

HANDBOOK

PLANNING & DEVELOPMENT APPLICATION PROCESSES



MADISON, CONNECTICUT

This handbook was developed by the Town of Madison as a summary of some of its permit and review processes and is only intended for use as an assistive device. This handbook is not intended to be relied upon or referred to as a governing source of law.

*PUBLISHED July, 2010
by Madison Land Use Office*

TABLE OF CONTENTS

Introduction	3
Staff Overview.....	4
Overview of Application Process; Roles & Responsibilities.....	5
What Happens at a Public Hearing.....	6
Planning & Zoning Commission.....	7-8
Subdivision/Resubdivision Permit Process.....	9
Special Exception Permit Process.....	10
Site Plan Review Process	11
Coastal Site Plan Review Process.....	12
Zoning Board of Appeals.....	13
Variance Process.....	14
Inland Wetlands Agency.....	15
Inland Wetlands Application Process.....	16
Historic District Commission.....	17
Advisory Committee on Community Appearance (ACCA).....	18
Conservation Commission.....	18
Building and Health Departments.....	19
Building Permit Process.....	20
Fees for Land Use Applications	21-24

INTRODUCTION

The Town of Madison developed this handbook in order to explain and expedite the planning and development review and decision processes. It describes the various review processes and hopefully conveys the Town's philosophy and commitment to both Madison and the applicant to promote appropriate development that meets the needs and desires of both the community and the applicant in a timely and effective manner.

This handbook was created as a helpful guide to building in Madison and is intended to be an assistive device. It is not intended to be relied upon or referred to as a governing source of law. The staff's objective is to help applicants meet the requirements of the Town's zoning, wetlands and subdivision regulations and submit plans to the various boards and commissions that can be considered favorably. Additional information on various applications and copies of the various regulations are available for a fee in the Land Use Office or for viewing or download on the Town's website:

www.madisonct.org.

The Town of Madison has a separate Planning and Zoning Commission (P&Z) and Inland Wetlands Agency (IWA). These Commissions are appointed by the Town's Board of Selectmen. Members serve staggered four year terms, promoting continuity and developing expertise among members who deal with land use and development policy and administration.

The Madison Land Use Office is the staff agency for the P&Z and IWA, Zoning Board of Appeals (ZBA), Advisory Committee on Community Appearance (ACCA), and Historic District Commission (HDC). It is also the location of the Conservation Commission and the Health, Building, Fire Marshal, & Engineering Departments. Ultimately, the office

serves as the single point of contact for applicants.

This handbook describes the application process in general terms. However, each development application faces different issues and many may need multiple permits. Processes are described through flow charts in order to show the basic procedure. Please see the appropriate flow chart for a description of a particular permit process.

All development applications are filed in the Land Use Office with the appropriate department. Application forms may be obtained in the office or downloaded from the Town's website. The planning, zoning and wetlands staff schedules applications on the P&Z, IWA, ZBA, or ACCA agenda and assists in coordinating the review process among Town departments and, if appropriate, other Town review agencies. All P&Z, IWA, and ZBA applications are automatically referred to the Health, Engineering, Building, and Fire Marshal Departments, as well as the Conservation Commission. These departments determine whether to review the plans and they return their comments or contact the applicants as they deem appropriate.

The Madison Land Use Office and Town boards and commissions encourage direct communication between parties. Preliminary discussion with the various town staff and, where appropriate, boards/commissions are strongly recommended to assist in the design and review process and allow for a more streamlined approach. We recognize that plan revisions recommended by one department may affect other aspects of the plan and we encourage continuing dialogue between parties to properly administrate an application. When appropriate, we will hold staff review meetings with applicants and their professionals in order to better coordinate comments.

The staff's objective is to help applicants meet the requirements of State codes and Town regulations and submit plans that can be approved.

STAFF OVERVIEW

The following is a list of some of the staff employed by the Town and their functions and duties:

Planning and Zoning Administrator

serves as staff to the Planning and Zoning Commission, ZBA, ACCA, and Historic District Commission. The Planning and Zoning Administrator is responsible for ensuring compliance with zoning and subdivision regulations, reviews all zoning, subdivision, and ZBA applications in order to make recommendations to the commission/board, and administers all zoning permits.

Assistant Zoning Enforcement Officer

assists in zoning plan review and enforcement activities.

Inland Wetlands Agent

serves as staff to the Inland Wetlands agency, reviews plans and activities to ensure compliance with the inland wetland regulations, administers all inland wetland permits and issues administrative permits in accordance with the statutes.

Building Official and Assistant Building Official

administers the Town's building inspection program adhering to and enforcing all code requirements of the State of Connecticut relating to building construction. Additional responsibilities include administering and enforcing all related state codes for safety, health and welfare of persons and properties in Town.

Town Engineer

plans, directs and coordinates engineering contracts and construction projects including bridges, roads, driveways,

athletic fields and marine development, issues flood hazard permits, and provides technical consultation to Town boards and commissions.

Health Director

is appointed to a 4-year term by the Board of Selectmen and confirmed by the Commissioner of the State Department of Health. The Director is responsible for the enforcement of the Connecticut Public Health Code and all pertinent local ordinances. The Director is assisted by a full time Sanitarian who helps with all duties and responsibilities.

Fire Marshal

is responsible for ensuring compliance with the State's Life Safety Code.

Contact Numbers:

Building Department	203 245-5618
Engineering Department	203 245-5611
Fire Marshal	203 245-5618
Health Department	203 245-5611
Inland Wetlands	203 245-5632
Planning and Zoning	203 245-5632

OVERVIEW OF THE APPLICATION PROCESS, ROLES AND RESPONSIBILITIES

The following overview is a general outline of the application process for approval by regulatory agencies. It does not include specific information on all required referrals and notifications. These, however, are listed in the various application forms.

Town staff involved in plan review make every effort to get applications before the Commission(s) as quickly as possible after submission. Applicants can anticipate that this will be the first meeting after staff review is complete. All meeting dates and agenda closing dates are posted on the Town's website.

Pursuant to Connecticut General Statutes (CGS) §8-7d, the P&Z and IWA must act on applications which do not require a public hearing within 65 days of receipt of the application or must schedule the public hearing if it is required within 65 days of receipt. In order to avoid continued hearings, applicants are requested to have final modified plans in the office and available for public review two weeks before the hearing/meeting date.

Connecticut statutes allow the applicant and the P&Z, ZBA, or IWA to agree to extensions of no more than 65 days. However, extensions should only be required if the developer / applicant is unable to submit all required documents and staff does not have the time needed to review them.

The staff recognizes that not all applications or development proposals have the same degree of complexity or encounter the same issues. Therefore some can proceed through the process

more quickly than others. As a general rule, staff attempts to conduct its review, submit comments to the applicant / agent, and receive revised plans based on those comments in a much shorter period than is permitted by statute. In some cases it may be necessary or desirable to hold a review meeting with the applicants as part of or soon after the initial review. To be most productive, the right people must attend the meetings. This would include all appropriate Town staff, the applicant's agent, engineer, and the applicant.

