

PERMIT FLOW CHART
(for new construction, additions and replacement work)

SHELTON PLANNING AND ZONING DEPARTMENT

7/05

- I. Step One (if necessary; if not go to step Two)**
- a. a. Obtain Permit from Naugatuck Valley Health District for projects having septic systems (homeowner will need to submit septic plan to NVHD: 98 Bank Street, Seymour; it is suggested to first call NVHD at 881-3255 and inquire if plan is available).
 - b. b. Obtain Permit from Water Pollution Control Authority (Sewer Dept: 3rd floor City Hall) for projects involving municipal sanitary sewer hookup.
- Note:** Sheds and other accessory structures up to 400 square feet do not require NVHD permit approval.
- II. Step Two (if necessary; if not go to Step Three)**
- a. a. Obtain variance from Zoning Board of Appeals for proposals not meeting setbacks, etc.(may require letter of confirmation from Valley Health Dept. and Inland Wetlands Dept. that proposal is permitted). Forms are available in P&Z Dept: 3rd floor City Hall
- III. Step Three (if necessary; if not go to Step Four)**
- a. Obtain Permit to remove trees within city right-of-way from Tree Warden (application in City Engineer Dept: 3rd floor City Hall.).
 - b. b. Obtain Street address, driveway opening and/or sign off on engineered site plan (for new house construction) from Engineering Department.
- IV. Step Four (if necessary; if not go to step Five)**
- a. a. Obtain Permit from Inland Wetlands Department (may require submission of application to Inland Wetlands Commission as determined by the Wetlands Coordinator). Applicant is required to submit plot plan, drawn to scale, showing exact location of proposed work. If the homeowner does not have a survey map of their property a copy of their property map (assessor's map) can be obtained in the Assessor's Office (1st floor) for a fee.

Note: Wetlands Department will receive and process walk-in applications **only** between the hours of **8:00 a.m. to 10:00 a.m Tuesday thru Friday**; appointments are required for all other times; please call 924-1555 ext. 307 in advance to avoid unnecessary delays.

- V. V. **Step Five (if necessary; if not go to step Six)**
- a. a. Obtain Permit from Planning and Zoning Department (may require review and action by Planning and Zoning Commission as determined by P & Z Staff). Applicant is required to submit plot plan, drawn to scale, showing exact location of proposed work and setbacks. If the homeowner does not have a survey map of their property a copy of their property map can be obtained in the Assessor's Office (1st floor) for a fee.
- VI. VI. **Step Six**
- a. Obtain Permit from Building Department (3rd floor City Hall)
Please call 924-1555 ext. 354 for all questions including building code related issues and fee schedule.

NOTE: The applicant is reminded that you must obtain all applicable above noted permits in sequence. Failure to obtain all permits in sequence will delay the process.