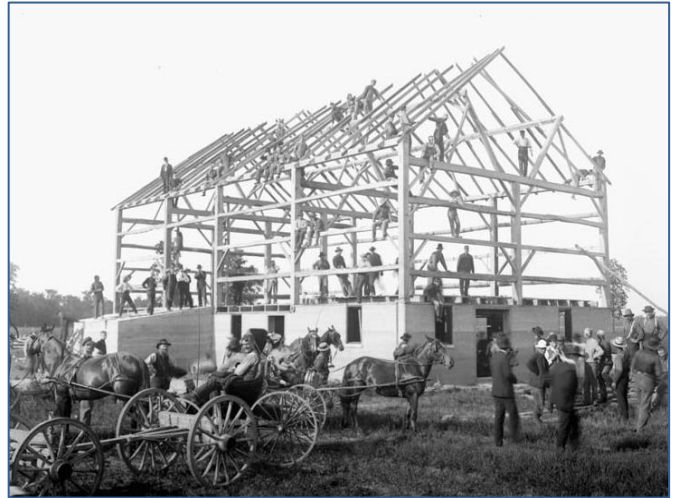
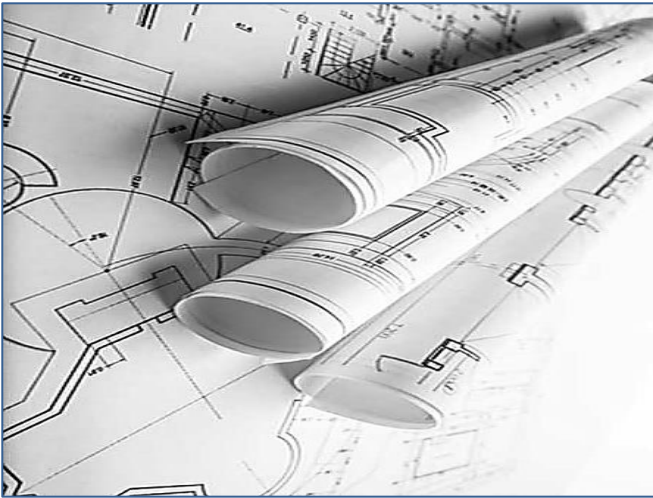
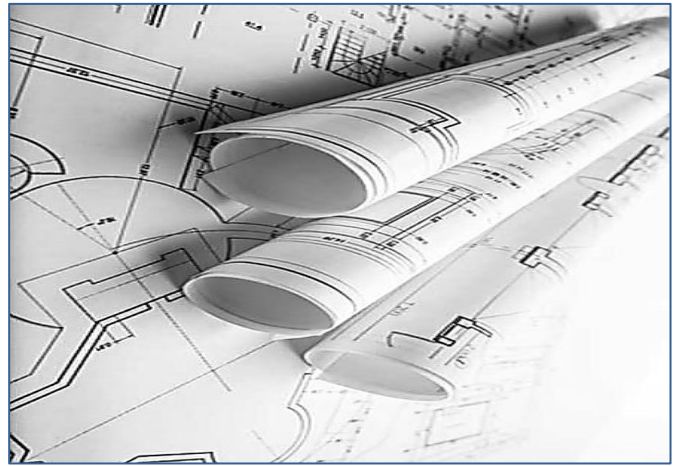


# Town of Simsbury Permitting Overview and Guide

Department of Planning and Community Development

November 2017



This guide describes the processes associated with residential and commercial development in Town in general terms and is not intended to be relied upon or referred to as a governing source of law.

