

City of Shelton

Land Use Permit Steps

Step One:

All applications require a scaled drawing or sketch of the property, which shows the location of your proposal and details the distances from property lines. If you do not have a survey or site plan, please visit www.shelton.mapxpress.net to print your plot. **Call ahead** or email the following departments to arrange an appointment. The steps are sequential, so you must have approval from the prior authorities to proceed.

Step Two:

If your property has **Septic System and/ or Well Water:**

- Obtain approval from the Naugatuck Valley Health District. 203-881-3255
- If you are adding foundation or footings, you will also need permission from the **City of Shelton Sewer Department**. See instructions for contacting Sewer Department below.

Step Three:

Sewer and/ or City Water (WPCA): 203-924-1555 x 1511

- Obtain approval from the City of Shelton Sewer Department by emailing your request to WPCA@cityofshelton.org. This step is required regardless of whether or not you are on city sewer. In the email please include your Name / Address (location where the work will take place) / Purpose (type of permit applying for) / Phone number.

Step Four:

Engineering: 203-924-1555 x 1509

- If your application increases your impervious lot coverage and/ or requires work around city utilities, obtain approval from the City of Engineering Department by emailing your request to shelton.eng@cityofshelton.org. In the email, please include your: Name, Address (the location where the work will take place), Plans, Purpose (type of permit applying for), and Phone number.

Step Five:

Inland Wetlands: 203-924-1555 x 1512 or L.miro@cityofshelton.org

- Bring a copy of your plans and prior approvals to the Inland Wetlands Office.
- Fees are determined by the footprint square footage of the structure: 0 - 249 sq. ft. = \$50, 250 - 999 sq. ft. = \$75, 1000 - 1999 sq. ft. = \$100. Payment is by cash or check.

Step Six:

Planning and Zoning: 203-924-1555 x 1510 or L.miro@cityofshelton.org

- Bring a copy of your plans, and prior approvals to the P&Z Office. Also please send pdf's of the drawings to the email above.
- Fees are determined by the square footage. For residential construction, the cost is \$50.00 per 250sq. ft., plus a State fee of \$60.00 for a minimum of \$110.00. Payment is by cash or check.

Step Seven:

Building Department: 203-924-1555 x 1517 or h.solotruk@cityofshelton.org

- Bring copies of your plans, a pdf copy of your plans on a thumb drive, and prior approvals to the Building Department.
- Obtain approval from the Building Department. Payment is by cash, check, or card.