

City of Hartford
Planning Division
Department of Development Services

Return Form to the Zoning Section located in
the Licenses & Inspections Division
260 Constitution Plaza
Hartford, Connecticut 06103-1822



For Assistance Contact Planning Division
860-757-9040,
250 Constitution Plaza, 4th Floor
Hartford, Connecticut 06103-1822

APPLICATION FOR ZONING CERTIFICATE OF COMPLIANCE
(Required for Certificate of Occupancy)

REASON FOR APPLICATION

- Completion of new project Change of Use Real Estate Transaction

PROPERTY ADDRESS

Property Owner: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Property Address: _____ City: _____ State: _____ Zip Code: _____

Zoning District: _____

Title of approved Site Plan/Special Permit/Zoning Permit _____

Drawings prepared by: _____

Date Approved _____

USE AND DESCRIPTION:

(Specify floor # and square footage area)

SITE/FLOOR PLANS SUBMITTED:

CERTIFICATION OF ZONING COMPLIANCE PROCEDURE:

- 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) Provide a 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 Division to schedule a re-inspection only after a full growing cycle. A re-inspection fee of \$100 will be charged.

CERTIFICATION:

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

SIGNATURE _____

DATE _____

DATE OF AS-BUILT DRAWINGS _____

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 Division when all items are complete and ready for inspection. Conditional certificates will expire in one year. Each inspection beyond the initial inspection requires a \$100 fee.

- File Number _____
- Bond Release Approved
- Bond Reduction of \$_____ Approved from \$_____ to \$_____
- No Bond Release/Reduction Approved

In accordance with Section 110.1.2 of the 2003 International Building Code portion of the 2005 State Building Code, Zoning approval, the address listed above complies with the City of Hartford zoning regulations.

Issued by: _____ **Fee:** _____

Date: _____ **CZP#:** _____

This is not a Certificate of Occupancy under the Building Code