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## ROLES AND RESPONSIBILITIES

### Applicant

- Works with Town staff prior to submitting the application to ensure project conforms to applicable regulations
- Submit application in advance of project start date, with consideration given to statutory deadlines

### Staff – Town of Simsbury

#### **Director of Planning and Community Development**

- Provides guidance throughout development process; responsible for all form based code applications (Simsbury Town Center and Hartford Form Based Codes), acts as liaison between applicant, staff and the town's land use commissions

#### **Assistant Town Planner**

- Serves as the Inland Wetlands and Watercourses Agency agent and the flood plain administrator

#### **Zoning Enforcement Officer/Code Enforcement Official**

- Issues Zoning permits; enforces the Zoning Regulations
- Enforces Town's Blight Ordinance

#### **Building Official**

- Issues building, electrical, mechanical, plumbing and gas permits; enforces the State Building Code

#### **Town Engineer**

- Reviews development proposals (drainage, traffic, layout, grading, public improvements, etc.)

#### **Director of Public Works**

- Reviews public improvements and drainage connection proposals

#### **Superintendent of Water Pollution Control**

- Reviews changes of use, developments on vacant lots, sanitary sewer extensions/connections

#### **Farmington Valley Health District**

- Reviews well and septic systems; approves and oversees food service establishments

### Staff – Simsbury Fire District

#### **Fire Marshal**

- Reviews commercial and multi-family building plans and subdivision applications; enforces the fire code

### Land Use Commissions

#### **Planning Commission (PC)**

- Reviews subdivision applications, proposed municipal improvements and reviews/revises the Plan of Conservation and Development (POCD)

#### **Zoning Commission (ZC)**

- Decides on applications for site plans and special exceptions; acts on changes to the Zoning Map and adopts/amends the Zoning Regulations; serves as the Aquifer Protection Agency

#### **Inland Wetlands & Watercourses Agency (IWWC)/Conservation Commission (CC)**

- Issues wetlands permits for activity within 100 feet of inland wetlands and/or watercourses; serves as the Erosion/Sediment Control Board

#### **Zoning Board of Appeals (ZBA)**

- Decides on applications for variances; rules on appeals made against action taken by Zoning Enforcement Officer

#### **Design Review Board (DRB)**

- Reviews all multi family, commercial and industrial site plan applications submitted to Zoning; offers ways to enhance the aesthetics of proposed projects – Resource Document Guidelines for Community Design

#### **Historic District Commission (HDC)**

- Reviews request for certificate of appropriateness for properties located within East Weatogue Historic District

#### **Water Pollution Control Authority (WPCA)**

- Reviews and approves changes of use and sanitary sewer connections and extensions

## CONTACT INFORMATION

### Planning & Community Development (Building and Land Use Department)

**Jamie Rabbitt**, AICP, Director

(860) 658-3245 (main number); [jrabbitt@simsbury-ct.gov](mailto:jrabbitt@simsbury-ct.gov)

933 Hopmeadow Street, Simsbury, CT 06070

Open Monday 8:30am-7:00pm, Tuesday-Thursday 8:30am-4:30pm, Friday 8:30am-1:00pm

- **Henry Miga**, Building Official  
(860) 658-3234; [hmiga@simsbury-ct.gov](mailto:hmiga@simsbury-ct.gov)
- **Mike Glidden**, CFPM/CZEO/WEO, Assistant Town Planner  
(860) 658-3245; [mglidden@simsbury-ct.gov](mailto:mglidden@simsbury-ct.gov)
- **Robin Newton**, CZEO, Code Enforcement Officer  
(860) 658-3240; [rnewton@simsbury-ct.gov](mailto:rnewton@simsbury-ct.gov)

### Engineering Department

**Jeff Shea**, Town Engineer

(860) 658-3260; [jshea@simsbury-ct.gov](mailto:jshea@simsbury-ct.gov)

933 Hopmeadow Street, Simsbury, CT 06070

Open Monday 8:30am-7:00pm, Tuesday-Thursday 8:30am-4:30pm, Friday 8:30am-1:00pm

### Public Works Department

**Thomas J. Roy**, Director

(860) 658-3222; [troy@simsbury-ct.gov](mailto:troy@simsbury-ct.gov)

66 Town Forest Road, Simsbury, CT 06070

Open Monday-Friday 8:30am-4:30pm

### Water Pollution Control

**Anthony Piazza**, Superintendent

(860) 658-1380; [apiazza@simsbury-ct.gov](mailto:apiazza@simsbury-ct.gov)

