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) folded 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. Special Permit Application for Accessory Apartment Check List.

5. Digital copy of application and site plans.

6. 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.

7. List of abutting property owners (see details on the page entitled **Notification of Abutting Property Owners**)

8. Compliance with "Notification of Abutting Property Owners" procedure as shown on the attached page (Letters must be postmarked **not less than twelve (12) days nor more than fifteen (15) days** prior to scheduled public hearing). At the applicant's discretion, a sample letter can be submitted to the Planning & Zoning Office for review prior to mailing.

9. 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.

10. **All above-referenced signatures (#9) are required before application is submitted to Planning and Zoning**. Please submit sign-off sheet with your application.

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 OR CD)

☐ ONE COPY OF NOTIFICATION OF APPLICATION LETTER TO PROPERTY OWNERS WITHIN 150 FEET
LETTERS SHALL BE POSTMARKED **NOT LESS THAN TWELVE (12) DAYS NOR MORE THAN FIFTEEN (15) 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, Section 1.1.2.7 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 bathroom with a tub/shower, sink, and toilet, (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;

(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, as may be amended from time to time; e.g.

i. The rental charge for the apartment shall meet the requirements as provided for in said state statute or related regulations so that the "affordable housing unit" is credited the maximum allowable amount by the state toward the Town's affordable housing count;

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**

If a proposed accessory apartment is (i) entirely within the existing footprint of the house and (ii) there are no exterior changes to the house, except for those required for ingress and egress such as a door and/or steps, then an application may be made to, and approved by, the Zoning Enforcement Officer. The Zoning Enforcement Officer retains the discretion to refer an application to the Planning and Zoning Commission for the Commission's approval. All other applications for accessory apartments shall be a Special Permit application made to the Planning and Zoning Commission in accordance with Article XV of these Regulations. All applications 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 (¼) 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 Permit or 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 Zoning Enforcement Officer has the authority to approve a renewal. 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 Permits or 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. The Zoning Enforcement Officer has the authority to review and approve all applications by a purchaser;

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

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

Town of Trumbull
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

PLANNING AND ZONING COMMISSION
FEE SCHEDULE

SPECIAL PERMIT/SITE PLAN:

NEW CONSTRUCTION $560.00*
OTHER.....$360.00*

MULTI-UNIT RESIDENTIAL:
EACH SINGLE FAMILY STRUCTURE.....$260.00*
EACH MULTI-FAMILY BUILDING $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: 3/04/22**

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

Town of Trumbull
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

PLANNING AND ZONING COMMISSION

SCHEDULE OF PLANNING AND ZONING 2026 MEETING DATES

Application Submission Deadline	**Date of Public Hearing**
December 31, 2025	January 21, 2026
January 28, 2026	February 18, 2026
February 25, 2026	March 18, 2026
April 01, 2026	April 22, 2026*
April 29, 2026	May 20, 2026
May 27, 2026	June 17, 2026
NO JULY MEETING	
July 29, 2026	August 19, 2026
August 26, 2026	September 16, 2026
September 30, 2026	October 21, 2026
October 28, 2026	November 18, 2026
November 24, 2026	December 16, 2026
December 30, 2026	January 20, 2027

*Fourth Wednesday of the month
Third Wednesday (April 15th) is during school vacation

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

ALL APPLICATIONS ARE DUE 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 NOR MORE THAN FIFTEEN (15) 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.

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 ***Postmark with Date of Receipt.***
	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.					

SAMPLE FORM LETTER

Date:

Name:

Address:

Re: Application of: **(Applicant's name)**

(**Property address of premises** which are subject of application)

Assessor's Map No: _____ Assessor's Lot No: _____ Zone: _____

Dear _____:

As a property owner within _____ feet of my property line, I would like to inform you that I have filed an application before the **Planning and Zoning Commission of the Town of Trumbull** for a (type of application) for my property.

My application is to allow: _____

_____

_____

If you, or your representative, have any interest in my application, you are invited to attend the **Planning and Zoning Commission Public Hearing** to be held in the Council Chambers of Town Hall (5866 Main Street) at 7:30 p.m., unless otherwise stated by public notice, on (date of public hearing).

Copies of the plans and documentary material relative to my application are on file in the Planning and Zoning Office at Trumbull Town Hall and will be posted on the Town of Trumbull website for inspection by you or your representative.

Public comment can be mailed to the Planning & Zoning Office or sent via email to afarrell@trumbull-ct.gov (must be received 24 hours in advance of the meeting) or public comment can be made in-person at the public hearing.

If you have any questions, please feel free to call either myself, (your name) at (your phone number), or the Planning and Zoning Office at 452-5044.

Very truly yours,

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:

_____ _____

Subscribed and sworn to before me this _____ day of _____, 2026.

_____
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 sixty (60) 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 _____, 2026.

_____

Notary Public
My Commission Expires on _____