



TOWN OF REDDING
P.O. Box 1028
100 Hill Road
Redding, CT 06875

REDDING ZONING COMMISSION
REDDING, CONNECTICUT

SPECIAL USE APPLICATION FORM:
RESIDENTIAL APARTMENT

DATE: _____

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

OWNER'S TELEPHONE # (H) _____ (W) _____

(If application is being made by persons other than the owner, please provide the following information, as well as a letter of authorization from the legal owner)

NAME & ADDRESS OF APPLICATION: _____

APPLICANT'S TELEPHONE #: _____

APARTMENT IS PROPOSED: -----
In existing dwelling _____ (Check on)
In accessory building _____

PLEASE SEE BACK OF THIS FORM FOR CHECK-OFF LIST OF MATERIALS
TO BE SUBMITTED ALONG WITH APPLICATION.

EFFECTIVE OCTOBER 1, 2006 PUBLIC ACT 06-53

Any project located within a public water supply aquifer protection area or watershed area must be notified by applicant (see attached)

THIS APPLICATION AS WELL AS THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE ZONING DEPARTMENT FOR CONSIDERATION. A TOTAL OF THIRTEEN COPIES OF ALL MATERIAL MUST BE SUBMITTED IN ORDER TO SATISFY ALL STATE AND LOCAL REGULATIONS.

1. A survey of your property of an A-2 level of accuracy. If you do not have one, check with the Zoning office and Town Clerk's office to see if there is a copy on file. In the absence of this, the Zoning office will provide surveyor referrals. The survey should illustrate the following:
 - Total of area
 - The location of the building that will contain the apartment. If a new building is proposed, the location of the proposed building must be shown as well as the existing dwelling on site.
 - The location of the well and septic system. Again, if a new building is proposed, the proposed new septic must be illustrated.
 - The location of the parking spaces designated for both the primary dwelling on site, and the apartment (each require two spaces as described in Section 5.6 of the Zoning Regulations).
 - If a new building is proposed, wetlands or watercourses must be shown.
2. An accurate, dimension, floor plan of the proposed apartment with a calculation of total gross square footage. Rooms and entrance/exist must be clearly labeled. In the case of an entirely new building, building plans for the entire structure must be submitted.
3. A letter of certification from the Redding Health Department stating that the current or proposed septic system and well can accommodate the apartment use.
4. A list of all adjoining property owners and their mailing addresses (this may be obtained from the assessor's office).
5. Regular size envelopes: One (1) addressed to each adjoining property owner. Each envelope must have sufficient postage affixed for mailing of a certified/return receipt letter (\$5.32). For each envelope, a certified mailing label and return card should also be filled out, with a return address of: Redding Zoning Department, P.O. Box 1028, Redding, CT 06875
6. \$175.00 Fee

ALL MATERIALS MUST BE RECEIVED BY THE MEETING DEADLINE (MEETINGS ARE HELD ON THE SECOND & FOURTH WEDNESDAY OF MOST MONTHS; DEADLINE IS THE WEDNESDAY PRIOR TO A METTING). INCOMPLETE APPLICATIONS WILL BE RETURNED FOR RESUBMISSION.

ACCESSORY APARTMENT INFORMATION

Accessory apartments are allowed in Redding's residential zones, provided the homeowner first obtains a "Special Use Permit" from the Redding Zoning Commission. This handout is meant to explain the Zoning Regulations controlling residential apartments, and the process by which homeowners may obtain necessary permits.

General Requirements

Accessory apartments fall into two categories each with their own specific regulations: those within a primary dwelling, and those in accessory buildings. All apartments, regardless of location, must meet the following basic criterion:

1. The owner of the property must live in the primary dwelling at the site of the apartment;
2. The floor area of the apartment must be between 300 and 600 square feet (including closets, halls, etc.);
3. The apartment must have its own kitchen, bath and exterior entrance
4. The apartment must have its own electric and phone service
5. The apartment must have two parking spaces designated specifically for the apartment, and
6. The apartment must meet state building and sanitary codes.

Additional Requirements for In-House Apartments

Apartments placed within a primary dwelling must be incorporated within the existing dwelling, on a conforming lot, in compliance with setback, height, and coverage regulations. If an addition is planned to accommodate the apartment, no more than 450 square feet of floor area may be added to the existing dwelling for apartment purposes.

Additional Requirements for Apartments in Accessory Buildings

Apartments in accessory (separate) buildings must be located on lots 50% larger than generally required for a given zone. For the majority of Redding, this means you must have three or more acres of land. Side and rear yard setbacks for the accessory building and twice those usually required. The accessory building must have its own septic system.

The Special Permit

A Special Permit is issued only by the Zoning Commission. It requires application to the commission, a Public Hearing, and final consideration by the Commission. The process generally takes just over one month.

Applicants must submit a complete application (see application for details) by the Wednesday prior to a scheduled meeting of the Commission. The Commission meets the second and fourth Wednesday of each month. The Commission will receive the application, and set a date for a Public Hearing approximately one month later; this time table is required by State Statute to allow for notification of neighbors and publication of legal notices. Anyone may speak at the hearing, however, the ultimate decision lies with the Commission. You must attend the Public Hearing to present your application. Your absence, or an incomplete application, may be considered ground for denial of your request.

If your request is approved, you will receive a letter of confirmation. You must file this letter with the Town Clerk of the Town of Redding. You then have one year to construct the apartment. Please note that the Special Permit allows only the specific use; any construction planned also requires standard building and zoning permits.

Your Special Permit is in effect for three years. You must notify the Zoning Department of your desire to renew your permit; you will not receive notice of expiration from the department. The renewal is a simple process which is signed by the Zoning Inspector.

The Application

Attached is an application for a Special Permit for a residential apartment. It should be filled out completely. On the back is a checklist of materials to be submitted with the application. Twelve copies of the application and supporting documentation must be submitted to the Zoning Department on the Wednesday before the meeting at which you would like the application to be received. These materials should be submitted to the Zoning Department, which is in the Post Office building in Redding Center.

If you have any questions, contact the Zoning Department at (203) 938-8517.

This information is subject to change and the Zoning Officer and Zoning Commission reserves the right to request additional information.