

City of Hartford  
Planning Division  
Department of Development Services

Return Form to Planning Desk at the  
Licenses & Inspections Division  
260 Constitution Plaza  
Hartford, Connecticut 06103-1822



For Assistance Contact Planning Division  
860-757-9025,  
250 Constitution Plaza, 4<sup>th</sup> Floor  
Hartford, Connecticut 06103-1822

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

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**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 PLANNING 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 Planning Compliance;
- 5) If all site work has been completed, but the landscaping has not had sufficient time to become established, a Conditional Certificate of Planning 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 \_\_\_\_\_

- Unconditional** Certificate of Planning Compliance       Meets all requirements
- Conditional** Certificate of Planning Compliance       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**