

**LEGAL NOTICE  
ZONING BOARD – CITY OF STAMFORD**

**Application 223-16-** Notice is hereby given that the Zoning Board of the City of Stamford, CT at its regular meeting held on Monday, June 26, 2023 UNANIMOUSLY APPROVED AS MODIFIED the application of the City of Stamford Zoning Board for a Text change to move Section 17 and Section 18 concerning Zoning Permits and Certificates of Zoning Compliance to Section 19.I which contains all approval types and require Zoning Permit for activities that are currently not or insufficiently regulated.

**Proposed Text Change to move Sections 17 and 18 of the City of Stamford Zoning Regulations to Section 19.I**

**AMEND and MOVE Section 17. Applications and Permits, as follows:**

**SECTION 17**

*Moved to Sections 19.I.*

**SECTION 17 19.I. - APPLICATIONS AND ZONING PERMITS AND CERTIFICATES OF ZONING COMPLIANCE**

**19.I.1,17A. Permits Required Applicability**

- a. Except as otherwise provided in these Regulations or other applicable laws, a Zoning Permit and Certificate of Zoning Compliance, to be issued by the Zoning Enforcement Officer or their designee, shall be required for:
- (1) the construction, reconstruction, erection, enlargement, extension, partial or full structural alteration or any other modification of any Building or Structure including Signs;  
~~no Building or Structure shall be constructed, reconstructed, erected, enlarged, extended or structurally altered, wholly or partly,~~
  - (2) any use or change of use of and no Use or change of Use of land, Buildings or other Structures including Signs, or part thereof; ~~shall be undertaken or changed, and no~~
  - (3) excavation for any Building, Structure, Sign or Use shall be made;
  - (4) construction, enlargement, extension, partial or full alteration or any other modification of any driveway or Parking Area, or walkways, patios or other Lot Coverage in excess of 200 square feet;

- (5) any grading or regrading of a surface area in excess of 200 square feet or within 10 feet of a property line; and
- (6) the installation of any drainage structures.

~~, until a Zoning Permit has been issued by the Zoning Enforcement Officer.~~

- b. No *Zoning Permit* or *Certificate of Zoning Compliance* shall be issued for any *Building, Structure, Sign, driveway, Parking Area, Use*, or other activity listed in subsection 19.I.1.a. above, that requires issuance of a *Special Permit*, approval of site and architectural plans and requested uses, Coastal Site Plan Approval, general development plan approval, or administrative approval under these Regulations until such approvals have been issued and are legally in effect.
- c. A *Zoning Permit* or *Certificate of Zoning Compliance* shall be rendered null and void if any substantial changes or alterations are made to the *Plot Plan, Building plans* and/or other supporting application documents after the issuance of the *Zoning Permit* or *Certificate of Zoning Compliance*.

**19.I.2. 17.B. Application Standards for Zoning Permits Procedure**

All applications for a Zoning Permit shall contain the following:

- a. ~~A completed application form be on forms prescribed by the Zoning Enforcement Officer. and shall contain all the information necessary to enable the Officer to ascertain whether the proposed Building, Structure or use complies with the provisions of these Regulations. Applications for a Zoning Permit for a Sign shall contain the information specified in Section 13.C. of these Regulations. Applications for a Zoning Permit for all other purposes shall include~~
- b. A certified *Plot Plan*, drawn to scale, showing:
  - (1) the actual shape and dimensions of the *Lot* to be built upon;
  - (2) the exact size and location on the *Lot* of all existing *Buildings, Structures and Accessory Buildings, driveways, Parking Areas, patios, pathways and other Lot Coverage, drainage structures and areas to be graded*;
  - (3) the lines within which the proposed *Building* or *Structure* shall be erected or altered;
  - (4) the existing and intended *Use* of each *Building*, or part thereof, the number of families or housekeeping units that a *Building* shall be designed to accommodate; and
  - (5) such other information with regard to the *Lot* and its improvements and neighboring *Lots* ~~that may be~~ necessary to determine and provide for the enforcement of these Regulations, as determined by the Zoning Enforcement Officer or their designee.
- c. The applicable application fee. ~~All applications for a Zoning Permit shall be accompanied by a fee to cover the cost of processing the application, pursuant to the separately adopted Fee Schedule.~~

**19.I.3. 17.C.- Review Procedure by Zoning Enforcement Officer**

**a. Zoning Permits.**

- (1) All applications for Zoning Permits shall be reviewed by the Zoning Enforcement Officer or their designee.
- (2) The Zoning Enforcement Officer or designee shall grant or deny an application for a Zoning Permit within thirty (30) days from the date the completed application, with filing fee, was filed with the Zoning Office, was filed with the Land Use Bureau, unless an extension of time is authorized by the applicant. No application shall be deemed complete without the full application fee received.

