



## PROCEDURES FOR REQUESTING A CERTIFICATE OF ZONING COMPLIANCE INSTRUCTIONS

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

1) APPLICATION FEE SCHEDULE (subject to change)

Residential (1-3) family dwelling units - 1 <sup>st</sup> inspection for CZC and bond release / reduction	\$90 plus \$10 per dwelling unit
Multi-family dwellings (4 or more dwelling units) - 1 <sup>st</sup> inspection for CZC and bond release / reduction	\$200 plus \$5 per impervious parking space plus \$2 per pervious parking space
Non-residential - 1 <sup>st</sup> inspection for CZC and bond release / reduction	\$200 plus \$5 per impervious parking space plus \$2 per pervious parking space
Mixed Use - 1 <sup>st</sup> inspection for CZC and bond release / reduction	\$200 plus \$10 per 1,000 sq.ft of gross leasable space plus \$5 per impervious parking space plus \$2 per pervious parking space

- 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.**



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

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 \_\_\_\_\_

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### **For use by Town Staff only:**

Based upon the inspection of: \_\_\_\_\_ DATE \_\_\_\_\_

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