



Meadowside of Woodstock
P.O. Box 503
Quinebaug, Ct. 06262

Requirements for Lot Additions

1. All addition projects must be completed within 3 feet of all property lines. Additions include structural additions, as well as outbuildings such as sheds, gazebos, etc.
2. The Board of Directors must review and approve all property additions. The Addition Request form must be submitted for Board approval prior to the start of the project.
 - a. Lot owners requesting additions must be in good standing with Meadowside—all assessments, taxes and electric bills must be current.
 - b. Any contractors being used must be fully insured, and must provide a “certificate of insurance” from the insurance company to Meadowside.
 - c. Once approved, the Board will sign the form and return it to the property owner as proof of approval.
3. Bring approved Addition Request form to the Woodstock Town Hall to request a building permit. They will let you know if you need a building permit or not, and the steps to obtain one if necessary. If they tell you that you don’t need a permit for the project, ask them for a letter stating that no permit is required. A copy of the letter needs to be given to a Board member.
4. If applicable, bring a copy of the completed building permit to a Board member so it can be added to your file.
5. Post your building permit where it is easily seen as you begin working on your project.

Please plan for this process to take at least two weeks. The Board will try to get your Addition Request form approved as quickly as possible, but it is a process. If you have questions, please ask a Board member before you proceed with your project.

Thank you!
Meadowside Board of Directors

www.meadowside-of-woodstock.com

