



TOWN OF SALISBURY  
CONNECTICUT

**Land Use Approval Checklist**

\_\_\_\_\_ 1. **Tax Collector** – Building permits cannot be obtained until any past due taxes are paid. The Tax Collector is Jean Bell. Her hours are Monday, Wednesday & Friday 9AM – 4PM (closed for lunch 12:30PM – 1:30PM). She may be reached at 860-435-5189 or [taxcollector@salisburyct.us](mailto:taxcollector@salisburyct.us)

\_\_\_\_\_ 2. **Assessor** - If developing a vacant lot, a 911 Number must be obtained through the Assessor's Office. The Assessor is Kayla Johnson. Her hours are Monday, Wednesday & Friday 9AM – 4PM. She may be reached at 860-435-5176 or [kjohnson@salisburyct.us](mailto:kjohnson@salisburyct.us)

\_\_\_\_\_ 3. **Highway Department** - If a parcel is accessed of a Town Road a driveway permit must be obtained from the Highway Department for either utilities or a curb cuts. If accessing off a State Road, a permit must be obtained through the Connecticut Department of Transportation. Please contact Emily Egan Monday through Friday 8:30AM-4PM at 860-435-5170 or [townhall@salisburyct.us](mailto:townhall@salisburyct.us) for questions. Applications are available at [www.salisburyct.us/highway-department/](http://www.salisburyct.us/highway-department/)

\_\_\_\_\_ 4a. **Torrington Area Health District (TAHD)** - If the property is served by a septic and/or well, TAHD approval must be obtained. This approval is required for all structures (pools, additions, new homes, sheds, garages, decks, patios.), major interior renovations, driveways, buried tanks and lines, as well as change of use. Applications for Building and Zoning permits must be accompanied by approval from the TAHD in order to be considered complete.

The TAHD contact for the Town of Salisbury is Cathy Weber. She is in the Salisbury Office on Wednesday & Friday from 8:30AM-10:30AM. She may be reached at 860-435-0806 or 860-489-0436 (Ext. 308). Forms and applications are available at [www.tahd.org/forms--applications.html](http://www.tahd.org/forms--applications.html)

\_\_\_\_\_ 4b. **Salisbury Water Pollution Control (WPCA)** If the property is serviced by sewer the project must be referred to the WPCA. Additional hook-up fees may be applicable and sewer assessment evaluated. Questions related to sewer should be directed to Charles Humes at 860-435-5181 or [chumes@salisburyct.us](mailto:chumes@salisburyct.us)

\_\_\_\_\_ 5. **Salisbury Inland Wetlands Commission (IWWC)** - If the property contains inland wetlands or watercourses, or if activity is proposed within a minimum of 75' of a wetland or watercourse (even if the wetland is on a neighboring property), the project must be reviewed by the IWWC or their agent. A permit for any regulated activities must be obtained prior to the issuance of Zoning or Building Permits.

Please contact the Land Use Office with questions at [landuse@salisburyct.us](mailto:landuse@salisburyct.us). The Office is open to walk-ins Mondays, Tuesdays, & Thursdays 8-9AM & Wednesdays 8AM-Noon. Otherwise, staff are available by appointment only. Application forms at [www.salisburyct.us/applications-forms/](http://www.salisburyct.us/applications-forms/)

\_\_\_\_\_ 6. **Historic District Commission (HDC)** - If the subject property is located in the local historic district, no building or structure may be erected, altered, or demolished until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to and approved by the HDC. Additionally, commercial uses, parking, lighting, and signage are subject to review by the HDC. Please contact the HDC for questions at [historicsalisburyct@gmail.com](mailto:historicsalisburyct@gmail.com) or 866-245-1276. Application forms at [www.salisburyct.us/applications-forms/](http://www.salisburyct.us/applications-forms/)

\_\_\_\_\_ 7. **Planning & Zoning** - Once applicable TAHD/WPCA/IWWC approvals are received; you must then obtain zoning approval. Your project may require review by the Planning and Zoning Commission (PZC) prior to issuance of a zoning permit from the LUA. Some projects such as detached accessory apartments/guest houses, multifamily dwellings, or commercial activities require a Special Permit. Please reference the use tables available in the Town of Salisbury Zoning Regulations for specifics regarding which permit mechanism is applicable.

There are three common mechanisms related to zoning.

