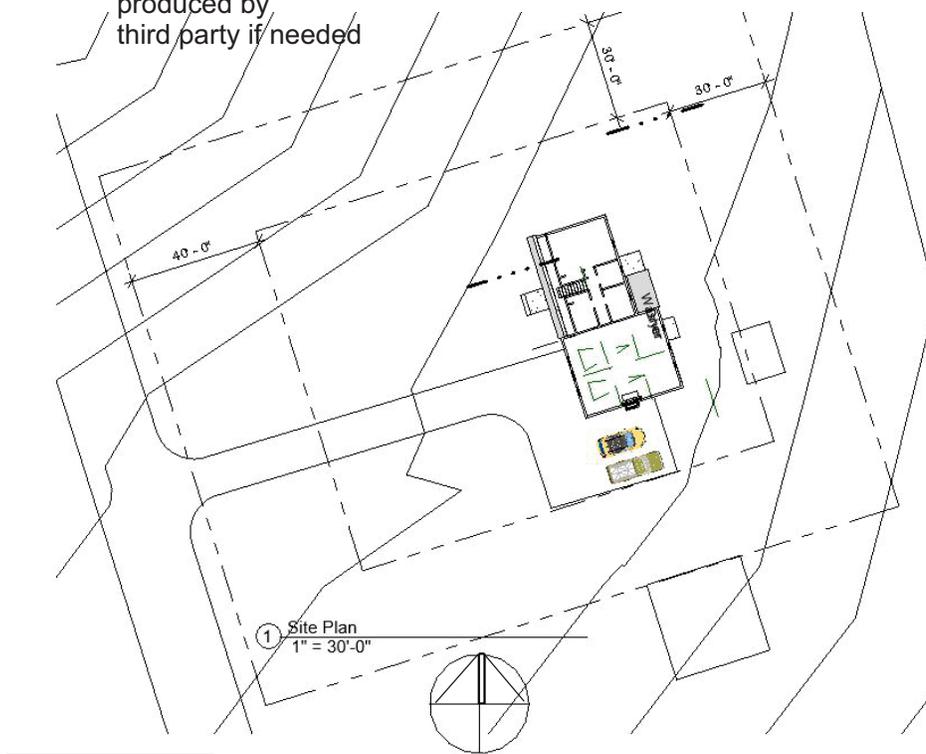
Schedule of Inspections

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

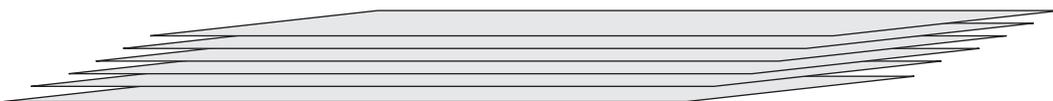


[Fire Marshal](#)

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