



Procedures for Certificate of Zoning Compliance & Bond Reduction/Release

- **CERTIFICATE OF ZONING COMPLIANCE** (needed for Certificate of Occupancy)
 - 1) Submit two (2) copies of As-Built drawings to A2-T2 standards.
 - 2) The Engineer or Architect who signed the approved drawings must certify that the project was built in accordance with the approved plans.
 - 3) Narrative of uses.
 - 4) 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.
 - 5) 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 \$100 will be charged.

- **BOND RELEASE**
 - 1) As noted on the original bond estimate form: **Bond shall cover all improvements required by the Commission, shown on an approved plan, or required by regulation or statute, even if not listed on bond form.**
 - 2) Applicant requests a bond release in **writing**. Please do not request a release until all work is complete.
 - 3) Site inspection by various departments will be scheduled.
 - a. 1st Inspection - No additional charge (CZC fee applies) \$100 (subject to change)
 - b. 2nd Inspection - \$150 (subject to change)
 - c. 3rd Inspection - \$200 (subject to change)
 - 4) Weather permitting, inspections will be completed within thirty (30) days.
 - 5) Upon satisfactory completion of all required work.
 - a. Your bond release request will be scheduled for Commission action if your bond is for more than \$10,000. Applicant will be notified when this item is on the agenda.

b. Your bond release request can be signed off administratively if your bond is for less than \$10,000.

6) No bond release will be processed prior to the issuance of a Certificate of Zoning Compliance.

7) Upon favorable official action by the Commission, the Town Planner or Zoning Enforcement Officer, the applicant will be notified of the release and when he/she may contact the Finance Department.

▪ **BOND REDUCTION**

1) Reductions shall be in one-third (1/3) increments only.

2) Applicant must submit two (2) copies of approved drawings to A2-T2 standards that certify what work has been completed to date.

3) The Engineer or Architect who signed the approved drawings must certify what work has been completed.

4) Site inspection by various departments will be scheduled.

a. 1st Inspection - No additional charge (CZC fee applies) \$100 (subject to change)

b. 2nd Inspection - \$150 (subject to change)

c. 3rd Inspection - \$200 (subject to change)

5) Weather permitting; inspections will be completed within thirty (30) days.

6) Upon satisfactory completion of one-third (1/3) or two-thirds (2/3) of the required work your bond reduction request will be scheduled for Commission action. Applicant will be notified when this item has been placed on the agenda.

7) Upon favorable official action by the Commission, the applicant will be notified of the amount of the reduction and when he/she may contact the Finance Department.

8) No bond release will be processed prior to the issuance of a Certificate of Zoning Compliance.

▪ **LETTER OF COMPLIANCE** (for sale or re-financing)

1) The Planning Office will issue a letter documenting existing approvals for the address under consideration and will document any outstanding issues with the property. Fee is \$100 (subject to change)

a. Submit in writing the address, closing date and to whom the letter should be sent.

3) Fee - \$250 (subject to change)

Certificate # _____

File Number _____

HAMDEN PLANNING DEPARTMENT

Application For Certificate of Zoning Compliance & Bond Reduction/Release Request

PROPERTY ADDRESS _____ ZONING DISTRICT _____

PROPERTY OWNER _____ TELEPHONE # _____

PROPERTY OWNER ADDRESS _____

TYPE OF ZONING PERMIT: _____

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

APPLICANT SIGNATURE _____ DATE _____
Owner/Agent

PRINTED NAME _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

ENGINEER 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 _____

Based upon the inspection of:

_____ DATE _____

- Unconditional** Certificate of Zoning Compliance Meets all requirements
- Conditional** Certificate of Zoning Compliance See List Below
- Bond Release Approved
- Bond Reduction of \$ _____ Approved from \$ _____ to \$ _____
- No Bond Release/Reduction Approved

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 an additional fee.

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

This is not a Certificate of Occupancy under the Building Code