

TOWN OF WARREN  
PLANNING & ZONING COMMISSION

Zone Change/Special Exception/Site Plan Approval

Application # \_\_\_\_\_

- ( ) Zone Change
- ( ) Special Exception
- ( ) Site Plan Approval

1. APPLICANT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Interest in property if not the Owner \_\_\_\_\_

2. OWNER(S) OF RECORD

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

3. DESCRIPTION OF PARCEL

Location \_\_\_\_\_

Size \_\_\_\_\_ Lot Frontage \_\_\_\_\_

Assessor's Map # \_\_\_\_\_ Parcel  
# \_\_\_\_\_ Zone \_\_\_\_\_

Present Use \_\_\_\_\_

Within 500 feet of Town border? \_\_\_\_\_yes \_\_\_\_\_no

OFFICE USE ONLY:

Date submitted to adjacent town(s): \_\_\_\_\_

Date submitted to Reg. Plan. Ass'n: \_\_\_\_\_

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5. REQUESTED ACTION

- a.  ZONE CHANGE: This applicant hereby requests that said premises be changed from Zone \_\_\_\_\_ to Zone \_\_\_\_\_
  
- b.  SPECIAL PERMIT: This applicant hereby requests a Special permit to \_\_\_\_\_  
\_\_\_\_\_
  
- c.  SITE PLAN APPROVAL: This applicant hereby requests Site Plan Approval to \_\_\_\_\_  
\_\_\_\_\_

Agents (if any) representing the applicant who may be directly contacted regarding this application:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Involvement (Legal, Engineering, etc.) \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Involvement (Legal, Engineering, etc.) \_\_\_\_\_

The following items have been submitted as part of this application (if applicable):

- 9.2.1 Five copies of a written statement describing the proposed use.
- 9.2.2 Five copies of a site plan, drawn to a scale of not less than 100 feet to the inch, showing at least the following:  
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- a. Existing and proposed topography of the site.
  - b. The location of all existing and proposed watersheds, sewers, catch basins, manholes, bridges and culverts with invert elevations of all drainage structures and the course of the resulting run-off.
  - c. Location and extent of proposed structures, including signs.
  - d. Location and extent of proposed parking, access and unloading areas.
- 9.2.3 Five copies of preliminary architectural plans of all proposed buildings, structures and signs, including exterior elevations perspective drawings.
- 9.2.4 Five copies of a general location map showing the surrounding property within 500 feet and including the structures, roads, watercourses, names of contiguous property owners and other physical features which relate to the proposed site development plan.
- 9.2.5 The Commission may impose additional requirements when necessary to protect the public health, safety, convenience and property values.
- 9.2.6 The Commission may require a sufficient bond to secure performance of any requirement.
- 9.2.7 The names and addresses of the owner or owners of the premises of the proposed use and the name and address of the applicant if different from the owner.
- 9.2.8 An application fee as per the schedule of fees for Zoning and Subdivisions.

**PLANNING & ZONING COMMISSION**

**CHAIRMAN**

Wayne Wilson  
3 Laurel Mountain Road  
Warren, CT 06754  
868-2985

**SECRETARY**

Rita Foss  
Land Use Office  
7 Sackett Hill Road  
Warren, CT 06754  
Office: 868-7881, Ext. 106  
Office Hours: Posted in Town Clerk's Office

**ZONING ENFORCEMENT OFFICER**

Craig Nelson  
Land Use Office  
7 Sackett Hill Road  
Warren, CT 06754  
Office: 868-7881, Ext 106

**Office Hours: TUESDAY: 1:30 – 5:30 p.m.**

**Monthly meeting - 2nd Tuesday of the month 7:30 p.m.  
(May change for Holidays)**

**BOARD OF SELECTMEN**

**FIRST SELECTMAN**

Jack Travers  
7 Sackett Hill Road  
Warren, CT 06754  
Work: 868-7881, Ext. 102  
Home: 868-0082

**SANITARIAN**

Torrington Area Health District  
350 Main Street  
Torrington, CT 06790  
Chief Sanitarian, Gil Roberts  
489-0436 or 489-0437

**BUILDING INSPECTOR**

Joe Manley  
7 Sackett Hill Road  
Warren, CT 06754

Warren Hours: **Monday & Wednesday:**  
7:30 – 8:30 a.m.

**Thursday Afternoon:**  
4:30 – 6:00 p.m.

Phone #: 868-7881, Ext 111  
Fax #: 868-7746

**STATE DEPARTMENT OF TRANSPORTATION**

**PERMIT INVESTIGATOR** Doug Humes  
Rt. 4  
Cornwall, CT 06753  
672-6671

**INLAND WETLANDS COMMISSION**

**CHAIRMAN** Craig Nelson  
36 Sunset Lake Road  
Warren, CT 06754  
868-7374

**WETLANDS ENFORCEMENT OFFICER:**

Craig Nelson  
Land Use Office  
7 Sackett Hill Road  
Warren, CT 06754  
Office: 868-7881, Ext. 106

**Office Hours: TUESDAY: 1:30 to 5:30 p.m.**

**Monthly meeting - 2nd Monday of the month 7:00 p.m.  
(May change for Holidays)**

**TOWN OF WARREN, CONNECTICUT  
SCHEDULE OF FEES FOR ZONING AND SUBDIVISIONS**

1. Minor Expansion filing fee: **\$125.00**  
includes: Permit renewals, sheds, porches, decks, dormers, gazebos, additions and other expansions of  
**not more than 200 sq. ft. in area or 2000 cu. ft. in volume.**
  
2. Major Expansion filing fee: **\$200.00**  
Includes: Additions, garages, barns, studios, accessory buildings, pools, tennis courts, driveway permits and other expansions of  
**more than 200 sq. ft. in area or 2000 cu. ft. in volume.**
  
3. New Dwelling filing fee: **\$250.00**  
Includes: 2<sup>nd</sup> dwellings and accessory apartment
  
4. Administrative filing fee: **\$150.00**  
Includes: change of use, home occupation
  
5. Filing Fee for Timber Harvesting Application: **\$125.00**
  
6. Inspection Fee for Timber Harvesting payable before issuance of Permit: **\$280.00**
  
7. Application fee for Special Exception: **\$200.00**
  
8. Application fee for Special Exception to Remove Earth Products: **\$300.00.**
  
9. Renewal of Special Permit to Remove Earth Products: **\$200.00**
  
10. Inspection fee for permit to Remove Earth Products: Minimum of \$280.00 Payable before issuance of the permit: **\$280.00 per year.**
  
11. Fee for petition to amend Regulations (Sec. 14): **\$200.00**

12. Fee of processing Subdivision and Resubdivision Applications:

- a.) **\$200.00** per lot on a public maintained road plus  
**\$60.00 State Tax.**
- b.) **\$200.00** per lot, not on a public maintained road plus  
**\$60.00 State Tax.**
- c.) **\$400.00** per lot on division of six (6) or more lots plus  
**\$60.00 State Tax.**

13. Fee for processing revision of a Subdivision in accordance with  
Section 3.8 if no hearing is required: **FEE \$250.00**

14. Fee for processing revision of a Subdivision if a hearing is required:  
**FEE \$350.00.**

**EFFECTIVE: October 1, 2009**