~~Upon the receipt of a completed application for a Zoning Permit and payment of the applicable fee, the Zoning Enforcement Officer shall promptly conduct investigations of the application and the premises as required.~~

- (3) An application for a Zoning Permit shall be denied if:
  - (a) the application does not comply with the requirements of these Regulations,
  - (b) if the application is incomplete, or
  - (c) if the application contains any false material statements or omissions.

Applicant shall be provided, in writing, with the reasons for the denial.

~~In the case of an Applications for a Zoning Permit for a Signs: The Zoning Enforcement Officer or their designee shall grant or deny such application within ten (10) business days from the date the completed application, with filing fee, was filed with the Land Use Bureau Zoning Office. No application shall be deemed complete without the full application fee received. In the case of applications for Zoning Permits for Signs, if the Zoning Enforcement Officer fails to act within such 10-day period, the Sign shall be deemed to not require a Zoning Permit, but must comply with all standards of this Section and all other provisions of these Regulations.~~

- b. **As-Built Survey for Foundations.** Upon completion of the foundation of any Building, the foundation of any addition to a Building, or a foundation of any Structure for which a Zoning Permit has been issued, and before proceeding any further with the construction of said Building or Structure, the holder of the Zoning Permit shall file with the Zoning Enforcement Officer an “as-built” survey prepared and certified by a licensed engineer or land surveyor. Such survey shall show said foundation and indicate the distances therefrom to the front, rear and Side Yard lines on the Lot on which the same is situated. This subsection ~~17.F.~~ 19.I.3.b. shall not apply to Zoning Permits for Signs without a concrete foundation.

**c. Certificate of Zoning Compliance<sup>1</sup>.**

- (1) No land shall be occupied or used and no Building or Structure hereafter erected or altered

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<sup>1</sup> Formerly Section 18. Certificates of Zoning Compliance.

shall be occupied or used in whole or in part for any purposes, until a *Certificate of Zoning Compliance* has been issued by the *Zoning Enforcement Officer*, or their designee. Such *Certificate* shall state that the premises, *Building, Structure* or other activities set forth in Subsection 19.I.1. complies with all terms and conditions of the *Zoning Permit*, with all terms and conditions of any applicable approval issued by the *Zoning Board, Zoning Board of Appeals* or *Planning Board*, and with all applicable provisions of these Regulations.

- (2) In order to obtain for a *Certificate of Zoning Compliance* there shall be filed with the *Zoning Enforcement Officer*, or their designee, an “as-built” survey prepared and certified by a licensed engineer or land surveyor. Such survey shall show the location of activities covered by the *Zoning Permit* and indicate the distances therefrom (a) to all *Buildings and Structures* on the *Lot* and (b) to the *Front, Rear* and *Side Yard* lines on such *Lot*.
- (3) Where the issuance of a *Certificate of Occupancy* is also required, request for a *Certificate of Zoning Compliance* shall be made at the same time or prior to a request for issuance of a *Certificate of Occupancy*.
- (4) The request for a *Certificate of Zoning Compliance* shall be acted upon within thirty (30) days of receipt of the request stating that the premises are ready for occupancy and receipt of all required documentation.
- (5) A request for a *Certificate of Zoning Compliance* shall be denied if:
  - (a) the request does not comply with the requirements of these Regulations,
  - (b) the request is incomplete, or
  - (c) the request contains any false material statements or omissions.

Applicant shall be provided, in writing, with the reasons for the denial.

