



Planning Department · Hamden Government Center
2750 Dixwell Avenue · Hamden, CT 06518
Phone (203) 287-7070 Fax (203) 287-7075
www.hamden.com

PROCEDURES FOR REQUESTING A CERTIFICATE OF ZONING COMPLIANCE INSTRUCTIONS

**NOTE: A CERTIFICATE OF ZONING COMPLIANCE IS REQUIRED
TO OBTAIN A CERTIFICATE OF OCCUPANCY**

- 1) Pay fee of \$80 plus \$10 per dwelling unit for 1-3 family dwellings and \$130 plus \$2 per required parking space for all other buildings.
- 2) Submit three (3) paper copies of a Location Improvement Survey (As-Built) drawings prepared to A2-T2 standards;
- 3) Submit one (1) digital copy of the Location Improvement Survey (As-Built) drawings prepared to A2-T2 standards in one of the following formats:
 - ▶ AutoCAD dwg or dxf
 - ▶ ESRI shape file or geodatabase
- 4) The Engineer or Architect who signed the approved drawings must certify that the project was built in accordance with the approved plans;
- 5) Provide a narrative of use(s);
- 6) **All site work, including lighting, landscaping, paving and striping of parking spaces must be completed prior to the issuance of an unconditional Certificate of Zoning Compliance;**
- 7) If all site work has been completed, but the landscaping has not had sufficient time to become established, a **Conditional Certificate of Zoning Compliance** may be granted, provided that the bond in place is sufficient to cover the cost of the unfinished work. The applicant should contact the Planning Office to schedule a re-inspection only after a full growing cycle. **A re-inspection fee of \$200 will be charged.**



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Application # _____

Zoning Permit # _____

HAMDEN PLANNING DEPARTMENT Application For Certificate of Zoning Compliance

PROPERTY ADDRESS _____

PROPERTY OWNER _____ TELEPHONE # _____

PROPERTY OWNER ADDRESS _____

TYPE OF PERMIT(S): _____

I certify that the work required has been completed in accordance with the approved plans except as noted on attached as-built drawings.

APPLICANT SIGNATURE _____ DATE _____
Owner/Agent

PRINTED NAME _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

ENGINEER/ARCHITECT CERTIFICATION:

I certify that the work has been completed in accordance with approved plans except as specifically noted by notation on the enclosed as-built drawings.

ENGINEER SIGNATURE _____ DATE _____

DATE OF AS-BUILT DRAWINGS _____

For use by Town Staff only:

Based upon the inspection of: _____ DATE _____

- | | |
|--|---|
| <input type="checkbox"/> Unconditional Certificate of Zoning Compliance | <input type="checkbox"/> Meets all requirements |
| <input type="checkbox"/> Conditional Certificate of Zoning Compliance | <input type="checkbox"/> See List Below |

The following is a list of requirements determined from inspection, which while not yet complete do not adversely affect the use/occupancy of the premises and for which sufficient security is being held. It is the obligation of the property owner to notify the Planning Office when all items are complete and ready for inspection. Conditional certificates will expire in one year. Each inspection beyond the initial inspection requires a \$200 fee.

Signed _____	Name _____	Fee _____
_____	Title _____	Date Paid _____
_____	Date _____	Receipt # _____

Note: This is not a Certificate of Occupancy under the Building Code