The time line can only be met if both the Town staff and the applicant provide the necessary information and perform in a timely manner. In order to meet this time line, the applicants and the town have different responsibilities.

Town Staff Responsibilities

- To notify all other departments and agencies within two days of their receipt in the Planning and Zoning Department or Inland Wetlands Agency office.
- To convey those comments to the applicant in a timely manner and provide an opportunity for the applicant to respond prior to the scheduled meeting.

Applicant's Responsibilities

- To submit applications which contain the required elements. Those elements should be properly completed. Partially complete submissions or plans that are not checked can delay the review process.
- To avoid revisions to the plans subsequent to the initial filing but before staff review so as not to complicate the review process.
- To submit revised plans and written responses to staff comments in a timely manner.
- To communicate issues in a timely and effective manner.

WHAT HAPPENS AT A PUBLIC HEARING?

The Planning and Zoning Commission, Zoning Board of Appeals, Inland Wetlands Agency, and Historic District Commission all conduct public hearings. The P&Z conducts public hearings for all zoning map and regulation changes, special exception permit applications and resubdivisions. The IWA conducts public hearings for all significant activities and certain other inland wetlands applications. The ZBA hears all of its applications at a public hearing. These hearings are required by statute.

Public Hearings are required to be advertised at prescribed intervals prior to the meeting and, in some cases, the applicant is required to send notice to property owners within prescribed distances of the property. The specific information for each type of application is available in the Land Use Office as is a list of the property owners to be notified. This list must be verified in the Assessor's Office for any recent ownership changes.

At the hearing, the applicant explains his or her proposal or request. All information presented at the meeting is required to be submitted as an exhibit and remain part of the record. Town staff present at the meeting will help to explain and clarify why the request is necessary, and may provide comments or recommendations. At this hearing, anyone who wishes to speak either in favor of or against an application has an opportunity to do so.

Once the hearing is closed, the P&Z, IWA, ZBA or HDC can NOT receive any more testimony or new information on the application. This is a principal of administrative law established to afford the Commission a full range of opinion and comment on an application and to afford all sides an equal opportunity to be heard. All boards usually act on each application the same night as the public hearing. In some cases, however, they may table the actual vote to a subsequent meeting.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission, in its planning commission capacity, reviews and decides on subdivision/resubdivision applications. **Subdivision** means the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations by the Commission for the purpose, whether immediate or future, of sale or building development, expressly excluding development for municipal, conservation or agricultural purposes, and includes resubdivision. **Resubdivision** means a change in a map of an approved or recorded subdivision or resubdivision, if such change (a) affects any street layout shown on such a map, (b) affects any area reserved thereon for public use, or (c) diminishes the size of any lot shown thereon and creates an additional building lot, if any of the lots shown thereon have been conveyed after the approval or recording of such map. Additionally, any lot line change to an approved subdivision must also be approved by P&Z.

The Commission, in its planning capacity, also reviews and makes recommendations under **C.G.S. Section 8-24** on all proposed municipal improvements, such as streets, bridges, parks or public buildings, and any proposal to acquire, abandon or sell any municipal property. This Commission is also the entity responsible for reviewing and revising the Town's **Plan of Conservation and Development** at least once every ten years.

The P&Z, in its zoning commission capacity, is responsible for reviewing and deciding on any permits (e.g. Special Exception, Site Plan) required by the Zoning Regulations. A **Special**

Exception Permit authorizes a land use activity which is permitted in a zone, but not necessarily at all locations. To determine whether a Special Exception Permit use should be permitted, the Commission must hold a public hearing to review an application against *specific* criteria in the Zoning Regulations. A **Site Plan** approval authorizes a land use activity which is permitted in a zone as long as it meets the standards set out in the regulations.

The P&Z also hears and acts on changes to the zoning map and adoption and/or amendment to the Zoning Regulations. Zoning Regulation or Map changes may be initiated by the P&Z, Town residents, or property owners. There are also other, more specialized procedures in the Regulations. Applicants should consult the Zoning Regulations and Town's planning and zoning staff for more information on these requirements.

Applications within the Coastal Area Boundary may also require **Coastal Site Plan Review**. This application is heard concurrently with the Subdivision, Resubdivision, Special Exception, Site Plan or Variance application to which it is attached. All such application are also referred to CT DEP's Office of Long Island Sound Programs (OLISP) for comment. Certain types of applications have a mandatory 35 day referral period.

The Downtown Village District (DVD) is an overlay district in the downtown area established to protect the distinctive character of Madison Center. Applications in the DVD require a public hearing and are heard concurrently with any associated Site Plan or Special Exception Permit application.

(continued on next page)

PLANNING AND ZONING COMMISSION (continued)

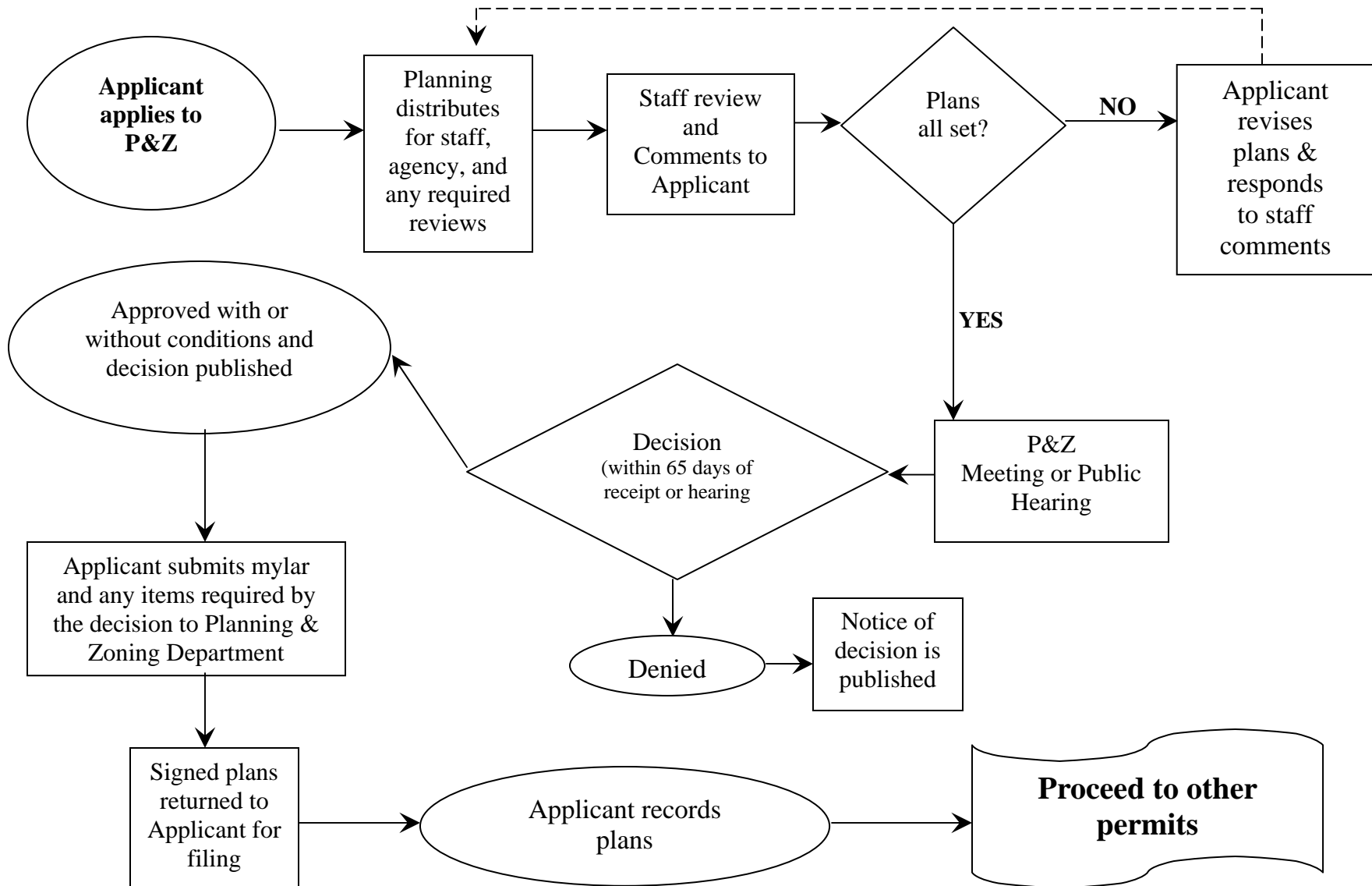
The Commission must follow certain procedures when an application is received. If the site is within 500 feet of the Town line, the Planning & Zoning Office will notify the adjacent municipality and the appropriate regional planning agency (South Central Regional Council of Governments - SCRCOG, Connecticut Estuary Regional Planning Agency - CRERPA, and/or Midstate Regional Planning Agency - MRPA) within seven days of the P&Z's receipt of the application. The Regional Planning Agency is required to comment within 35 days of receipt of the notice and the P&Z cannot act until its comments are received.

