

ZONING PERMIT CITY OF HARTFORD

ZONING PERMIT APPLICATION INSTRUCTIONS

1. One (1) original and two (2) copies of the following information must be submitted. This application packet **is not complete** and **WILL NOT BE PROCESSED** until all of the required materials are submitted.
 - a. **Application form** to be completed by applicant.
 - b. **Plot Plan**
 - All existing and proposed buildings and structures and their dimensions, including pools, detached garages and sheds. Proposed additions or structures shall show distance to property lines (front, side and rear yards).
 - Size and dimensions of lot and existing and proposed lot coverage.
 - Plot plan must be based on a survey prepared by a licensed Surveyor or Civil Engineer. However, for minor additions, renovations or structures, the attached plot plan attached with the Zoning Permit Application will be acceptable.
 - c. **Scaled Floor Plans** whether new construction, alteration and/or addition.
 - d. **Elevation Drawings** showing building height based on the vertical distance of a building measured from the average elevation of the finished grade adjacent to the exterior walls of the building to the highest point of the roof, including any parapet. In the case of a flat roof, to the top of the lower slope of a mansard roof, and the average height between the eaves and the ridge of a gable, hip or gambrel roof or other roof types. When the finished ground level slopes away from an exterior wall, the vertical distance will be calculated based on the lowest points within the area between the building and the lot line or, when the lot line is more than ten feet from the building, between the building and a point ten feet from the building.
 - Maximum height for residential homes is 35 feet.
 - Maximum height for accessory structures located in the required rear yard is 15 feet.
2. If **Variances** were granted for property, buildings and/or additions, submit two (2) copies of the recorded variance with the Town Clerk's stamp.

PLOT PLAN

Please include the dimensions of all structures on property.

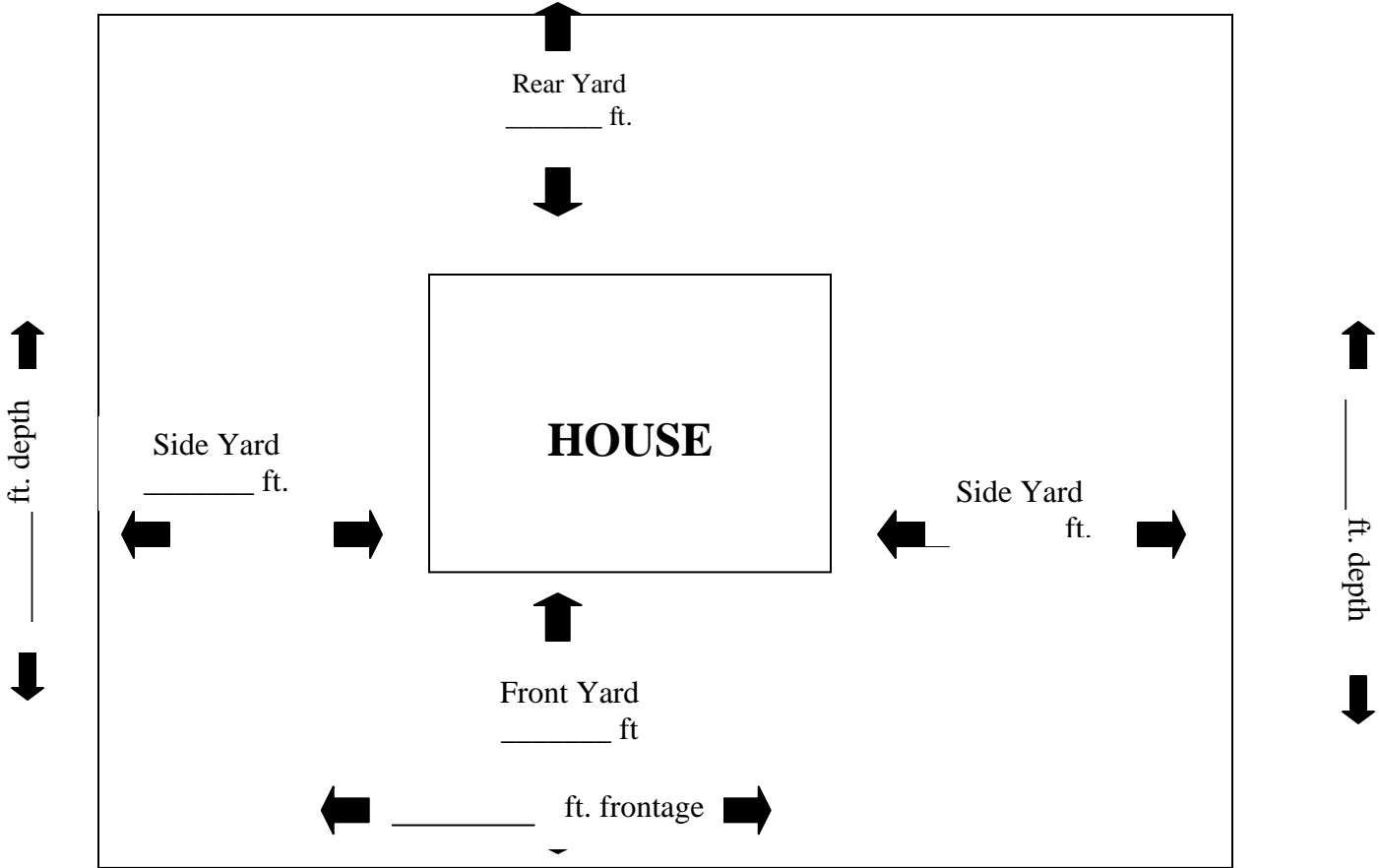
DATE _____ PERMIT NO _____

ADDRESS _____

HOUSE NUMBER _____ LOT NUMBER _____ MAP _____

INTERIOR or CORNER LOT _____ ZONE _____

INDICATE NORTH



Distance from front of house to:

SIDEWALK _____ ft. Curb Line _____ ft. STREET _____ ft.

I certify the information above is correct:

Name: _____

Address: _____

Telephone: _____

*If submitting a Site Plan prepared by a professional, this form may not be necessary.