



Town of Berlin

Planning and Zoning Department

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

CERTIFICATE OF ZONING COMPLIANCE FOR NEW or RELOCATED BUSINESS

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 (f) ...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.

Project Name: _____

Property Owner(s): _____

Project Address*: _____

Map: _____ Block: _____ Lot: _____ Zone(s): _____ Lot Area: _____

Applicant Information

Name: _____ Firm Name: _____

Street 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.**

Previous Occupant of the Space:

Business Name: _____ Use: _____

Proposed Occupant of the Space:

Business Name: _____ Use: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Email: _____ Phone: _____

Has Planning & Zoning Commission approval been obtained for this application? **Y** **N** Date: _____

Is this a multi-tenant property? _____

List other tenants: _____

Description of Project/Use: _____

1. Will you be making any changes to the building or space that will require Building Permits?

No **Yes** Explain _____2. Are licenses or approvals from other agencies** (CCHD, State of CT, IWWCC, í) required for your use? **No** **Yes** EXPLAIN: _____****It is applicant's responsibility to contact & obtain necessary approvals from other departments and agencies.****SITE PLAN ZONING STATISTICS**

	<u>REQUIRED</u>	<u>EXISTING</u>	<u>PROPOSED</u>
Square footage for this use	N/A		
Total building square footage	N/A		
Parking for previous occupant			N/A
Parking for this use			
Total parking on site			

Building Frontage for This Tenant: _____ Width: _____ Height: _____

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 use is approved in conformance with Berlin Zoning Regulations § _____**NOTES:*****Town of Berlin Zoning Official:*** _____***Date:*** _____

Permit Number: _____