36 Drake Hill, Simsbury, CT 06070

Open Monday-Friday 7:30am-3:00pm

### Simsbury Police Department

**Peter N. Ingvertsen**, Chief

(860) 658-3105; [pingvertsen@pd.simsbury-ct.gov](mailto:pingvertsen@pd.simsbury-ct.gov)

933 Hopmeadow Street, Simsbury, CT 06070

### Simsbury Fire District

**Kevin Kowalski**, Fire Marshal

(860) 658-1971; [kkowalski@simsburyfd.org](mailto:kkowalski@simsburyfd.org)

871 Hopmeadow Street, Simsbury, CT 06070

### Farmington Valley Health District

**Jennifer Kertanis**, Director

(860) 352-2333; [jkertanis@fvhd.org](mailto:jkertanis@fvhd.org)

95 River Rd, Canton, CT 06019

Open Monday-Friday 8:00am-4:00pm (closed 12:00pm-1:00pm for lunch)

## PERMITTING REFERENCE CHART – COMMERCIAL/MULTI-FAMILY PROJECTS

The following is a general guide as it applies to most commercial projects; actual permit requirements may vary based on circumstances. To verify the types of permits required for your project, please consult with the appropriate department. CT General Statutes dictate the time frames associated with the processing of land use applications. Please consult with staff, as time frames vary based on the type of application.

● = Required      ○ = May be Required Depending on Circumstances      Blank = Not Required

	BOARD/COMMISSION APPROVAL(S)							CONSTRUCTION/ZONING PERMIT(S)					
	IWWC /CC	DRB	ZC	ZBA	PC	HDC	WPCA	Engineering	Health	Zoning	Building	Fire	Public Works
<b>STRUCTURES</b>													
New Structure	○	●	●	○		○	○	●	○	●	●	●	
Addition to Structure	○	●	●	○		○	○	●	○	●	●	●	
Garage	○	●	●	○		○		○		●	●	●	
Shed	○	●	●	○		○		○		●	●	●	
Deck	○	○	○			○				●	●	●	
Roof		○	○			○				●	●	○	
Siding		○	○			○				●	●	○	
Windows		○				○				●	●	●	
Doors Exterior		○				○				●	●	●	
Fence	○	○								●	●	●	
Electrical (i.e., generator)		○								○	●	○	
Plumbing		○									●		
Mechanical (i.e., propane tank, HVAC)		○								○	●	○	
<b>SITE IMPROVEMENTS</b>													
Driveway	○		●	○		○		●		●		○	
Parking Lot	○		●	○		○		●		●		○	
Change Lot Line	○			○	○			○		●			
Drainage Connection	○			○		○		●					●
Create New Lot	○			○	●			●		●		○	
Create Subdivision	○			○	●		●	●		●		○	●
<b>USES</b>													
Change of Use	○	○	●	○		○	●	○	○	●	●	○	

<b>IWWC/CC:</b> Inland Wetlands & Watercourses Agency / Conservation Commission	<b>DRB:</b> Design Review Board	<b>ZC:</b> Zoning Commission	<b>ZBA:</b> Zoning Board of Appeals	<b>PC:</b> Planning Commission	<b>HDC:</b> Historic District Commission	<b>WPCA:</b> Water Pollution Control Authority
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## PERMITTING REFERENCE CHART – RESIDENTIAL PROJECTS (Single Family)

The following is a general guide as it applies to most residential projects; actual permit requirements may vary based on circumstances. To verify the types of permits required for your project, please consult with the appropriate department. CT General Statutes dictate the time frames associated with processing land use applications. Please consult with staff, as time frames vary based on the type of application.

