



TOWN OF CANTON

FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168

Please be advised that we are requesting the public limit visits to Town Offices to essential matters only. Just like many of you who are working remotely or taking other measures to comply with social distancing guidelines, town staff is doing the same. For the safety of Town staff and the public we are requesting that you perform as many of these services as possible remotely before seeking assistance from Town Officials. Before visiting Town offices please call or email the individual office to determine whether assistance can be provided remotely in lieu of an in-person visit. Listed below are services, permits and applications that can be accomplished without going to Town offices.

Currently the Library and Senior Center are closed to the public. All other offices are open, but in some cases with reduced staffing. Most Park & Recreation programs have been cancelled or postponed. The transfer station is open regular hours but the “swap shack” is closed. These schedules are subject to change so please check the Town website at www.townofcantonct.org for the most recent closings and cancellations.

These are just a few of the many steps that Town Officials are taking to protect the safety of Town staff and the public. We appreciate your cooperation during these difficult times.

Below is a list of services, permits and applications that can be located on the Town website at www.townofcantonct.org.

CHIEF ADMINISTRATIVE OFFICER

- Applications for employment may be found at the <http://www.townofcantonct.org/content/44105/44701/45013/45015/default.aspx> and can be accepted via mail or email to RSkinner@townofcantonct.org
- Bids and RFP's that are due can be mailed to the Chief Administrative Officer by the deadline specified on each specific RFP advertised <http://www.townofcantonct.org/rfp-contracts>
- Reservations for Use of Town Property, both current and new, please contact Claudia Nardi at Cnardi@townofcantonct.org
- Any questions or concerns may be addressed to the CAO staff at any time: Robert Skinner – Chief Administrative Officer RSkinner@townofcantonct.org

Claudia Nardi – Executive Assistant to CAO CNardi@townofcantonct.org

Lisa Moulton – CAO Clerk (Board of Selectmen inquiries)

LMoulton@townofcantonct.org

TOWN CLERK

The following tasks can be done on-line:

- Land record searches/copies (back to 1976) via <https://recordhub.cottsystems.com/Home/Index>
- Sport licenses via <https://ct.aspirafocus.com/internetsales>
- Most land records can be submitted via <http://www.townofcantonct.org/eRecording>

The following tasks can be done via email or regular-mail (the Town Clerk can take credit card payments over the phone if not provided on the request form)

<http://www.townofcantonct.org/town-clerk>

- Transfer Station Stickers
- Birth/Marriage/Death certified copies
- Dog licenses
- Marriage license worksheets

The following tasks can be done via mail:

- Absentee ballots <http://www.townofcantonct.org/registrar>
- Land record conveyance deed filing
- Military discharge filing <http://www.townofcantonct.org/military>
- Trade name filing <http://www.townofcantonct.org/trade-name>
- Notary Public filing

The following tasks can only be done in person:

- Marriage license final document signing
- Death certificate filing by a funeral home
- Map filings

TAX COLLECTOR

- General information is available and most transactions can be accomplished online at www.townofcantonct.org. Click on Town Services then Administrative Services - Tax Collector.

- Payments for tax bills and sewer usage charges can be made by clicking on the VIEW/PAY YOUR BILL icon (fees apply). Most credit/debit cards are accepted.
- Please note that as long as the town hall is open to **employees**, we will be able to access DMV for clearances when necessary.
- Instructions to obtain income tax information can be found by clicking “For detailed instructions, CLICK HERE”, just above the VIEW/PAY YOUR BILL icon.
- If you have any questions or need further information, please send an email to taxcollector@townofcantonct.org or call/leave a message at (860) 693-7843.

POLICE DEPARTMENT

- The Canton Police Department’s fingerprinting hours have changed to the following days and times: Mondays from 1 p.m. to 4 p.m. and Thursdays from 3 p.m. to 6 p.m.
- If you are involved in a non-injury private property accident, call the Canton Police Department 860-693-0221. You will be instructed to exchange information (license, registration and insurance and take photos of the respective damage) with the other driver. You will be given a case number for your insurance company.
- Persons interested in applying for a Pistol Permit will fill out the application and email or mail it back to the Canton Police Department. The Canton Police Department will schedule an appointment for the applicant to be fingerprinted.

LAND USE DEPARTMENT *(Building, Planning & Zoning, Fire Marshal)*

Residential and Commercial Permits

- Due to the COVID-19 preventive measures implemented by the Town of Canton, which includes limiting access to the Town Hall facility to the public, the permitting process has changed until further notice.
- Questions regarding a proposed residential or commercial project can be emailed to rdeltenre@townofcantonct.org. These projects will be handled on a case-by-case basis and may require plans be sent via email, carrier mail or drop box.
- Staff will review the request and follow up with you and other relevant departments via email with next steps related to your specific request.

