



Town of Berlin

Planning and Zoning Department

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

ZP # _____ - _____
Address: _____

CERTIFICATE OF ZONING COMPLIANCE FOR ACCESSORY STRUCTURES

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 .

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.**

Description of Project: _____

ZONING STATISTICS

ZONE: _____

It is the responsibility of the property owner to locate the property lines. IF a location survey or staking of the structure has been waived for this proposal, and a subsequent survey shows the setbacks have not been met; the owner is responsible to relocate the structure in conformance with the requirements and approval.

Current use of the property: Single-Family Two-Family Multi-Family Other

	REQUIRED/ALLOWED	PROPOSED	Dept. Initial <small>Staff use only</small>
Distance from Principal Structure	12 feet		
Distance from left side lot line			
Distance from right side lot line			
Distance from rear lot line			
Distance from the front lot line			
Number of Stories	1		
Structure Height	15 feet		
Easement or right-of-way on the property? ¹	Yes	No	
Wetlands on the property or within 50'?	Yes	No	
Septic system and/or well?			

1. By initialing this statement, you are certifying that all applicable records, including Town Land Records, have been checked and to the best of your knowledge no rights-of-way, easements or other encumbrances are identified that would prevent the location as shown on this application and attached plan. Should an encumbrance be identified after construction, I will hold harmless the Town of Berlin and remove/relocate the structure to remedy the situation. _____

(applicant/owner initial)

2. 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

NOTE: This form is for zoning compliance ONLY. The owner &/or applicant is responsible to obtain any other agency's authorization in relation to the proposal.

To be completed by P&Z staff only:

Approved for compliance with the Berlin Zoning Regulations as proposed; the applicant is responsible to obtain any other approvals necessary for its installation and install the structure as approved.

Notes:

Approved By: _____

Date: _____

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

Received by: _____



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Planning and Zoning Commission

Zoning Board of Appeals
Conservation Commission
Historic District Commission

INSTRUCTION / CHECKLIST

Accessory Structure** Certificate of Zoning Compliance

** Structures over 200 sq. ft. require a building permit application with the completed Certificate of Zoning Compliance form and supporting documents to be submitted to the Building Department.

**Properties which are not single or two-family or are not in a residential zone are subject to Planning and Zoning Commission review and should be discussed with staff prior to application.

1. Obtain a copy of the As-Built, most recent plot plan for your property (the Building Department may have one in its files).
2. Draw the proposed structure in the accurate location on the property site/plot plan. The dimensions of the structure as well as distances to adjacent structures and the property lines shall be scaled and labeled on the plan. Waiving of a zoning location survey for proposed work is subject to staff authorization and only if compliance can be measured from fixed locations. You must indicate in the description on the form, how compliance with the required setbacks will be indicated in the field (Has the proposed location been staked? Have the property corners pins been found? Are there structures on the plan to use a fixed base distance?...).
3. Fully Complete the Certificate of Zoning Compliance Application Form. Make sure to:
 - Specifically describe the type of structure; size; intended use; and, height (note: accessory structures on residential properties are limited to 1-story with a maximum 15' height as defined in the Berlin Zoning Regulations).
 - Obtain Tax Collector sign-off in the space provided on the Certificate of Zoning Compliance in accordance with the requirements of Municipal Code Article 5, §4-40.
 - Research & initial the waiver that the location of the structure will not impede a ROW or other encumbrance on the property.
 - If there are wetlands on the property, encumbrances or septic near the proposed structure, discuss the proposal with public works and/or the health district prior to submittal.
4. Submit required documents to the Planning and Zoning or Building Department office (as applicable) with the fee for review by Town staff. Be aware that it may take a few weeks to complete the review. You will be contacted by Town staff should additional information be required. If approved, a copy of the compliance certificate will be mailed back to the applicant at the address provided.

Maureen Giusti, AICP, Acting Town Planner/ZEO. 860-828-7008. mgiusti@town.berlin.ct.us

Frances Semnoski, Land Use Administrator. 860-828-7066. fsemnoski@town.berlin.ct.us