All application decisions are published in the Harbor News and there is a 15 days appeal period following publication. Subdivision/Resubdivision plans are required to be filed on the Land Records, which must occur within 90 days of the expiration of the appeal period.. Mylar copies of the approved plans are submitted to the Land Use office for signature by the Chairman of the Commission and then released to the applicant

for filing. Special Exception Permits are also required to be filed on the Land Records. The office files these on behalf of the applicant once the filing fee is received and the appeal period has expired. If conditions are attached to the Commission's approval, these must be met before any activity can occur.

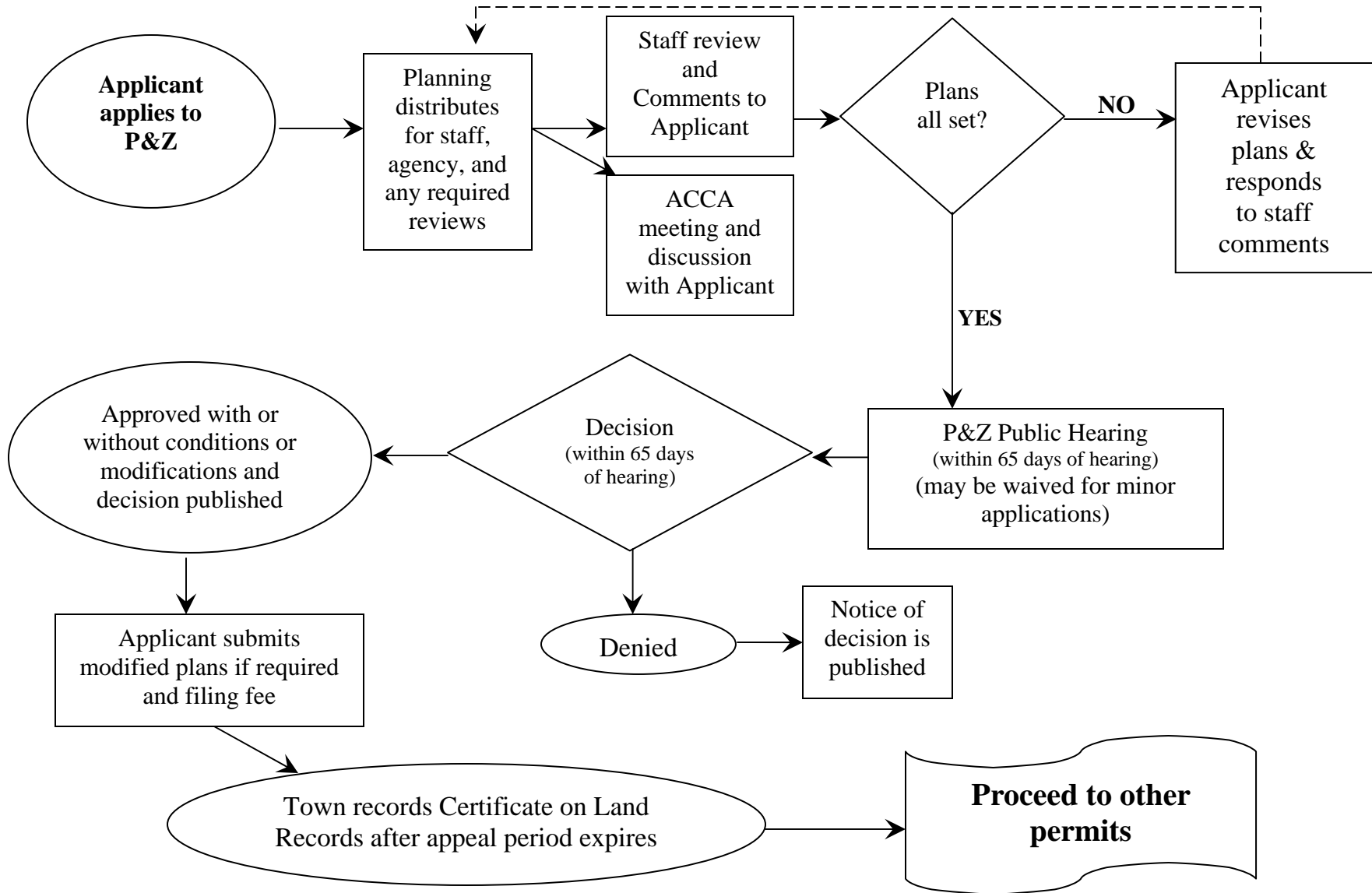
Planning & Zoning Commission meetings are generally held the 1st & 3rd Thursday of every month. The first meeting is generally a planning meeting and applications are heard at the second meeting of the month. The agenda deadlines are as noted in the meeting schedule. Applications are scheduled for the first meeting following staff review and receipt of any modified plans and information.

