

Town of Trumbull
CONNECTICUT

Planning and Zoning
Department
Telephone (203) 452-5044
Fax (203) 452-5169



Town Hall
5866 Main Street
Trumbull, Connecticut 06611

PLANNING AND ZONING DEPARTMENT

APPLICATION FOR SPECIAL PERMIT FOR ACCESSORY APARTMENT

- Property located in: Residence Zone A
 Residence Zone AA
 Residence Zone AAA

Applicant: _____

Address of Applicant: _____

Telephone Number: Day _____ Evening _____

Email Address: _____

Location of Premises: _____

Assessor's Map No.: _____ Parcel No.: _____ Lot No.: _____

Trumbull Land Records: Volume: _____ Page: _____

Owner of Record: _____

Address of Owner of Record: _____

Description of Proposed Request, including specific use to be conducted:

State if any Wetlands are located on the property YES NO

(If yes, then review is required by Inlands Wetlands)

Signature of Applicant: _____

Signature of Owner of Record: _____

A FEE IN ACCORDANCE WITH APPROVED FEE SCHEDULE MUST ACCOMPANY THIS APPLICATION. Make check payable to TOWN OF TRUMBULL.

FOR OFFICE USE ONLY

Date Application and Fee Received: _____ By: _____

Date of Public Hearing: _____ Date Action Taken: _____

List of Abutters Submitted: _____

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THE APPLICATION:

1. Copy of Deed (can be obtained from Town Clerk's Office).
2. Copy of Field Card (can be obtained from Assessor's Office).
3. Twelve (12) sets of site plans showing existing and proposed buildings, structures, access roads, off-street parking, storm drainage, sanitary sewers, landscaping and contours, all of which are subject to the approval of the Commission, shall be submitted with the application.
4. Digital copy of application and site plans.
5. Architectural drawings are required for any expansion of the existing structure. The design of the proposed buildings and other structures prepared by a registered architect or professional engineer, including building materials, color, exterior of building, all of which are subject to the approval of the Commission.
6. List of abutting property owners (see details on the page entitled **Notification of Abutting Property Owners**)
7. Compliance with "Notification of Abutting Property Owners" procedure as shown on the attached page (Letters must be postmarked not less than twelve (12) days prior to scheduled public hearing).
8. Additional set of plans shall be submitted to the following departments for review and comment: Building Department, Fire Marshal, Engineering, and Health Department. A sign-off from each of these departments is required. See attached form. Please allow adequate time for review.
9. **All above-referenced signatures (#8) are required before application is submitted to Planning and Zoning.**

Departmental Application Sign-off
for receipt of Special Permit/Site Plans prior to scheduled
Planning & Zoning Commission Public Hearing
(not to be confused with sign-off for application approval).

Return to Planning & Zoning Office when completed.

Location of Premises: _____

Permit Application Number: _____

Required:

() Planning _____ Date: _____

() Zoning _____ Date: _____

() Engineering _____ Date: _____

() Inland Wetlands _____ Date: _____

() W.P.C.A. _____ Date: _____

() Health Dept. _____ Date: _____

() Fire Marshal _____ Date: _____

() Building Dept. _____ Date: _____

SPECIAL PERMIT APPLICATION FOR ACCESSORY APARTMENT CHECK LIST

ACCESSORY APARTMENT REQUIREMENTS:

- NUMBER OF BEDROOMS _____
- MINIMUM - 300 SQUARE FEET
_____ TOTAL APARTMENT SQ. FT.
- TOTAL FLOOR AREA (MAIN RESIDENCE AND APARTMENT) (REFER TO FIELD CARD FOR CURRENT SQ. FT. OF HOUSE)
_____ TOTAL SQ. FT.

EXAMPLE: TOTAL FLOOR AREA OF MAIN HOUSE 2,000 sq. ft.
TOTAL FLOOR AREA OF PROPOSED APARTMENT 500 sq. ft.
TOTAL AREA IN SQ. FT. 2,500 sq. ft.
MAXIMUM APARTMENT – 30% OF TOTAL FLOOR AREA 750 sq. ft.
APARTMENT LIVING AREA CANNOT EXCEED 750 SQ. FT. (30% OF TOTAL FLOOR AREA.)

