



# Town of Berlin

## Planning and Zoning Department

240 Kensington Road  
Berlin, Connecticut 06037  
www.town.berlin.ct.us

### CERTIFICATE OF ZONING COMPLIANCE HOME OCCUPATIONS per BZR §XI.S.

Business Name: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Project Address\*: \_\_\_\_\_

Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone(s): \_\_\_\_\_ Lot Area: \_\_\_\_\_

#### Business Applicant Information

Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Property Owner(s) Information (If Not the Applicant)

Name: \_\_\_\_\_ Principal: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Letter of Authorization Required

**\*Any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.**

#### Proposed Home Occupation:

Business Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this a single-family home? **YES** **NO**

**Narrative Description of Business:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be making any changes to the building or space that will require Building Permits<sup>1</sup>: **No** **Yes**  
Explain: \_\_\_\_\_

Are licenses or approvals from other agencies (ie: CCHD, State of CT, IWWCC) required for your use? \*\*  
**No** **Yes** Explain: \_\_\_\_\_

\_\_\_\_\_  
\*\*It is applicant's responsibility to contact & obtain necessary approvals from other agencies.

**Zoning Requirements:**

Per *BZR Section XI.S. Home occupations or professional offices for resident occupants*. One home occupation or professional office may be conducted as an accessory use in residential districts subject to compliance with the following:

1. *Such use shall be conducted only by the resident occupant(s) of buildings constructed as single-family residences.*

Property is single-family? **Yes** **No** Are you a resident of the property? **Yes** **No**

2. *There shall be no more than one nonresident person employed on the premises, including partners, associates, part-time and full-time employees and independent contractors.*

Number of Non-Resident Employees: \_\_\_\_\_

3. *Such use shall not occupy an amount of finished floor space in excess of one-third of the total floor area of the residence building.*

Total finished floor area \_\_\_\_\_ Proposed use floor area \_\_\_\_\_ Percent of Bldg \_\_\_\_\_%

4. *All products sold on the premises shall be made on the premises, except for the sale of items which are incidental to the provision of the permitted service, or are sold by mail order or electronic means.*

Will products be sold from premises? **Yes** **No** Are products made on premises? **Yes** **No**

Explain compliance with this provision: \_\_\_\_\_

5. *There shall be no mechanical or structural fabrication, assembly or processing of any products or items, except that which shall be incidental to the permitted accessory use.*

This home occupation will comply with this requirement: **Yes** **No**

6. *There shall be no outside storage and no display, advertising or other visible evidence of such use from the lot or building in which it is located.*

I understand and this home occupation will comply with this requirement: **Yes** **No**

7. *Receipt of a certificate of zoning compliance from the ZEO. (see below)*

All municipal property taxes are paid in full at this location in accordance with Article 5, §4-40 local ordinance of the Town of Berlin.

\_\_\_\_\_  
Collector of Revenue

\_\_\_\_\_  
Date

**To be completed by P&Z staff only:**

Fee Paid \$\_\_\_\_\_ (Refer to current Fee Schedule)

Received by: \_\_\_\_\_

***This home occupation is approved in conformance with Berlin Zoning Regulations §XI.S.***

***NOTES:***

\_\_\_\_\_  
***Town of Berlin Zoning Official:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

Permit Number: \_\_\_\_\_

In accordance with Connecticut General Statutes:

Notice is hereby given to the applicant that under CGS 8-3(f) "No building permit or occupancy shall be issued for a building, use or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations. Such official shall inform the applicant for any such certification that such applicant may provide notice of such certification by either (1) publication in a newspaper having substantial circulation in such municipality stating that the certification has been issued, or (2) any other method provided for by local ordinance. Any such notice shall contain (A) a description of the building, use or structure, (B) the location of the building, use or structure, (C) the identity of the applicant, and (D) a statement that an aggrieved person may appeal to the zoning board of appeals in accordance with the provisions of section 8-7."

And

CGS 8-7 "An Appeal may be taken to the zoning board of appeals by any person aggrieved or by any officer, department, board or bureau of any municipality aggrieved and shall be taken within such time as is prescribed by a rule adopted by said board, or, if no such rule is adopted by the board, within thirty days, by filing with the zoning commission or the officer from whom the appeal has been taken and with said board a notice of appeal specifying the grounds thereof. Such appeal period shall commence for an aggrieved person at the earliest of the following: (1) Upon receipt of the order, requirement or decision from which such person may appeal, (2) upon the publication of a notice in accordance with subsection (f) of section 8-3, or (3) upon actual or constructive notice of such order, requirement or decision."