Subdivision/Resubdivision Application Process



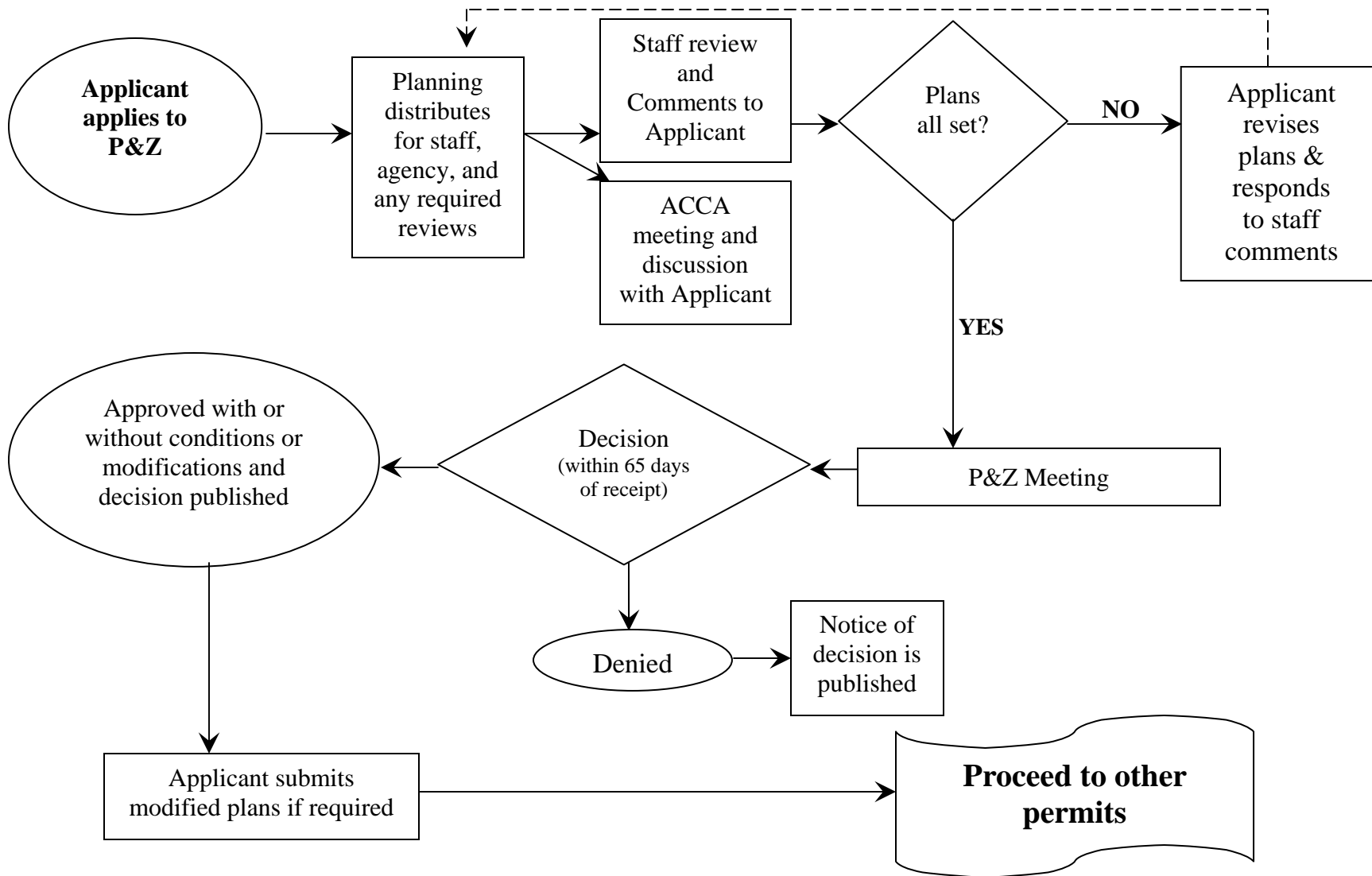
Please be aware that this graphic represents the basic process; an application may be subject to additional statutory or regulatory requirements. Land Use staff will be happy to review any application specific requirements with you.

Special Exception Permit Application Process



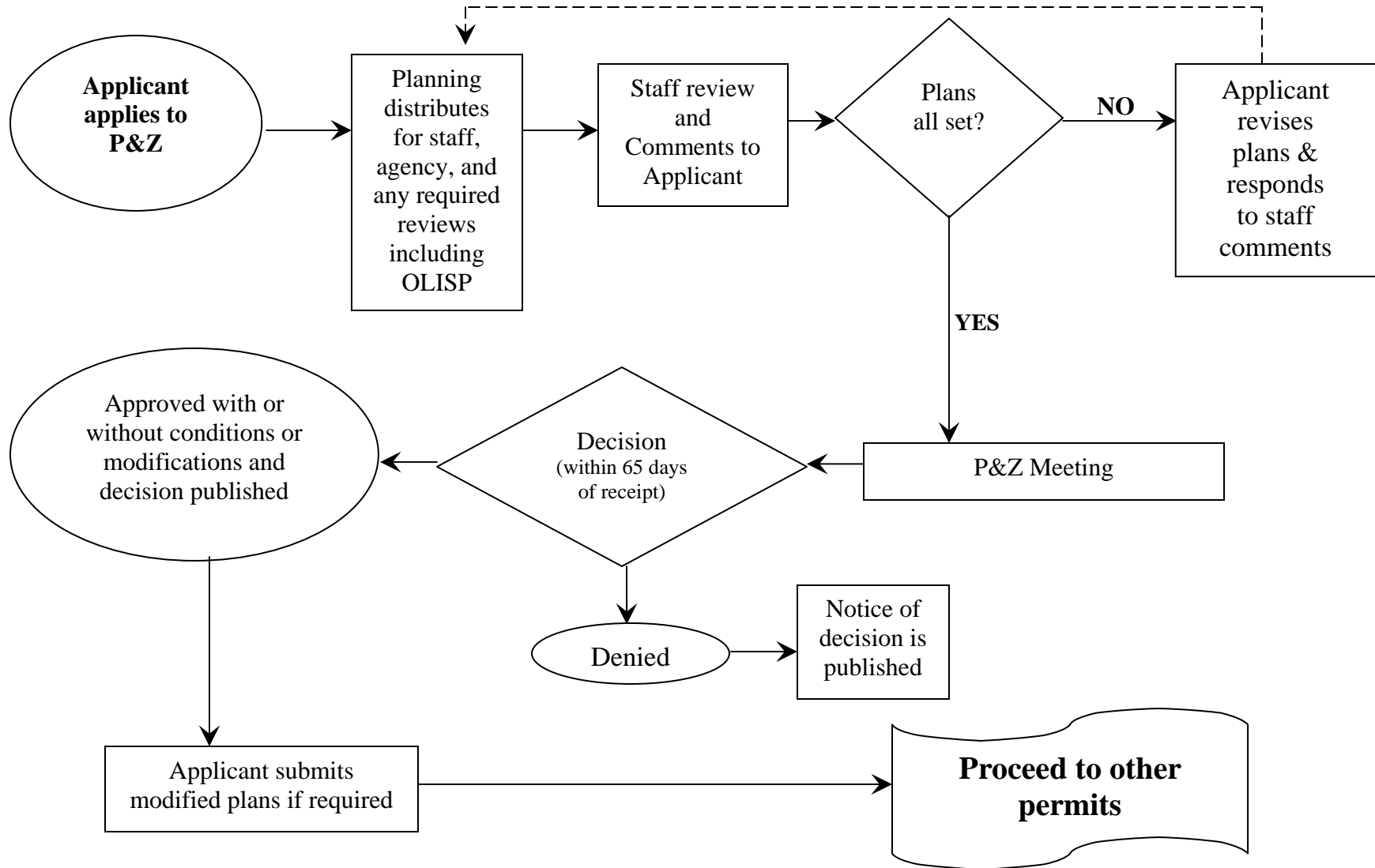
Please be aware that this graphic represents the basic process; an application may be subject to additional statutory or regulatory requirements. Land Use staff will be happy to review any application specific requirements with you.

