

## **Zoning Compliance Permit Application Directions for Completion**

**Property Owner of Record and Phone:** full name of owner of property and phone number

**Property Address:** full address where work is to be performed (number and street)

**Map and Lot:** assessor's map and lot number for property where work is to be performed

**Zone:** Zoning District for property as shown on Zoning Map for Town of Old Lyme

**Mailing Address:** full mailing address of property owner including zip code (permit will be mailed to this address unless otherwise specified)

**Builder and Mailing Address:** name and full mailing address of builder to perform work or "self" and "same" if work is to be done by owner

**Existing Status:** existing status of property including all structures (for example: subdivision lot • single family dwelling • single family dwelling with detached garage and pool)

- seasonal/year round:** this **MUST** be indicated for all residential uses
- dimensions:** footprint dimensions of existing structure
- height:** height (in feet) of existing structure
- lot size:** size of lot in square feet or acres – **MUST BE PROVIDED**
- road width:** width of town road right-of-way (not pavement) OR "P" for private road OR "n/a" for interior work
- total footprint area:** total footprint area of ALL structures on property
- 1st floor area:** floor area, in square feet, of first floor
- 2nd floor area:** floor area, in square feet, of second floor
- height:** height in feet of entire structure excluding chimney
- number of bedrooms:** total number of bedrooms

**Proposal:** **ALL** proposed improvements to be made to the site (for example: single family dwelling with attached 2 car garage and 10'X12' deck • 8'X10' storage shed • 12'X22' deck • repair existing detached garage • full dormer on rear of structure • 12'X24' second floor addition) *Note: applications for new construction will not be accepted unless all information is provided.*

- seasonal/year round:** this **MUST** be indicated for all residential uses
- dimensions:** overall dimensions of proposed construction or of total structure including proposed addition(s)
- total footprint area:** TOTAL footprint area of all structures after proposed construction
- 1st floor area:** floor area, in square feet, of first floor after proposed work
- 2nd floor area:** floor area, in square feet, of second floor after proposed work
- height:** height in feet of proposed structure excluding chimney
- number of bedrooms:** TOTAL number of bedrooms AFTER proposed construction

**Plot Plan/Modified Plot Plan:** **MUST** be indicated unless for interior work; plot plan in accordance with Section 20.3.4 must bear original signature and seal of professional preparer. Anything else is a modified plot plan.

**Signature of Owner/Applicant and Date:** Application must be signed. Signature indicates compliance with terms of application.

**Name/Address and Phone:** Name must be printed legibly; address and phone must be provided if not included above.

**ALL ITEMS MUST BE COMPLETED UNLESS SPECIFICALLY WAIVED.**

***\$60 FEE (CASH OR CHECK PAYABLE TO "TOWN OF OLD LYME") MUST ACCOMPANY APPLICATION***