- SINGLE FAMILY HOME APPEARANCE
- FOUR (4) OFF-STREET PARKING SPACES
- APPROVAL OF HEALTH DISTRICT (SEPTIC)/SEWER AUTHORITY

SPECIAL PERMIT APPLICATION REQUIREMENTS:

- SPECIAL PERMIT APPLICATION – COMPLETE WITH SIGNATURES
ASSESSORS MAP, PARCEL, LOT NUMBER - CAN BE OBTAINED IN TAX ASSESSORS OFFICE
- COPY OF OWNERS DEED (TOWN CLERK)
- COPY OF FIELD CARD (TAX ASSESSOR)
- NOTARIZED OWNER/OCCUPANT AFFIDAVIT
- 12 COPIES OF SITE PLAN WITH BLOCK SHOWING PROPOSED VS. MINIMUM LOT AND BUILDING REQUIREMENTS.
- FLOOR PLAN OF HOUSE AND APARTMENT (1"=4')
- ARCHITECTURAL DRAWINGS - REQUIRED FOR EXPANSION OF EXISTING STRUCTURE
- DIGITAL COPY OF ENTIRE APPLICATION (FLASH DRIVE)
- ONE COPY OF NOTIFICATION OF APPLICATION LETTER TO PROPERTY OWNERS WITHIN 150 FEET
LETTERS SHALL BE POSTMARKED NOT LESS THAN TWELVE (12) DAYS PRIOR TO SCHEDULED PUBLIC HEARING DATE.
- NEIGHBORS MAILING LIST
- CERTIFICATE OF MAILING – FILED NOT LESS THAN FIVE (5) DAYS PRIOR TO HEARING
- APPLICATION FEE = \$ 260.00

Temporary In-law and Accessory Apartments

(Currently Article II, Sec. 1.1.2.7, 1.2.2.7 and 1.3.2.7 of the Town of Trumbull Zoning Regulations).

A. STATEMENT OF PURPOSE

To provide additional affordable housing by giving owner-occupied homeowners the opportunity of maintaining a temporary apartment, and to protect stability, property values, and the single-family residential and visual character of a neighborhood by ensuring that temporary apartments conform fully to the standards and intent of the ordinance.

B. Definitions: For the purposes of this Subsection only, the following terms shall be defined as follows:

(a) Accessory Apartment: a separate living unit that (A) is attached to the main living unit of a house, which house has the external appearance of a single-family residence, (B) has a full kitchen, (C) has a three-fixture bath, (D) has a square footage that is not more than thirty per cent of the total square footage of the house, (E) has an internal doorway connecting to the main living unit of the house, (F) is not billed separately from such main living unit for utilities, and (G) complies with the building code and health and safety regulations.

(b) Basement Accessory Apartment: An accessory apartment any part of which is below the elevation of the finished grade of the ground adjacent to any part of the dwelling at the highest point of elevation.

C. Conditions:

(a) An accessory apartment must have at least three hundred (300) square feet of Livable Floor Area. Maximum size shall not exceed thirty (30%) per cent of the Livable Floor Area of the Principal Dwelling;

(b) At least one (1) Dwelling Unit in the converted single-family home shall be owner-occupied;

(c) In all cases, the accessory apartment conversion shall have the exterior appearance of a single-family home, and in no case shall additional front entrances be allowed. An accessory apartment shall not be located in a detached or accessory building;

- (d) The design and size of the apartment must conform to all applicable standards in the health, building, and other codes;
- (e) At least four (4) off-street parking spaces must be available; including spaces in a Private Garage;
- (f) Prior to Planning and Zoning Commission approval, the local health authority must give approval that the dwelling, including the apartment, has sewage disposal capability, septic reserve area, and potable water availability in conformance with its current standards;
- (g) Every accessory apartment approved under this section of the Zoning Regulations shall be deemed an "affordable housing unit" and shall be subject to the requirements of Section 8-30g(k) of the Connecticut General Statutes; e.g.
 - (i). The rental charge for the apartment shall not exceed thirty (30) per cent of the renter's income, where such income is less than or equal to eighty (80) per cent of the median income of the area;
 - (ii). A binding deed restriction containing covenants and restrictions in conformance with the Connecticut General Statutes Section 8-30g shall be recorded in the Trumbull Land Records; said restrictions shall be for a minimum period of forty (40) years; from the date of original occupancy of the apartment;
- (h) Each apartment shall have a full kitchen, be connected to the main living area of the house, and utilities shall not be billed separately from the main living unit of the house.

