

Noank Zoning Commission

Application Requirements for Section 2.26 Architectural Design Review

STEP 1: **MEET** with the Zoning Enforcement Officer (ZEO) at the Noank Firehouse on a Tuesday evening (5:30-7:30) to **REVIEW** your plans.

STEP 2: At least **TWO WEEKS** before the meeting at which you hope to have the Commission review your application, you must **DELIVER** to the ZEO **ITEMS 1-5** described below. At this time, submit your **APPLICATION FEE** (\$10 check payable to the Noank Fire District, no cash or credit cards accepted).

Provide One (1) original and Seven (7) copies of Items 1-5, separated into eight “packets.” Each copy must be a duplicate of the original application materials and must contain all required information. Incomplete packets will result in a return of the application to the applicant and a delay in Commission consideration. (See Section 2.26.1). **If you don’t submit ALL of the items on time, your application will not be reviewed at the next Commission meeting:**

Item 1: A complete, legible “Application for Zoning Permit.” Be sure to provide a **DETAILED DESCRIPTION** of your plans under “Description of Permit Use.”

Item 2: A GIS map from the Town of Groton website to use as a base map **SHOWING ALL STRUCTURES ON THE LOTS WITHIN 200 FEET OF THE OUTER BOUNDARY OF THE LOT** on which you are proposing your activity (see page 2 for GIS map instructions).

Item 3: A photo of each structure shown on the 200’ map, taken from a public view (the street or waterway).

NOTE: It is recommended that, when making your presentation to the Commission, you mount the original Map and Photo of each structure on a display board.

Item 4: A current photo or drawing of all affected views of the structure(s) you are proposing to modify.

Item 5: A photo or drawing, or new plans, of all affected views of what your structure(s) will look like **AFTER** you build it and/or make the changes you want to make. If new or expanded structures are being proposed, be sure to provide all elevations, dimensions and distances to property lines on the drawings.

STEP 3: Post the required **PUBLIC NOTICE SIGN** close **enough** to the street or sidewalk **to be clearly legible to a passerby**, at least 12 days prior to the meeting at which the application will first be considered.

STEP 4: You are **STRONGLY ENCOURAGED** to discuss your plans with your immediate neighbors and any property owners that you anticipate might be concerned with your plans. This “courtesy call” can diminish unease that might delay or affect approval.

At the Commission meeting at which your application gets reviewed, you or your representative will need to make a presentation that describes:

- The changes you would like to make or the building you would like to construct;
- Why you think the changes or new construction meets the requirements in Section 2.26 of the zoning regulations.

There may be deed or covenant restrictions on your property. You should ensure that your proposal is in compliance with these requirements in order to avoid unnecessary delays.

NOTE: If your application requires a full Site Plan Review or a Special Exception, or you want to install solar panels, you **MAY** need to submit additional items before your application will be ready for review. For more information about what else you might need to submit, **DISCUSS** your application with the Zoning Enforcement Officer, **READ** Section 11 and/or Section 12 of the Noank Zoning Regulations, and **REVIEW** the “Checklist of Requirements for Site Plan Review and Special Exception Reviews.”

INSTRUCTIONS FOR USING THE TOWN OF GROTON GIS SYSTEM TO MAP PROPERTY BOUNDARIES

The following instructions will assist the applicant in mapping property boundaries in order to locate structures for which photographs of the street view or water view of the structure must be provided (see Item 4, above).

1. Go to the Town of Groton website - Groton-ct.gov
2. Scroll to the bottom - Departments - click on GIS (Geographic Information Systems)
3. Scroll down to "GIS Viewer" link and click on it
4. On the screen that opens, click on the "By Value" tab at top
5. Select "Address" for the Search Layer
6. Enter the street address of the property relevant to the application and click "SEARCH"
7. On the screen that opens, click on the "By Shape" tab at top
8. For the "Search Layer" select "Parcel ID Search By Parcel Boundary"
9. For the "Select Features By", select the left most icon, which is Point (looks like Sgt chevron)
10. Click on the parcel in question - it should turn red
11. Go to "By Spatial" tab
12. Enter a search distance of 200 Feet next to "Buffer Graphic" button (looks like an amoeba)
13. Click on "Buffer Graphic" button (looks like an amoeba)
14. This will produce a map of the neighborhood with the parcel in question in red, and a shape around it in yellow which shows the boundaries of the space 200 ft from the boundaries of the parcel in question
15. Click the printer icon over the top of the map, this will open a screen where pushing the button "PRINT" produces a PDF of the map generated in the steps above (this may take a couple of minutes) labeled "GIS Map"
16. Click on the "GIS Map" PDF to open it
17. Print it (If the scale of the printed map makes it difficult to read the street numbers of the adjacent parcels, you can go back to the map created in step 14. and press the "+" sign in the upper left corner once to magnify the map, and then go thru steps 15-17 to produce a map where the street numbers may be more legible

The map produced above will allow identification of all parcels that are within 200 ft. of the parcel in question for the application. NOTE: photographs are required of all structures which are on those parcels. This includes all detached accessory buildings (garages, sheds, etc) if the application is in regard to a detached accessory building. Importantly, the structures may be greater than 200 ft. from the boundary of the property that is the subject of the application.