Site Plan Review Application Process



Please be aware that this graphic represents the basic process; an application may be subject to additional statutory or regulatory requirements. Land Use staff will be happy to review any application specific requirements with you.

Coastal Site Plan Review Application Process



Please be aware that this graphic represents the basic process; an application may be subject to additional statutory or regulatory requirements. Land Use staff will be happy to review any application specific requirements with you.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is a quasi-judicial body. It hears and decides on two specific areas of zoning:

Variance: A variance is an approval to use property in a manner that would not otherwise be allowed under the Zoning Regulations. In other words, a variance excuses a landowner from having to comply with regulations that all other landowners in the same zoning district must obey. In most instances, an applicant for a variance will have to prove two things: (1) that because of some peculiar characteristic of the land itself, it would be especially difficult for the landowner to make a reasonable use of the property in conformance with all of the applicable zoning regulations; and (2) that the variance would not have a significantly detrimental effect on the overall zoning plan or on the neighborhood. A hardship means that it is unusually difficult for a landowner to comply with the regulations because of some *unique or peculiar aspect of the property itself*. Hardship does not relate to the personal needs or wishes of the landowner, but only to the quality of the property itself. A hardship also must not be “self-created.”

The variance review process includes a preliminary review of all plans to ensure that the correct variances are sought and to move the actual submission deadline as close as possible to the legal notice deadline.

Appeals of Orders: The Zoning Enforcement Officer may issue orders to cease construction of a particular project or cease a particular activity or use, or may deny a zoning permit if a building or use does not meet all of the Town’s zoning requirements. The ZBA hears appeals to those orders and all orders of Town Zoning Officials as outlined in C.G.S. Chapter 124 Zoning 8-7.

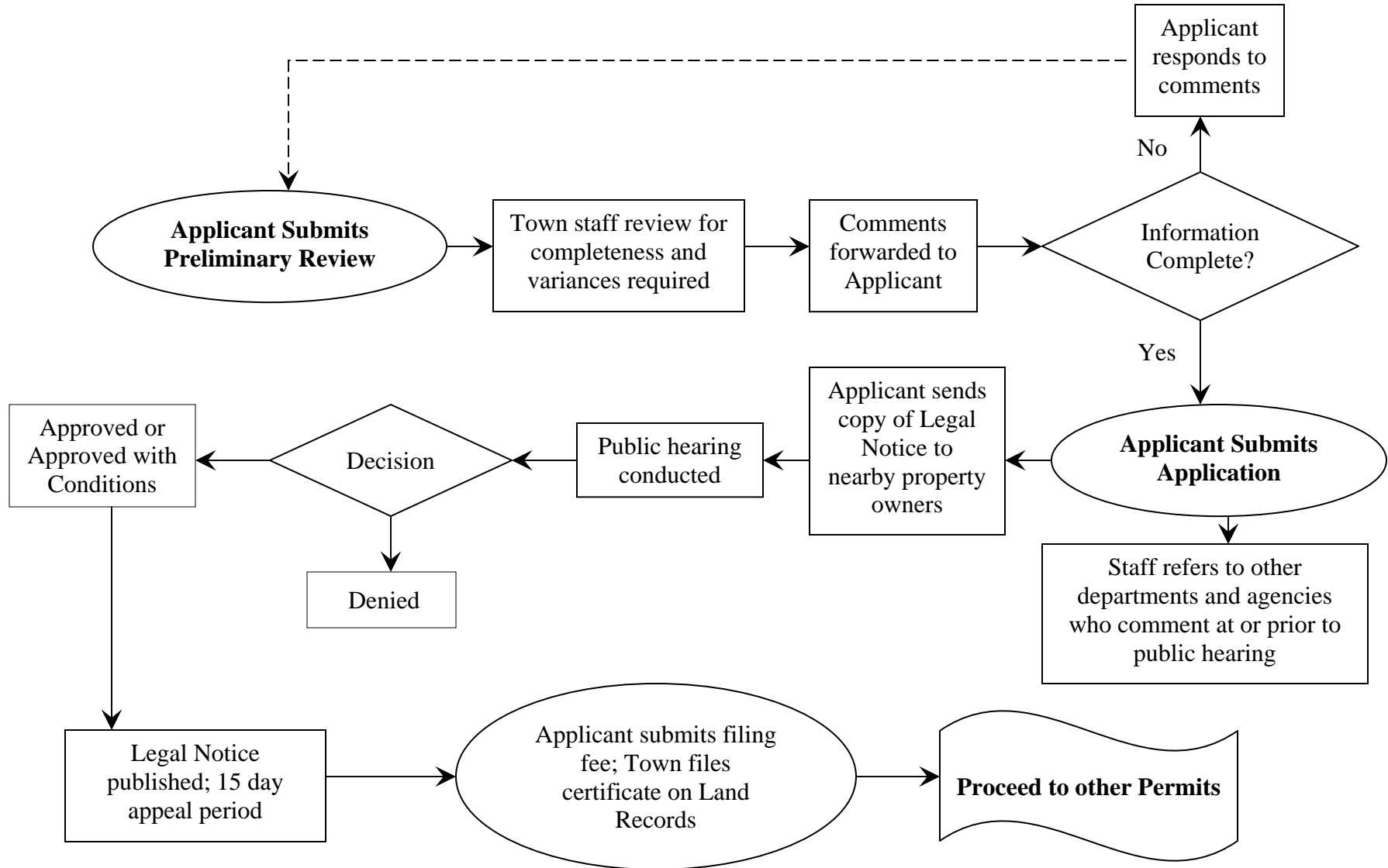
The ZBA also must endorse the siting of a motor vehicle gas station, repair or sales facility.

All ZBA approvals require a positive vote from four of the five members (or their alternates).

If the ZBA denies the request, the applicant can appeal the decision to Superior Court. An applicant may also resubmit an application, but the Board is not obligated to hear a similar request for six months from the date of its original decision.

ZBA meetings are generally held the 1st Tuesday of every month. The submission deadlines are as noted in the meeting schedule. Applications are scheduled for the first meeting after submission provided the legal notice deadlines and preliminary review requirements have been met.

Variance Application Process



Please be aware that this graphic represents the basic process; an application may be subject to additional statutory or regulatory requirements. Land Use staff will be happy to review any application specific requirements with you.