D. Application Procedure

Application for Special Permit for a temporary apartment shall be made to the Planning and Zoning Commission in accordance with Article XV of these Regulations, and in addition to the information required that Article, shall include, but not be limited to, the following:

- (a) A notarized letter of application from the owner(s) stating that he/they will occupy one of the dwelling units on the premises, except for bona fide temporary absences;
- (b) A floor plan of one-fourth (1/4) inch to the foot showing proposed changes to the building;

(c) The application shall include an accurate description of the proposed facility, drawings of any proposed addition, four (4) copies of a certified plot plan for the facility, and certification by the Town Sanitarian. These plans shall show the location of all buildings, uses, parking areas, traffic access and circulation drives, open spaces, landscaping, exterior lighting and special features relating to the property.

E. Renewal Requirements

(a) The effective period of the Special Permit shall be five (5) years. At the end of every five (5) years, renewal shall be granted upon receipt of certification, by the owner or his agent, to the Planning and Zoning Commission that the property remains the principal residence of the owner, and that all other conditions met at the time of the original application remain unchanged. The Planning and Zoning Commission may require a new application and a demonstration of compliance with all conditions necessary for a special use permit;

(b) Purchasers of homes that had Special Permits for temporary apartments who want to continue renting those apartments must reapply for a permit, and must demonstrate that all conditions prerequisite to obtaining the relevant permit, in particular their residence in the home, have been met;

(c) Special Permits for existing apartments shall only be renewed in accordance with this section.

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PLANNING AND ZONING COMMISSION
FEE SCHEDULE

SPECIAL PERMIT/SITE PLAN:

NEW CONSTRUCTION	\$560.00*
OTHER.....	\$360.00*
MULTI-UNIT RESIDENTIAL:	
EACH UNIT.....	\$260.00*
MINIMUM.....	\$1,060.00*
IN-LAW/ACCESSORY APARTMENTS	\$260.00*
TELECOMMUNICATIONS	\$1,560.00*
MINOR DEVIATION BY RESOLUTION OF THE COMMISSION	\$160.00*
HOLIDAY DECORATIONS (NON-PROFIT ORGANIZATIONS).....	\$30.00
HOLIDAY DECORATIONS (BUSINESS/COMMERCIAL & INDUSTRIAL).....	\$360.00*
PRE APPLICATION/PRELIMINARY REVIEW	\$100.00
EXTENSION OF TIME	\$100.00

ZONE CHANGE:

AMENDMENT	\$460.00*
BOUNDARY	\$460.00*

SUBDIVISION:

MINIMUM (1-5 LOTS)	\$560.00*
MINIMUM (6-10 LOTS)	\$1,060.00*
EACH LOT (OVER 10 LOTS)	\$160.00*
LOT LINE REVISIONS	\$180.00
FIRST CUT DIVISIONS OF LAND	\$180.00
INSPECTION FEE – 5% OF ESTIMATED IMPROVEMENT COSTS	

MISCELLANEOUS:

LIQUOR LOCATION	\$460.00*
ZONING REGULATIONS	\$30.00
SUBDIVISION REGULATIONS	\$15.00

***STATE SURCHARGE OF \$60.00 HAS BEEN ADDED**

Revised: 8/01/11

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PLANNING AND ZONING COMMISSION

SCHEDULE OF PLANNING AND ZONING 2020 MEETING DATES

APPLICATION SUBMISSION DEADLINE

PUBLIC HEARING DATE

Friday, December 27, 2019	Wednesday, January 15, 2020
Thursday, January 30, 2020	Wednesday, February 19, 2020
Thursday, February 27, 2020	Wednesday, March 18, 2020
Thursday, March 26, 2020	Wednesday, April 15, 2020
Thursday, April 30, 2020	Wednesday, May 20, 2020
Thursday, May 28, 2020	Wednesday, June 17, 2020