● = Required      ○ = May be Required Depending on Circumstances      Blank = Not Required

	BOARD/COMMISSION APPROVAL(S)							CONSTRUCTION/ZONING PERMIT(S)					
	IWWC /CC	DRB	ZC	ZBA	PC	HDC	WPCA	Engineering	Health	Zoning	Building	Fire	Public Works
<b>STRUCTURES</b>													
New Structure	○		○	○		○	○	○	○	●	●		○
Addition to Structure	○			○		○	○	○	○	●	●		
Garage	○			○		○				●	●		
Shed	○			○		○				●	○		
Deck	○			○		○				●	○		
Pool	○			○		○			○	●	●		
Roof				○						○	○		
Siding				○						○	●		
Windows				○						○	●		
Doors				○						○	●		
Fence	○			○		○				●	●		
Electrical	○			○		○				●	●		
Plumbing										●	●		
Mechanical (i.e., propane tank, HVAC)	○			○		○				●	●		
<b>SITE IMPROVEMENTS</b>													
Driveway						○		●				○	○
Change Lot Line	○		○		○				○				
Drainage Connection								○	○				●
Create New Lot			●		●			○	○			○	○
Create Subdivision			○		●		●	○	○			○	○
<b>USES</b>													
Change of Use	○	○	●				●	○	○	○		○	

<b>IWWC/CC:</b> Inland Wetlands & Watercourses Agency / Conservation Commission	<b>DRB:</b> Design Review Board	<b>ZC:</b> Zoning Commission	<b>ZBA:</b> Zoning Board of Appeals	<b>PC:</b> Planning Commission	<b>HDC:</b> Historic District Commission	<b>WPCA:</b> Water Pollution Control Authority
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## TIMELINE

The chart on the following page is a general overview of the amount of time an applicant can expect to spend with each commission. Deadlines are set by CT General Statute §8-7d(b), which states that the Planning Commission, Zoning Commission and Conservation Commission/Inland Wetlands & Watercourses Agency must render a decision within 65 days of receipt of application. However, this process is extended for those projects which require a public hearing, and in all cases, the applicant and the relevant commission can agree to extensions up to a total of 65 days during the permitting process.

Steps marked in black are mandatory; those marked in gray may be required, depending on whether a discretionary public hearing is held:

- **Mandatory Hearings:** Special Exceptions (Zoning Commission); Resubdivisions (Planning Commission); Zone Changes (Zoning Commission) and Regulation/Text Amendments (Zoning or Planning Commission); Map Amendments (Conservation Commission/Inland Wetlands & Watercourses Agency); all matters before the Zoning Board of Appeals; all matters before the Historic District Commission
- **Discretionary Hearings:** matters before the Conservation Commission/Inland Wetlands & Watercourses Agency; Site Plans (Zoning Commission); Subdivisions (Planning Commission)

If your project requires multiple approvals, those processes may run concurrently. Applicants are advised to coordinate with Town staff.

Per Section 22a-42a of the Connecticut General Statutes, if your proposal is to develop land which contains wetlands/watercourses, or if your development is proposed to drain into a wetland, or your proposed activity is located within 100 feet of a wetland or watercourse, or it otherwise determined by the Inland Wetlands and Watercourses Commission (IWWC) to likely impact a wetland, you may need to apply for a wetlands permit from the IWWC before or at the same time application is made to the Planning Commission, Zoning Commission, or ZBA.

The IWWC must render a decision on the wetlands application before the other Commissions/ Board can render their decision.

Whether or not your property contains wetlands or whether or not your proposal may be regulated by the IWWC can be discussed with the **Assistant Town Planner/Authorized Wetlands Agent**.

<p>* <b><i>For applications associated with the Simsbury Town Center Code or The Hartford Form Based Code, please contact the Director of Planning and Community Development directly.</i></b></p>
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**PRE-APPLICATION PROCESS (ALL APPLICANTS)**

Applicant shares plan with Town staff; applicant and staff work together to finalize application. Pursuant to CT General Statute §7-159b, a commission may conduct a pre-application review of a proposed project. Once the application has been filed, the clock starts on the statutory timelines outlined below.

*The duration of this steps depends on the nature of the application.*