INLAND WETLANDS AGENCY

When work is being done in a wetland or watercourse, or within 100' of a wetland or watercourse, application must be made to the IWA for an inland wetlands permit. Regulated activities include "all activities in wetlands or watercourses involving filling, excavation, dredging, clear cutting, clearing, and grading or any other alteration or use of a wetland or watercourse" and "the placement of any structure or addition thereto within 100 feet of an inland wetland or watercourse and/or ground disturbance within 100 feet of an inland wetland or watercourse" unless the Agency deems it exempt based on specific criteria identified in the Regulations.

Most Inland Wetland applications are heard by the Agency, but it has delegated to its Agent the authority to approve or extend a permit for an activity that is not located in a wetland or watercourse when he/she finds that the conduct of such activity would "result in no greater than a minimal impact on any wetlands or watercourses".

When an application to the Planning and Zoning Commission involve an activity regulated by Inland Wetlands, P&Z cannot act until it receives a report with its final decision.

A map delineating the general location and boundaries of inland wetlands and the general location of watercourses is available in the Land Use Office. However, the precise location is determined by the actual character of the land, the distribution of wetland soil types, and locations of watercourses. This determination is made by field inspection and testing conducted by a Certified Soil Scientist.

When an application involves a regulated activity upon a wetlands or watercourse, any portion of which is within 500' of

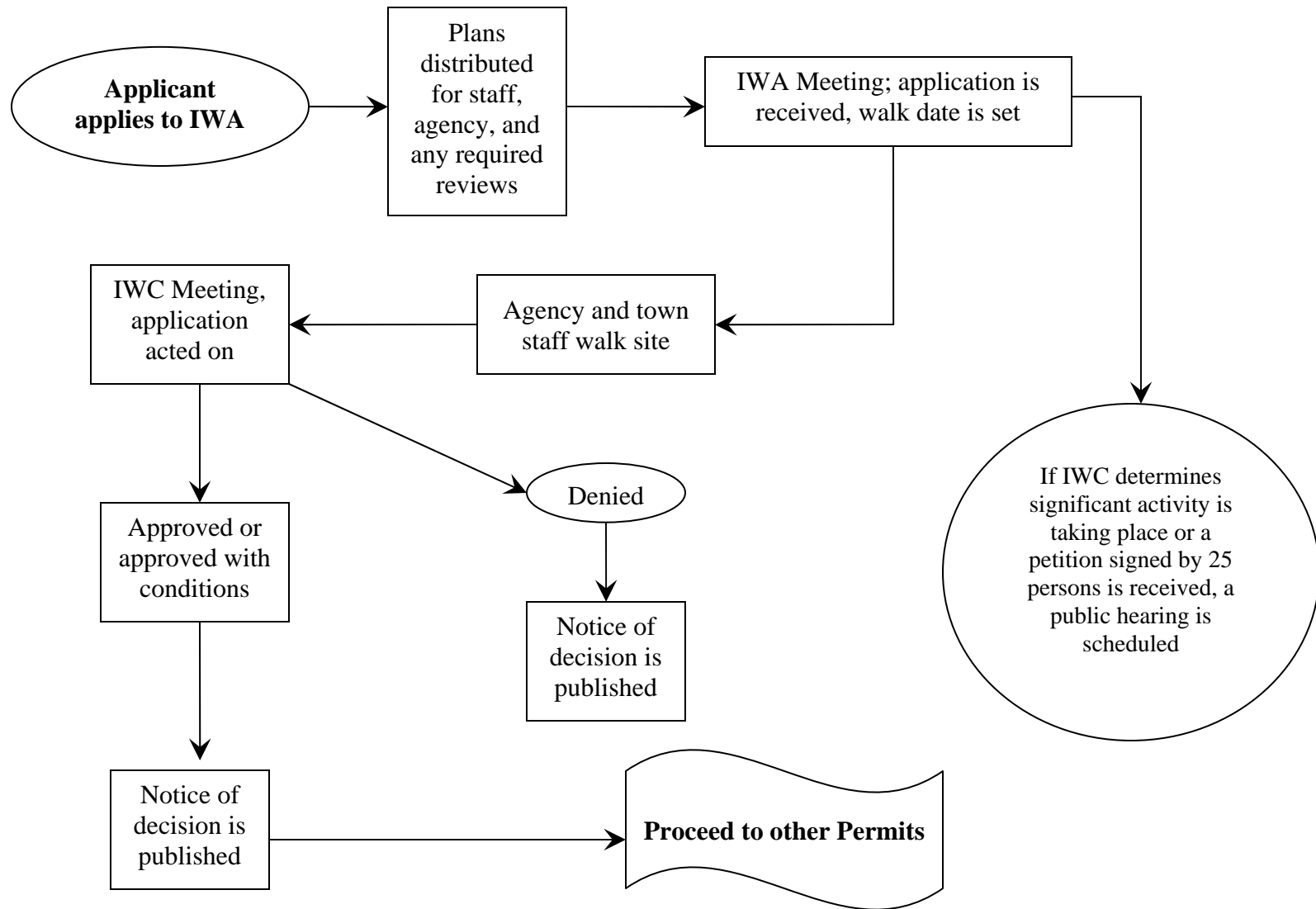
the Town line, the applicant must notify the municipal wetland agency of the adjacent municipality. This notification must be in writing and sent by certified mail on the same day the application is filed with Madison.

When an application involves property within 500' of the Town line, the Town must notify the town clerk of the adjacent municipality, by certified mail, within seven (7) days of receipt of the application.

The Wetlands Agency must determine whether a proposed activity will have a significant impact on a wetland or watercourse. If they find it may have such an impact, an analysis of feasible and prudent alternatives must be provided by the applicant. Also, a public hearing will be required in accordance with §22a-42a(c)(1) of the Connecticut General Statutes. C.G.S. §22a-42a(c)(1) also requires that a public hearing be held if a petition signed by at least twenty-five persons requesting a hearing is filed with the IWA not later than fourteen days after the day of receipt of such application, or if the Commission finds that a public hearing regarding such application would be in the public interest.

When an application is filed to conduct or cause to be conducted a regulated activity upon a inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in §16-1 of the Connecticut General Statutes, the applicant shall provide written notice of the application to the water company provided such water company has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application is made and with the inland wetlands agency of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days of the date of the application.

Inland Wetlands Application Process



Please be aware that this graphic represents the basic process; an application may be subject to additional statutory or regulatory requirements. Land Use staff will be happy to review any application specific requirements with you.

HISTORIC DISTRICT COMMISSION

The Town of Madison Historic District Commission was established to review alterations, demolition, or construction of buildings and other structures within the boundaries of Madison's designated historic district if the work is open to view from a public street, way, or place. The Commission is empowered to exercise all of the powers, duties, and functions enumerated under the Connecticut General Statutes. The mandate of the Commission is to preserve and wherever possible enhance the historic and architectural character of the Town's historic districts. The historic context or setting is itself the primary concern of the Commission. It is the intention of the Historic District Commission to promote excellence in design, and design which is not incongruous with an historic district.

The goal of historic preservation is to preserve continuity with the past, not the isolation of the past. Property owners in the Historic District must obtain a Certificate of Appropriateness

from the Commission before doing any work within its jurisdiction. Please see the Historic District Commission Regulations and Guidelines for a complete list of all regulated activities.

