

How do I fill out a zoning application?

Three copies of the zoning permit application and supporting documents must be submitted to David Perkins 203-710-0232 or casbzeo@gmail.com at least three business days before the next meeting. Any application not filled out correctly will not be heard at the zoning meeting. The zoning meetings take place on the second Monday of each month at the Union church on Pentecost Street at 7:30 P.M. Any new construction; or reconstruction or destruction of an existing building needs a zoning permit.

All Zoning decisions are based upon the rules specified in the Zoning Regulations of the Civic Association of Short Beach. Copies of the regulations can be found on the CASB website at www.shortbeach.org. Schedule A on page 31 outlines area, location and bulk standards. A quick review of this page will help you determine whether the project you envision is likely or not likely to pass. If an application is rejected; the applicant has the option to appeal the decision to the Board of Appeals of CASB.

Drawings showing all measurements and property, street, and right of way lines must be submitted with the application. Drawings of the location and height and size of the proposed structure must also be submitted. Surveys, if available, should be included.

Instructions for filling out the form:

The top part of the form to the "Reason for Denial" section is for board completion only.

The Applicant/Owner section is self-evident.

For the description of work, please choose one of the boxes that best describes the project. Add your own description if none of the supplied boxes applies.

Lot Size: Measure in feet the boundary lines that form your lot. Front is the line of the lot that fronts on a street. Rear is the line most parallel with the front line. Sidelines are mostly perpendicular to the front and rear lines and are lines that are not rear or front lines.

The Lot size after proposed change should only change if there is a division or consolidation of lots

Determine any wetlands area which includes lakes, ponds, tidal wetlands and inland wetlands.

Building Size: measure the width of the front side of the house. This is the side that faces the street. Measure the 2 sides of the house perpendicular to the front line. Measure the height of the house and the number of stories. Determine the square footage of each floor of the house. These measurements should match the diagram of the current structure.

Then determine size after changes. These measurements should match the diagram of the proposed structure.

Building setback: Front: measure the shortest distance from the front (street side) of the building to the property line. Side: measure the shortest distance from the side of the building to the side of the property on both sides. Rear: Measure the shortest distance from the rear of the building to the rear property line. Measure distance from building to all streets and rights of ways. Measure distances from building sides to the Farm river, Long Island Sound, and critical coastal resources if applicable.

Then Determine setbacks after changes.

Building Lot Coverage: determine the square footage of all buildings on the lot (include accessory buildings). Divide this number by the square footage of the lot as calculated above and enter as a percentage. This is basically a bird's eye view of all the areas on your lot covered by structures and decks.

Building Floor Area: Measure inside floor area of all buildings on lot. Do not include basements. This includes porches covered by roofs. This includes habitable attic areas. Divide this number by the square footage of the lot as calculated above and enter as a percentage.

Aggregate Lot Coverage: Measure square footage of all buildings, decks, terraces, patios, drives, and impervious surfaces. Divide this number by the square footage of the lot as calculated above and enter as a percentage. This is basically a bird's eye view of all the areas on your lot covered by structures, decks, and impervious surfaces.