NO JULY MEETING

Thursday, July 30, 2020	Wednesday, August 19, 2020
Thursday, August 27, 2020	Wednesday, September 16, 2020
Thursday, October 1, 2020	Wednesday, October 21, 2020
Thursday, October 29, 2020	Wednesday, November 18, 2020
Wednesday, November 25, 2020	Wednesday, December 16, 2020
Wednesday, December 30, 2020	Wednesday, January 20, 2021

PUBLIC HEARINGS BEGIN PROMPTLY AT 7:30 P.M. IN THE COUNCIL CHAMBERS

****ALL APPLICATIONS MUST BE TURNED IN BY 3 P.M. on APPLICATION DEADLINE DATE****

NOTIFICATION OF ABUTTING PROPERTY OWNERS

Each applicant to the Planning and Zoning Commission for a change in zone, Special Permit, or Subdivision/Resubdivision shall be required to provide to the Clerk at the time of filing said application, a listing of the names and addresses of each property owner who owns property abutting the premises which is the subject of such application. In addition, if the application involves AA or AAA Residence Zones, all property owners within 500 feet of all property lines shall be notified. If the application does not involve AA or AAA Residence Zones, all property owners within 250 feet of all property lines shall be notified. In the case of multi-family dwellings or institutions, the administrator or association shall be notified in lieu of each individual. **SPECIAL PERMIT APPLICATIONS FOR APARTMENTS SHALL NOTIFY PROPERTY OWNERS WITHIN 150 FEET OF ALL PROPERTY LINES.**

It shall be the responsibility of the applicant to prepare the list of said abutting property owners from the records of the Assessor's Office as shown on the last completed Grand List by determining the names and addresses of said property owners as measured on the most recently completed Assessor's Maps as are on file in the Assessor's Office. Said property owners shall be notified by the applicant by FIRST CLASS MAIL of the time and place of the public hearing at which said application shall be heard. The mailing of said notices shall be evidenced by a certificate of mailing from the United States Postal Service. Said notice letters shall be postmarked not less than TWELVE (12) DAYS prior to the scheduled date for said hearing. It shall be the applicant's responsibility to file with the Clerk of the Commission, not less than FIVE (5) CALENDAR DAYS prior to the hearing date, the list of all property owners to whom notice has been sent, a copy of the letter mailed, and the certificate of mailing from the United States Postal Service.



Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>			
	Postmaster, per (name of receiving employee)					

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1.					
2.					
3.					
4.					
5.					
6.					



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1.					
2.					
3.					
4.					
5.					
6.					

OWNER'S AFFIDAVIT

From: _____

To: Planning & Zoning Department
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Re: Accessory Apartment

To Whom It May Concern:

This is to confirm, as property owners, that we will reside either in the main part of the house or in the accessory apartment located at

Sincerely,

Property Owner:

Property Owner:

Sworn and subscribed to before me this _____ day of _____, 2020.

Notary Public
My Commission expires _____

DEED RESTRICTION

In accordance with Connecticut General Statutes Section 8-30g (k), Trumbull Zoning Regulations Article II and the Special Permit granted by the Trumbull Planning & Zoning Commission on the effective date of _____ the following restriction is placed on the residence located at _____ in the Town of Trumbull, County of Fairfield and State of Connecticut and described in Schedule A.

The apartment authorized under the above shall be restricted to the following uses and conditions:

1. At least one (1) dwelling unit in the converted single-family home shall be owner-occupied.
2. The rental charge for the apartment shall not exceed thirty (30) per cent of the renter's income where such income is less than or equal to eighty (80) per cent of the median income of the area.
3. Said restrictions and conditions shall be for a minimum period of forty (40) years from the date of the last deed restriction expiration of the apartment, which was _____.
4. The apartment shall
 - (a) Have a full kitchen;
 - (b) Be connected to the main living area of the house; and
 - (c) Utilities shall not be billed separately from the main living unit of the house.

Witnesses:

Property Owner:

Witnesses:

Property Owner:

Personally appeared _____ signer(s) and sealer(s) of the foregoing instrument, and acknowledged the same to be his/her/their free act and deed before me this _____ day of _____, 2020.

Notary Public
My Commission Expires on _____