

# City of New London

Office of Development & Planning • Planning, Zoning Wetlands Division  
111 Union Street New London, CT 06320 • Phone (860) 437-6379 • Fax (860) 437-4467

## “Pre-Application Review for a Change of Use” OR “Administrative Zoning Permit”

### Welcome to the Office of Development and Planning of the City of New London!

We are here to assist you with the zoning review/approval portion of your project in the City of New London. In order to expedite the review process for your project we request that you please fill out the attached form as completely and quickly as possible. Please include the requisite floor and/or plot plans when you submit this application. The sooner that the form is completed and returned to us the sooner we can determine the permit requirements associated with your particular proposal.

This form will be used to determine the types of zoning permits and specific requirements that you may need. Completion of the form does not necessarily constitute zoning approval. You will be contacted as soon as possible with a determination as to how you should proceed with the permitting process.

There is a \$25.00 fee for review of this form. If it is determined that additional applications/permits are required from this department, the fee from this review will be deducted from future fees associated with this project

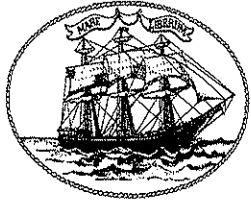
If you have any questions please don't hesitate to contact our staff by telephone or email.

#### Our staff includes:

Harry Smith	City Planner	437-6380	<a href="mailto:hsmith@ci.new-london.ct.us">hsmith@ci.new-london.ct.us</a>
Michelle Greiner	Zoning & Wetlands Enforcement Officer	437-6381	<a href="mailto:mgreiner@ci.new-london.ct.us">mgreiner@ci.new-london.ct.us</a>
Shelly Briscoe	Land Use Assistant	437-6289	<a href="mailto:sbriscoe@ci.new-london.ct.us">sbriscoe@ci.new-london.ct.us</a>

Sincerely,

Michelle Greiner  
Zoning & Wetlands Enforcement Officer



CITY OF NEW LONDON  
CONNECTICUT  
OFFICE OF DEVELOPMENT & PLANNING  
Planning, Zoning, & Wetlands Division

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New London CT 06320  
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**“Pre-Application Review for a Change of Use”  
OR  
“Administrative Zoning Permit”**

**Date Application  
Received:** \_\_\_\_\_

**Address of activity** \_\_\_\_\_

Property owner \_\_\_\_\_ Phone # \_\_\_\_\_

Property owner’s mailing address \_\_\_\_\_

Applicant/Agent \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant/Agent’s mailing address \_\_\_\_\_

**PREVIOUS USE**

(Name of Business) \_\_\_\_\_

Please describe the products and/or services offered: \_\_\_\_\_

\_\_\_\_\_

**PROPOSED USE**

(Name of Business) \_\_\_\_\_

Please describe the products and/or services to be offered: \_\_\_\_\_

\_\_\_\_\_

Number of employees \_\_\_\_\_ Hours & days of operation \_\_\_\_\_

The internal changes to the building will include: \_\_\_\_\_

\_\_\_\_\_

The external changes to the building will include (**Any & all signs will require a separate application**) \_\_\_\_\_

\_\_\_\_\_

The changes to the site or property will include \_\_\_\_\_

\_\_\_\_\_

Please describe how the change of use will affect noise, vibrations, air pollution, glare/heat, electromagnetic radiation, dangerous materials/hazardous wastes \_\_\_\_\_

\_\_\_\_\_

Please include any other relevant information or impact, positive or negative, to the neighborhood \_\_\_\_\_

*In order to accurately review the project it will be necessary for you to provide us with a floor plan, to scale, of the structure being used. The floor plan should include the location of the following:*

- |   |   |
|---|---|
| <input type="checkbox"/> Entrances          | <input type="checkbox"/> Stairs                         |
| <input type="checkbox"/> Windows            | <input type="checkbox"/> Bathrooms                      |
| <input type="checkbox"/> Shelving           | <input type="checkbox"/> Storage                        |
| <input type="checkbox"/> Partitions         | <input type="checkbox"/> Hallways                       |
| <input type="checkbox"/> Usage of Each Area | <input type="checkbox"/> Any other relevant information |

Additionally, a plot plan will be required, subject to the nature of the project. The plot plan should include the following information:

<input type="checkbox"/> Dimensions of lot	<input type="checkbox"/> Dimensions of existing structures
<input type="checkbox"/> Dimensions of proposed structures	<input type="checkbox"/> Distances from structures to property lines
<input type="checkbox"/> Adjacent streets/sidewalks	<input type="checkbox"/> Portion of the building to be used
<input type="checkbox"/> Other existing uses	<input type="checkbox"/> Parking for customers/employees
<input type="checkbox"/> External lighting	<input type="checkbox"/> Curb cuts
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Any other relevant information

**Completion of this form does not constitute Zoning approval. The information provided will assist the Zoning Enforcement Officer in determining the requirements for zoning approval. You will be contacted as soon as possible with a determination.**

Applicant/Agent's Signature \_\_\_\_\_

Property owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.)*

REVISED April 2010