- **Special Permit** –Typically, these applications must be accompanied by an A-2 survey denoting current conditions and a Site Development Plan showing proposed conditions and erosion control or stormwater management practices. Additional materials may be requested such as planting or lighting plans and traffic or wildlife studies. Attendance by an applicant at two or more meetings should be expected. Special Permits offer the highest level of discretion by the PZC. The PZC must conduct a public hearing and may impose specific conditions on uses or structures requiring a Special Permit. In addition to meeting all standard requirements identified in the regulations, the Commission will consider the relation of buildings to the environment and potential impact on neighboring properties. Once approved, the Special Permit must be filed in the Town Clerk’s Office to become effective, and a Zoning Permit must be obtained prior to the commencement of construction or the associated change of use.
  
- **Site Plan** – As with Special Permits, Site Plan approvals are granted by the PZC and are often accompanied by an A-2 survey, Site Development Plan and Erosion Control or Stormwater Management Plan. The Site Plan process typically only requires attendance at one meeting and involves minimal discretion; an application is either complete or incomplete and must meet all standard requirements identified in the Regulations. Sometimes, the Commission will require that an approved Site Plan be filed in the Town Clerk’s Office. As with Special Permits, a Zoning Permit must be obtained in order to commence construction or the associated change of use.

- Zoning Permit – Zoning Permits are issued by the Land Use Office and do not typically involve attendance at PZC Meetings. An application is either complete or incomplete and must meet all standard requirements identified in the regulations.

Zoning Permit approval is required for **all** structures (pools, additions, new homes, sheds, patios, garages, decks, docks, sports courts, etc.) and changes of use. Additionally, generators and ground mounted mechanicals are subject to setback requirements. A permit will not be issued until a complete application meeting all applicable zoning requirements has been received and reviewed. A **written** approval/permit will be issued once the application has been reviewed by the Land Use Office, a copy of which will be provided to the Building Official. **Preconstruction meetings will not be scheduled prior to issuance of a Zoning Permit. Construction may not begin until receipt of written approval.**

Please contact the Land Use Office for questions and application forms at [landuse@salisburyct.us](mailto:landuse@salisburyct.us). The Office is open to walk-ins Mondays, Tuesdays, & Thursdays 8-9AM & Wednesdays 8AM-noon. Otherwise, staff are available by appointment only. Application forms at [www.salisburyct.us/applications-forms/](http://www.salisburyct.us/applications-forms/)

\_\_\_\_\_ 8. **Fire Marshal** - If the building is used for something other than a detached one- or two-family residence, a complete plan review by the Fire Marshal is required prior to the issuance of a building permit. This may be conducted simultaneously with prior approvals and is required for any new construction, additions, and renovations. The Fire Marshal is John DeShazo and is available by appointment only. The best way to reach John is by sending an email to [firemarshal@salisburyct.us](mailto:firemarshal@salisburyct.us)

\_\_\_\_\_ 9. **Building Department** - When applying to the Building Department you must submit two sets of plans (three if Fire Marshal review is needed), a building permit application, proof of insurance (if you are a contractor); if you are not a contractor you must fill out an affidavit, and your permit fee must be received. **You must have your 911 number prominently displayed on the property, so that it is visible from the road, prior to receiving this approval.**

If you are constructing a new home or new habitable space/addition you must also submit a RES check. This document can typically be obtained from the building supply company you are purchasing your materials from.

If you are constructing a pool, you must submit two sets of engineered stamped plans, the pool alarm to be used, a building permit application, a swimming pool agreement, a description of the permanent fencing to be used around the pool.

**Please be advised that the Building Official and Fire Marshal have thirty days, by law, to review any and all plans submitted.**

**\* It is the responsibility of the applicant to comply with Historical District regulations and to obtain any certificate of appropriateness if applicable. Building and Zoning Permits cannot be granted until a certificate of appropriateness has been issued\***

**\*\*In all cases and unless otherwise indicated it is the responsibility of the applicant to provide all required prior approvals, submit complete applications and demonstrate compliance with applicable codes. \*\***

The Building Official is Mike Carbone and the secretary is Patty Williams. Office hours are Monday-Friday from 8-9AM and he schedules inspections from 9AM-2:30PM. The phone number for the Building Department is 860-435-5177. Alternatively, the Building Official may be reached directly at 860-480-8383 or [mcarbone@salisburyct.us](mailto:mcarbone@salisburyct.us)

**If you have questions that refer to the Building Code, you must speak directly to the Building Official.**