

## **Sequence of Events for Construction of Dwellings, Additions, Pools or Accessory Buildings in the Town of Warren**

Now that winter is finally over, many residents are beginning to plan building and improvement projects. Please be aware that dwellings, additions, barns, garages, decks, pools, and sheds all require permits. *This includes "COVER-IT" type sheds and Storable Swimming Pools.* The Inland Wetlands Regulations, Zoning Regulations and Town Ordinances are available online at [www.warrenct.org](http://www.warrenct.org). Here is a summary of the various steps involved for obtaining the required approvals:

1. For a new house, have a soil scientist flag any wetlands on the lot and have an engineer/surveyor develop a site plan that shows the proposed house, driveway, septic system, well location, and any wetlands or watercourses located by the soil scientist. Contact Torrington Area Health District at (860) 489-0436 for a list of soil scientists.
2. For a new house, obtain approval from the Torrington Area Health District for the proposed septic system and well location. If there is a septic system on your lot, the Health District must approve all additions, decks, and accessory buildings. The Health District has a separate pool application permit that must be obtained for all new swimming pools. Contact Richard Rossi, Sanitarian, at Torrington Area Health District at (860) 489-0436.
3. Obtain an Inland Wetlands Permit from the Warren Inland Wetlands Commission for any work proposed within 100' of a wetlands or watercourse (the regulated inland wetlands areas.) The Commission regulates construction, filling, and removal of material within the regulated wetlands and watercourse area. Contact Stacey Sefcik, Zoning and Inland Wetlands Enforcement Officer on Mondays and Wednesdays between 9:30AM and 12:30PM at 860-868-7881 x 117. The Inland Wetlands Commission currently meets the fourth Thursday of each month at 7:00PM at Warren Town Hall. Applications should be submitted one week prior to a meeting.
4. Obtain a driveway permit from the Planning and Zoning Commission and the First Selectman for all new driveways and modifications to existing driveways. The Town's driveway regulations are detailed in Section 9 of the Town of Warren Zoning Regulations. Applications are available in the Land Use Office and the First Selectman's Office.
5. Obtain a Zoning Permit from Stacey Sefcik, Zoning & Inland Wetlands Enforcement Officer, for proposed houses, additions, decks, pools, and accessory buildings -- including "cover-it" sheds and storable pools. The required setbacks in all zones throughout the Town of Warren are 30 feet for the front yard and 25 feet for side yards and rear yards. Properties located on or near the shorelines of major water bodies within Town may be required to meet additional Shoreline Setback requirements (see Section 16 of the Zoning Regulations.) Pools, decks and accessory buildings all require Zoning and Building permits and must meet the minimum zoning setback requirements.
6. Obtain a Building Permit from Joe Manley, Building Official. (860) 868-7881 ext. 111. He is available on Monday and Wednesday mornings from 7:30AM to 8:30AM and Thursday afternoons from 4:30PM to 6:00PM.
7. Please be aware that while projects such as drainage improvements, patio installation, shoreline stabilization, pond maintenance, and removal of beaver dams may not require zoning or building permits they will likely still require Inland Wetlands approval. If you are in doubt as to whether a permit is needed for your proposed project, please contact Stacey Sefcik prior to commencing any work.

The Land Use & Building Office personnel are available to answer any questions you may have and to help you navigate the permitting process in order to get your project underway as quickly as possible.

Stacey Sefcik  
Zoning & Inland Wetlands Enforcement Officer