



**Town of Preston
Planning and Zoning Commission
Administrative Review Application**

AR Application # _____ Date Submitted _____ Amount Paid \$ _____ Check # _____

Please fill out this application completely. If the application is not properly completed with documentation submitted, as noted below, it will create unnecessary delays. Provide 5 copies of the plan with the application attached. In addition, provide the following:

- _____ 1. Fee of \$160.00 (There's a \$60.00 State fee and \$100 Town fee.)
- _____ 2. Site/Plot Plan at an appropriate scale. Both a hard copy and a digital copy.
- _____ 4. Elevation drawings and floor plans of any proposed structures.
- _____ 5. Letter from the Dept. of Transportation for any work within a state highway right-of-way, as applicable.
- _____ 6. Copy of property deed on file in the Town Clerk's Office.
- _____ 7. Copies of approval letters from all applicable agencies, i.e., IWWC or ZBA as applicable.

Name of applicant _____

Telephone _____ Cell phone _____

Address of applicant _____ Email _____

Location of subject property _____

Owner of property _____

Telephone _____ Cell phone _____

Address of property owner _____ Email _____

Please note administrative reviews area for minor enlargement of an existing structure or the construction of any accessory building that is subordinate and customarily incidental to a principal building use, provided:

- a. No site work is completed or required except for incidental grading around the enlargement or accessory structure.
- b. Any enlargement or construction of any accessory building shall conform to all the requirements of the zoning district in which the property is located.
- c. Such enlargement or construction of any accessory building shall not cumulatively exceed fifteen percent (15%) of the square footage of the building(s) or fifteen hundred (1500) square feet, whichever is less. The cumulative square footage shall be calculated from the time of the adoption of this amendment to the regulations (SEPTEMBER 20, 2000) or from the date of a site plan approved by the Commission after September 20, 2000. Site work that involves the creation of five (5) parking spaces or less and/or the installation of landscaping that involves less than one-half acre of land, provided no additional drainage is required or necessary, and that the installation of buffer strips is not required.
- d. Conversion of a use that does not require any site improvements except as noted in section b) above.
- e. Public utility electrical boxes, telephone boxes, or traffic control boxes.

Please provide description of the project, including the use, site improvements, drainage improvements, buildings, and their uses. Please use additional pages as necessary.

FOR TOWN USE:

Referral Date to Town Staff _____

Comments Received on:

- Sanitarian** _____
- Food Sanitarian** _____
- First Selectman** _____
- IWWC** _____
- ZEO** _____
- CAC** _____
- Town Engineer** _____
- Building Inspector** _____
- Other** _____

Referring Agent _____

Any applicable comments:

Zoning Permit Application # _____



Application Signatures and Permission to Access the Site

All owners of the property must sign the application, unless the property is owned by a corporation, in which case a corporate resolution authorizing the **signatory to execute any documents is required to be attached to the application.**

By signing this *Permission to Access the Site* the signers authorize Town of Preston representatives to enter onto the property at any time during the application process or during construction of the project for inspections, and, if applicable, for other appropriate purposes.

Applicant _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name) _____ Date _____