The Commission meets once a month to review applications. All applications are Public Hearing agenda items. At the hearing, the Commission carefully considers design and exterior building materials which can be seen from the public view way. This may mean that if work is proposed to the rear of a building on a corner lot, and the rear can be seen from a public street, it would need a Certificate of Appropriateness.

Historic District Commission meetings are held the 2nd Thursday of every month. The agenda deadlines are as noted in the meeting schedule. Applications are scheduled for the first meeting after submission provided the legal notice deadline has been met..

ADVISORY COMMITTEE ON COMMUNITY APPEARANCE

The Advisory Committee on Community Appearance, ACCA, is a subcommittee of the Planning and Zoning Commission. It functions as a design review board, providing design and appearance comments to the Commission and the Planning and Zoning Administrator as required under the Zoning Regulations. In the case of properties in the Downtown Village District, ACCA has an advisory role mandated under the enabling statute, and the Commission is required by law to consider its comments.

ACCA's role is to consider how the proposal will harmonize with and enhance the appearance of the area in which it is located. ACCA considers attributes like style, mass, appropriateness, materials, and application of the design standards in the Zoning Regulations, especially the Downtown Village District Design and Landscape Standards.

ACCA encourages preliminary review during the design stages of a project in order to develop a dialogue with the applicant and the applicant's professionals prior to completion of final plans. There is no fee associated with a preliminary review.

CONSERVATION COMMISSION

The Conservation Commission is an advisory board. The Commission makes recommendations on open space and conservation issues for the Planning and Zoning Commission and the Inland Wetlands Agency to consider. The Commission also identifies open space priorities and makes recommendations on an open space plan for the Town.

Applications to the Planning and Zoning Commission and the Inland Wetlands Agency are referred to the Conservation Commission upon submittal. Both boards seek Conservation Commission input on open space and environmental issues. To expedite the review process, applicants are strongly encouraged to begin a dialogue with the Conservation Commission prior to final design and submission of an application. There is no fee for preliminary review.

BUILDING DEPARTMENT

Building codes have evolved over many years as a way to insure that construction projects yield safe and reliable structures. The Connecticut State Building Code recognizes the International Code Council as the source of standards for construction projects in CT.

Building Permits are required for all construction in Madison except for replacement of small sections of non-critical, existing structures by homeowners. (For example, replacing a window sash would not require a permit while replacement of the entire window would. Similarly, replacing a few sections of damaged siding would not require a permit while residing a sizable portion of a house would). Licensed contractors are required to pull permits for any work they perform. Building code standards are the same for contractors and homeowners alike.

All permit applications circulate through various town offices for review and approval, depending on the scope of the work and approvals required. For example a new house application would require review by the following departments: Inland Wetlands, Health (if septic system installation or repair is part of any building project a separate septic system permit is required; septic system installations and repairs are by licensed installers); Fire Marshal (commercial only) ; Engineering (if in or near a flood zone); Zoning; and finally Building Official.

After each department has approved the application and the appropriate fee is paid a building permit number is assigned, a permit placard is issued to post at the building site and construction can begin. Depending on the level of complexity the approval process can take several weeks.

Once construction begins inspections are required at specific points in the construction process. These inspections are often necessarily sequential, and continuing work may have to wait for approval of a completed part of the project, so arranging inspections can be critical to the timing of the entire project. The responsibility to call

for inspections falls to the individual who signed the permit application. For inspections inside an existing home, someone has to be present on site to admit the building official. Inspections can be scheduled by phoning the department number above during business hours. Licensed sub-contractors may arrange inspection for their work, but each applicant should be clear on who will schedule the inspections and at what point in the process.

Completed building projects result in a **Certificate of Occupancy** for habitable space and a **Certificate of Completion** for other projects. The applicant must request a final inspection. Zoning Compliance is required in order for the Building Official to sign the certificate. Certificates must be signed in person by the applicant / owner at the Building Department office.

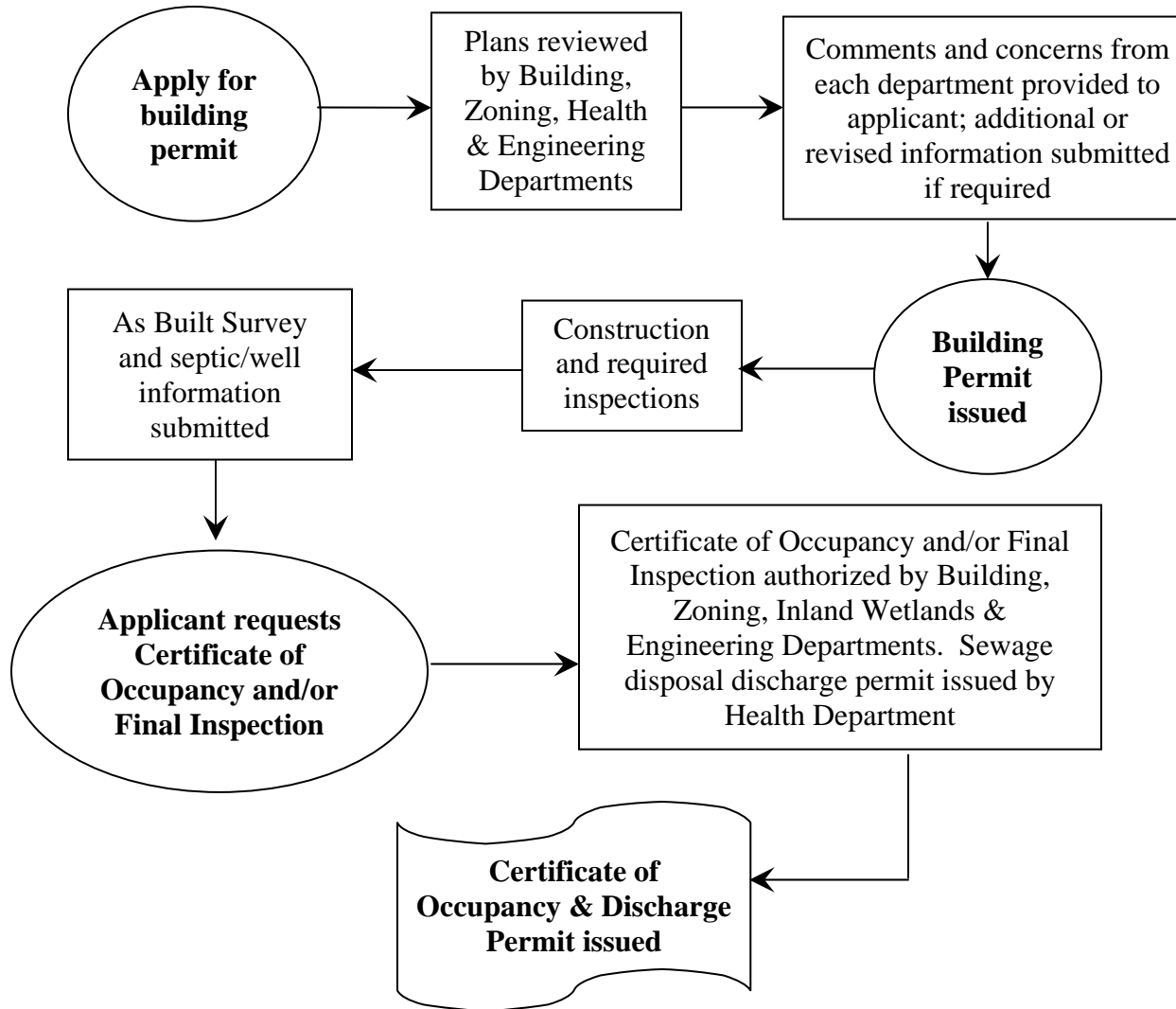
Madison has enacted a **Waiting Period for Demolition Permits for Buildings or Structures over Sixty Years Old** ordinance requiring ninety (90) day waiting period before granting any permit for the demolition of any building or structure, five hundred (500) square feet or larger, that is more than sixty (60) years old. The second 45 days may be waived if no objection to the demolition is filed within the first 45. Complete information packets are available on the website or in the Land Use Office.

