



City of New London

Office of Development & Planning

Planning•Zoning•Wetlands Division

111 Union Street New London, CT 06320•Phone (860) 437-6381•Fax (860) 437-4467

APPLICATION FOR ADMINISTRATIVE ZONING PERMIT

MODIFICATION/ADDITION/CHANGE OF USE

(For Structures)

There is a **\$25.00** fee associated with an administrative review by the Zoning Enforcement Officer. Building permit applications, for projects that require zoning approval, will only be reviewed when accompanied with a copy of this application, appropriately stamped and signed by the Zoning Enforcement Officer.

Address of Activity: _____

ZONE _____ Map _____ Block _____ Lot _____

Applicant: _____ Phone Number _____

Property Owner: _____

Property Owner Address: _____

Current Use of the Property: _____

Project Description: _____

IF YOU ARE INSTALLING A FENCE- the frame or supporting members of the fence shall be on the applicant's side, the good or finished side of the fence shall face the street or the abutting property owner(s).

Are you increasing or decreasing the density of this structure? _____ YES _____ NO

If **YES** please list each dwelling unit and provide number of bedrooms currently in each dwelling unit as well as number of bedrooms in each dwelling unit as proposed:

EXISTING			PROPOSED		
List Each Dwelling Unit Below	Number Of Bedrooms In Unit	<i>(For Staff Use) Number Of Parking Spaces Required</i>	List Each Dwelling Unit Below	Number Of Bedrooms In Unit	<i>(For Staff Use) Number Of Parking Spaces Required</i>

In order to accurately review the project, it will be necessary for the applicant to provide a sketch of the property, to scale, with all existing and proposed structures. Please be sure to include the following information:

- | | |
|--|---|
| <input type="checkbox"/> Dimensions of Lot | <input type="checkbox"/> Percentage of Lot Coverage (Existing ____%/Proposed ____%) |
| <input type="checkbox"/> Dimensions of Existing Structures | <input type="checkbox"/> Distances from Structures to Property Lines |
| <input type="checkbox"/> Dimensions of Proposed Structures | <input type="checkbox"/> Height of Proposed Structures |
| <input type="checkbox"/> Adjacent Streets | <input type="checkbox"/> Compliance with parking requirements for increased density |

If interior modifications are proposed for this project you must provide labeled floor plans for each floor in the structure, which show the existing & proposed conditions and include the following details:

- | | |
|--|--|
| <input type="checkbox"/> Entrances/Exits | <input type="checkbox"/> Kitchens |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> All Bedrooms |
| <input type="checkbox"/> Living Rooms | <input type="checkbox"/> Common Areas |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Any additional relevant information |

Property Owner's Signature _____
All applications must be signed by the legal property owner of the subject property, or you must provide documentation that you have been authorized by the property owner to obtain permits on their behalf.

Applicant/Agent Signature _____

**This project may require permits from other City Officials.
The applicant is responsible for contacting other departments.**

Appeals taken to the Zoning Board of Appeals to reverse any order, requirement, or decision by the Zoning Enforcement Officer must be taken within thirty (30) days after their receipt of this order. Forms to make an appeal can be obtained at the Office of Development & Planning, at the Stanton Building, 111 Union Street, New London, Connecticut.

(Appeal Sections 8-7 CTGS, 1000 City of New London's Zoning Regulations.)

<p>FOR STAFF USE ONLY ODP ADMINISTRATIVE APPROVAL Use: _____ _____ _____ _____</p> <p>Signature: _____ Date: _____</p> <p><i>(Approval based on information provided by applicant, any variations are the sole responsibility of the applicant.)</i></p>
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