



Town of Monroe Planning & Zoning Department APPLICATION ZONING COMPLIANCE CERTIFICATE

TYPE OR PRINT IN INK – *Complete all items / incomplete applications will be returned* Date of Application: _____

Application for Provisional / Permanent Zoning Compliance Certificate is hereby made in accordance with the Monroe Zoning Regulations:
(check all that apply)

- NEW CONSTRUCTION
- ADDITION
- CHANGE OF USE
- CERTIFICATION OF EXISTING USE/STRUCTURE/LAND
- SWIMMING POOL
- CONVERSION / RENOVATION / REMODEL
- OTHER _____

Property Address _____ Assessor Map # _____ Lot # _____

Zoning District *(check one)*:

- RF-1
- RF-2
- RF-3
- MFR
- RR
- ARR
- HOD
- B-1
- B-2
- LOR
- I-1
- I-2
- I-3

Record Owner _____ Phone _____ Email _____

Mailing Address _____

Applicant *(if different)* _____ Phone _____ Email _____

Mailing Address _____

Current Property Use *(select and specify complex name and for businesses, type of business)*:

- Single-Family
- Multi-Family
- Institutional
- Vacant
- Office
- Retail
- Other Commercial
- Industrial
- Other

of Existing Structures: _____ Existing Use(s): _____ # of Proposed Structures: _____

Dimensions _____ x _____ x _____ (hgt) Habitable Gross Floor Area _____ sq.ft.

Proposed Use(s): _____ *****Must provide attached detailed USE NARRATIVE for each new use**

If this construction was subject to Planning & Zoning Commission and/or Zoning Board of Appeals

P&Z File No. _____ Date of P&Z Approval _____

Nature of P&Z Approval _____

Subdivision Title _____ Record Map No. _____ Subdivision Lot No. _____

ZBA File No. _____ Date Variance Granted _____

Describe Variance _____

ENDORSEMENT

I hereby certify that I am making this application as or on behalf of and with the full authority of the owner(s) of the property or premises and am aware of and understand the Town of Monroe Zoning and/or Subdivision Regulations pertinent to the application and affirm that the statements and information provided are accurate and true. Falsification, by misrepresentation or omission, or failure to comply with any conditions of issuance shall constitute a violation of the Monroe Zoning and/or Subdivision Regulations, and make the certificate subject to revocation or suspension. Further, the undersigned hereby authorizes the Town of Monroe and its agents, to access and walk the premises during normal and reasonable business hours for the purpose of application investigation, inspection of improvements or construction, and enforcement and/or compliance determination of the Zoning and/or Subdivision Regulations, Town Ordinances, and General Statutes of the State of Connecticut, as may be applicable.

I understand that the Provisional Certificate of Zoning Compliance, if issued, is based upon the plot plan and information submitted. The Permanent Certificate of Zoning Compliance shall be issued based upon determination to the satisfaction of the Zoning Enforcement Officer that completed work complies with the standards of the Monroe Zoning and/or Subdivision Regulations.

Applicant's Signature _____

OFFICE USE ONLY

Paid Fee \$ _____ Date Paid _____ Certificate # ZCC- _____

Provisional Certificate of Compliance Issue Date _____ Permanent Certificate of Compliance Issue Date _____

Application Reviewed by _____ Date _____

- Plot Plan Attached
- Plot Plan Not Required
- As-Built Required
- As-Built Not Required

ZONING COMPLIANCE CERTIFICATE

APPLICATION INSTRUCTIONS

INFORMATION REQUIRED WITH APPLICATION

All applications for any Certificate of Zoning Compliance (Provisional and/or Permanent) shall be submitted to the Zoning Enforcement Officer prior to construction, reconstruction, extension, enlargement, relocation or substantial alteration or change of use of any building or other structure, and prior to the use or occupancy of any land, building or other structure or premises.

A plot plan providing the following information shall accompany all applications, except as noted below:

SURVEY REQUIREMENT – LOCATION OF PROPERTY LINES AND IMPROVEMENTS

- ❖ Three (3) copies of an A-2 (or equivalent) survey of the lot or parcel for which the Certificate is requested. Each copy shall bear an original seal and signature of a land surveyor, registered and licensed to practice in the State of Connecticut. The minimum acceptable scale for such surveys shall be 1" = 40'. The minimum information to be provided shall include:
 - a) All lot dimensions
 - b) Location of all structures, both existing and proposed and their dimensions, showing the closest dimensions to each property line; all stone walls
 - c) Significant other improvements, approximate septic areas
 - d) Current adjacent property owners
 - e) Inset location map, zoning district
 - f) Title block and north arrow
 - g) Approximate wetland lines and/or Flood Zone lines (as may be applicable)
 - h) Such other information or declarations as may be relevant

Applicability: This requirement applies to all new construction, all habitable floor area exceeding 200 square feet (except second story additions which do not have overhangs exceeding 24"), all porches and decks or other outbuildings or accessory structures requiring building permits exceeding 100 square feet, all in-ground swimming pools (pool equipment, all permanent foundations, decking, patio are considered part of the pool structure), such other structure which may be deemed to require location information based upon the permanency of the structure or inexact property line information.

The Zoning Enforcement Officer reserves the discretion to waive survey information for any application where compliance with applicable zoning bulk, dimensional or other design requirements can be readily verified.

Exempt: Any non single-family residential zoning district structures where an approved Planning and Zoning site plan exists, damage and casualty repair not increasing the footprint of the existing structure, including renovations, alterations or other improvements which do not increase the habitable or occupied floor area of a structure; signs; minor outbuildings; above ground pools.

The Zoning Enforcement Officer reserves the discretion to require survey information for any application where compliance with bulk, dimensional or other design requirements cannot be readily verified.

Other Information: Additionally, the application shall be accompanied by other plans, drawings, data and statements necessary to determine compliance with the provisions of the applicable Zoning and/or Subdivision Regulations.

Fees: Consult with the Planning and Zoning Department for current fee rates.

FOR QUESTIONS or INFORMATION CONTACT:

PLANNING and ZONING DEPARTMENT @ 203.452-2812

ZONING ENFORCEMENT OFFICER @ 203.452-2816 – jchapman@monroect-org