HEALTH DEPARTMENT

All building permits are reviewed by the Health Department to assess the impact of construction on sewage disposal needs. Guidelines for this review are part of the Connecticut Public Health Code. Installation of new septic systems and repairs to existing systems are by permit and must be performed by licensed installers. Design and installation criteria are part of the CT Public Health Code and permits are issued based on local interpretation of that code. Septic systems for new homes are usually designed by professional engineers, but engineered systems are not required for all new homes. That determination is based on space available and soil suitability.

Building Permit Process

(Application follows any other required approvals covered previously in this Handbook.)



Please be aware that this graphic represents the basic process; an application may be subject to additional statutory or regulatory requirements. Land Use staff will be happy to review any application specific requirements with you.

FEES FOR LAND USE APPLICATIONS TOWN OF MADISON



ZONING	
Regulation Text Amendment/Zone Change	\$500
Floating Zone	\$500
Special Exception Permit/Site Plan Review (<i>The Maximum Fee Shall Be \$3,000</i>)	\$150 plus \$25 per dwelling unit and/or \$5 per 100 sq. ft. of non-residential use
Special Exception Permit Modification/Site Plan Review Modification (<i>The Maximum Fee Shall Be \$3,000</i>)	\$150 plus \$25 per new dwelling unit and/or \$5 per 100 sq. ft. of non-residential use (new construction or substantial reconstruction)
Modification of Floating Zone Concept Plan	\$150
DVD Major Alteration	\$150
DVD Minor Alteration	\$ 50
Accessory Apartment	
Certificate of Zoning Compliance	\$ 75
Annual Residence Statement	\$ 15
Earth Removal/Filling Permit	\$500
Customary Home Occupation	\$ 25
Day Care Facility For Six or Fewer Persons	\$ 25
Bed and Breakfast	\$ 50
Signage	
Permanent Sign Application	\$100
Temporary Sign Application	\$ 50
Temporary Sign Annual Renewal	\$ 25
Temporary Sign Registration	NC
Trailer Permit, Home Under Construction	\$ 50
Review Letter – Zoning Compliance	\$ 25 plus \$50/hr. research

FEES FOR LAND USE APPLICATIONS TOWN OF MADISON



PLANNING	
Subdivision Regulation Amendment	\$500
Subdivision/Resubdivision Application	\$250 or \$100 per lot (whichever is greater) plus \$1 per linear foot of proposed road or road to be reconstructed or modified
Lot Line Revision/Subdivision Modification	\$75 per lot involved plus \$1 per linear foot of road to be modified
ZONING BOARD OF APPEALS	
Variance Application	\$175
Appeal Of Decision	\$175
Certificate of Location	\$175
PLANNING, ZONING and ZBA	
Coastal Site Plan Review	
a. Without other application	\$ 75
b. With other application	\$ 50
Extension Of Previous Approval	\$ 50
RESCHEDULED PUBLIC HEARING (Requested By Applicant After Publication)	\$ 45
Additional Fee If CEPA Intervention Is Filed	\$250
STATUTORY FEES	
As may be required by State law.	
ADDITIONAL FEES	
In some instances consultant reimbursement fees may be assessed in accordance with Town Ordinances.	

FEES FOR LAND USE APPLICATIONS TOWN OF MADISON



INLAND WETLANDS AGENCY	
Permitted And Non-Regulated Uses - Section 4 of these Regulations	
a. Permitted Uses As Of Right (Section 4.1)	\$ 50
b. Non-Regulated Uses (Section 4.2)	\$ 50
Regulated Uses - Section 6 of the Regulations	
a. Residential Uses	\$ 75 plus: \$25.00/lot or \$45.00/acre wetlands, rounded to the nearest tenth of an acre, on the property whichever is more
b. Commercial Uses	\$ 75 plus: Fee from Schedule A
c. All Other Uses	\$ 75
Significant Activity Application Fee - Section 7.6 of the Regulations	\$175
Map Amendment Applications - Section 16.4 of the Regulations	\$175 plus: Fee from Schedule B
Modification, Extension Or Transfer of Previous Approval - Section 12 of the Regulations	\$ 50 (No fee for correcting typographical or other errors.)
Wetland Review Area Markers	\$ 2 per Marker
Schedule A. For the purpose of calculating the permit application fee, the Regulated Area in Schedule A is the total area of wetlands and watercourses upon which a Regulated Activity is proposed.	
Less than and including the first 2,500 sq. ft. of Regulated Area	\$ 18/1,000 sq. ft. of Regulated Area
From 2,501 to 50,000 sq. ft. of Regulated Area	\$ 12/1,000 sq. ft. of Regulated Area
For any additional amount over 50,000 sq. ft. of Regulated Area	\$ 6/1,000 sq. ft. of Regulated Area
Schedule B. For the purpose of calculating the map amendment application fee, the Regulated Area in Schedule B is the total length of wetlands and watercourses boundary subject to the proposed boundary change	
Less than and including the first 500 linear ft of boundary area	\$ 20/100 linear ft. of boundary
From 501 to 1,000 linear ft of boundary area	\$ 15/100 linear ft. of boundary
For any additional amount over 1,000 linear ft of boundary area	\$ 8/100 linear ft. of boundary
Exemption. Boards, commissions, councils and departments of the Town of Madison are exempt from all fee requirements under Subsection 21.5 of the Inland Wetland Regulations.	

**FEES FOR LAND USE APPLICATIONS
TOWN OF MADISON**



BUILDING DEPARTMENT	
Building Permit	\$ 12 per \$1,000 of construction cost
Demolition - Residential	\$150
Demolition - Commerical	\$ 12 per \$1,000 of demolition cost (generally \$25-\$75)
HEALTH DEPARTMENT	
Septic System Repair	\$ 15
New Septic System	\$ 35
Well Permit	\$ 5

For additional information on the permits and applications in this Handbook please check the Madison website at www.madisonct.org or visit the Land Use Office at 8 Campus Drive, Madison, Connecticut.