#### **~~17.D. GRANT OR DENIAL OF PERMIT APPLICATION~~**

~~If, after review and investigation as required herein, the *Zoning Enforcement Officer* determines that the application meets the requirements contained within these Regulations and other applicable laws, the *Zoning Enforcement Officer* shall approve the application and issue the *Zoning Permit*. If, after review and investigation as required herein, the *Zoning Enforcement Officer* determines that the application does not comply with the requirements of these Regulations or other applicable laws, the application shall be denied and the *Zoning Enforcement Officer* shall notify the applicant of the reasons therefor. In the case of the denial of an application for a sign permit, a written report of the denial shall be sent by certified mail to the designated return address of the applicant on the application within ten (10) business days after filing of the completed application.~~

#### **19.I.4.17.E. Duration-Validity of Zoning Permit**

A *Zoning Permit* shall be valid for a period of one year only, unless the Zoning Board or Zoning Board of Appeals has approved a phasing plan with a longer time period. A *Zoning Permit* may be renewed for one additional year, provided the renewal is obtained before the expiration of the initial permit and a substantial amount of work on the project has been performed. ~~This subsection 19.I.4. 17.E. shall not apply to *Zoning Permits* for *Signs*.~~

**17.F. “AS BUILT” SURVEY**

~~Upon completion of the foundation of any *Building*, addition to a *Building*, or a *Structure* for which a *Zoning Permit* has been issued, and before proceeding any further with the construction of said *Building* or *Structure*, the holder of the *Zoning Permit* shall file with the *Zoning Enforcement Officer* a certified "as-built" survey prepared by a licensed engineer or land surveyor. Such survey shall show said foundation and indicate the distances therefrom to the front, rear and *Side Yard* lines on the *Lot* on which the same is situated. This section 17.F. shall not apply to *Zoning Permits* for *Signs* without a concrete foundation.~~

**19.I.5. 17. G. Variances and Appeals**

Any person denied a *Zoning Permit* or a *Certificate of Zoning Compliance* or otherwise aggrieved by a decision of the *Zoning Enforcement Officer* or their designee may apply for a *Variance* from the Zoning Board of Appeals, and/or file a written appeal to the Zoning Board of Appeals within thirty (30) calendar days of the effective date of action by the *Zoning Enforcement Officer* or their designee. The procedures and standards for a *Variance* and an appeal, including the time limits for decisions of the Zoning Board of Appeals, are contained in Section 19.A.2. and 19.B. of these Regulations and Conn. Gen. Stat. § 8-7. Any adverse ruling of the Zoning Board of Appeals may be appealed to the Superior Court of Connecticut under Conn. Gen. Stat. § 8-8, *et seq.*, and other applicable laws. (200-32)

**DELETE Section 18 CERTIFICATE OF ZONING COMPLIANCE and ADD the following:**

**SECTION 18 - CERTIFICATE OF ZONING COMPLIANCE**

*Moved to Section 19.I.3.c.*

**ADD Definition for “Zoning Permit” to Section 3.B., Defined Terms**

**Zoning Permit**

A *Zoning Permit* is a permit issued by the *Zoning Enforcement Officer* or their designee required for all *Buildings*, *Structures*, *Signs*, *Uses*, excavations, driveways, parking areas and other activities, pursuant to Section 19.I. of these Regulations.

**ADD Definition for “Plot Plan” to Section 3.B., Defined Terms**

**Plot Plan**

A *Plot Plan* is a plan required for the application for a *Zoning Permit* containing the information specified in Section 19.B.2. of these Regulations.

**ADD Definition for “Certificate of Zoning Compliance” to Section 3.B., Defined Terms**

**Certificate of Zoning Compliance**

A *Certificate of Zoning Compliance* is required for the occupancy or use of all land, *Buildings*, *Structures* and activities listed in Section 19.I.1. and further specified in Section 19.I.3.c.

**ADD Definition for “Variance” to Section 3.B., Defined Terms**

**Variance**

A *Variance* is relief from certain zoning regulations granted by the *Zoning Board of Appeals* based on an unusual hardship of the land, pursuant to the standards and procedures of Section 19.B.

Effective date of this Decision: July 11, 2023.

ATTEST: DAVID STEIN  
CHAIRMAN, ZONING BOARD  
CITY OF STAMFORD, CT

Dated at the City of Stamford this 29<sup>th</sup> day of June 2023.