- Each department will send you specific feedback on your permit request with instructions regarding fee rates and instructions for mailing your permit payment. Staff will be replying to all on the group email to keep all departments informed.
- Building permit applications can be submitted online via <https://www.citysquared.com/#/app/map/CantonTownCT>
- If you are unable to submit utilizing the aforementioned website, please submit a [permit form](#) and plans electronically to rdeltenre@townofcantonct.org.
- If you are unable to submit electronically, please send an email to rdeltenre@townofcantonct.org or call 860-693-7856 to make arrangements to submit documentation in person
 - For WPCF matters, please contact WPCF Superintendent Roger Ignazio at rignazio@townofcantonct.org or 860-693-7867. The department website is located at: <http://www.townofcantonct.org/wpcf>
 - For DPW matters, please contact Director of Public Works Robert Martin at rmartin@townofcantonct.org or 860-693-7863. The department website is located at: <http://www.townofcantonct.org/public-works>
- An email from each department relevant to your request, (Building, Fire Marshal, Planning and Zoning, Engineering, Wetlands, WPCA) will be sent to you that will include all department staff required to review your permit request.
- No inspections will be conducted until all departments receive permit fees.
- Please continue to check the Town of Canton website at <http://www.townofcantonct.org/> for permitting and other updates.
- Staff will be responding to email and telephone calls to address any questions or special circumstances.

Residential and Commercial Inspections (Effective 3/17/2020; *Updated 3/26/20*)

This guidance applies to inspections from the Fire Marshal, Building Department, Planning and Zoning, DPW, IWWA and WPCA.

- Due to the COVID-19 preventive measures implemented by the Town of Canton, which includes the closure of the Town Hall facility to the public, **all interior residential inspections for single family homes and occupied multi-family units are suspended until further notice.**
- *Given our current situation, if you require an interior inspection, the Building Official may, in some cases accept, photographs via email documenting the completed*

work. Please contact the building department first to get authorization to proceed with photographs. Please send all emails to jwaters@townofcantonct.org and rdeltenre@townofcantonct.org with the property address in the subject line. You will receive an email confirmation once received and feedback from the Building Official regarding his review of the request and work.

- Outdoor inspections for residential properties will continue at this time.
- New commercial construction inspections will continue at this time.
- To schedule any new inspections for outdoor residential properties or new commercial construction, please email the respective department to schedule an appointment.
- If any member of a household or construction staff team becomes ill, please call to cancel your inspection appointment.
- Please continue to check the Town of Canton website at <http://www.townofcantonct.org/> for inspection and other updates.
- Staff will be responding to email and telephone calls to address any questions or special circumstances.

Residential and Commercial Inspections

This guidance applies to inspections from the Fire Marshal, Building Department, Planning and Zoning, DPW, IWWA and WPCA.

- Due to the COVID-19 preventive measures implemented by the Town of Canton, which includes limiting access to the Town Hall facility to the public, **all interior residential inspections for single family homes and occupied multi-family units are suspended until further notice.**
- Outdoor inspections for residential properties will continue at this time.
- New unoccupied residential and commercial construction inspections will continue at this time.
- To schedule any new inspections for the above, please email the respective department to schedule an appointment.

- If any member of a household or construction staff team becomes ill, please call to cancel your inspection appointment.
- Please continue to check the Town of Canton website at <http://www.townofcantonct.org/> for inspection and other updates.
- Staff will be responding to email and telephone calls to address any questions or special circumstances.

Applications for all Land Use Projects (Commercial and Residential)

- Due to the COVID-19 preventive measures implemented by the Town of Canton, which includes limiting access to the Town Hall facility to the public, applications for all residential and commercial land use projects will only be accepted electronically for the foreseeable future.
- For Zoning Development applications, please submit full electronic applications to npade@townofcantonct.org and rdeltenre@townofcantonct.org. If the documents are too large for email please utilize drop box, which allows you to send a file for free. Please be sure to send your application file to both of the emails above. You will receive a confirmation email from staff when your application has been received.
- For IWWA applications, please submit full electronic applications to ekyle@townofcantonct.org and rdeltenre@townofcantonct.org. If the documents are too large for email please utilize drop box, which allows you to send a file for free. Please be sure to send your application file to both of the emails above. You will receive a confirmation email from staff when your application has been received.
- If you are unable to submit electronically, please send an email to rdeltenre@townofcantonct.org or call 860-693-7856 to make arrangements to submit documentation in person.
- Staff will contact you if additional information is required.
- Staff will circulate your application to all appropriate departments on your behalf.
- Staff will notify you of the meeting schedule for your application.
- You will be required to bring your application fee with you to the meeting if you have not already submitted payment via mail. If payment is not received prior to the start of the meeting, then your application will not be heard.
- The application for all land use projects can be accessed at: <http://www.townofcantonct.org/land-use>

- Staff will be responding to email and telephone calls to address any questions or special circumstances.

The Town of Canton will continue to communicate any updates with its residents as this pandemic evolves. Thank you for your patience as we try to navigate through this shared circumstance.