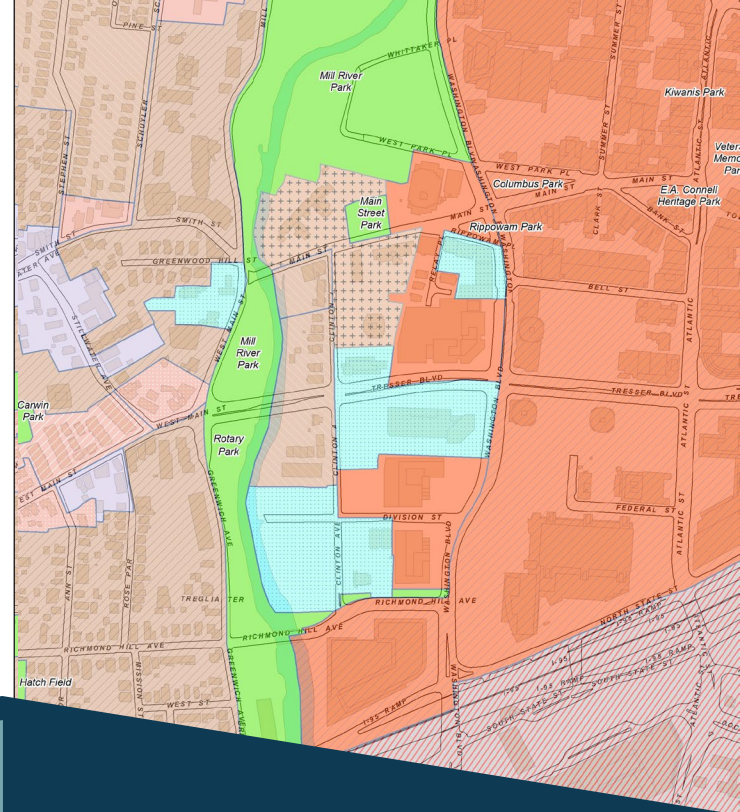


*“For a streamlined application process, please ensure that a complete application package is submitted and feedback from staff is incorporated.”*

## Overview

This brochure provides a general overview of the Zoning Board application filing and review process. Before proceeding with your application, please ensure that you review the [Stamford Master Plan](#) for the City’s policies and goals, as well as the [Zoning Regulations](#) and the [City Charter](#) provisions for required application materials, legal notice requirements, hearing procedures, and validity and effective dates of decisions..



Land Use Bureau

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203-977-4711

—  
[stamfordlanduse@stamfordct.gov](mailto:stamfordlanduse@stamfordct.gov)

—  
[www.stamfordct.gov/zoning](http://www.stamfordct.gov/zoning)



# Zoning Board Application Process

Land Use Bureau  
JUNE 2024





## Step 1

# Application Filing

Review [Zoning Regulations](#) and [Online Zoning Map](#) to determine the zoning standards for your site.

Review [Application Standards, samples and templates](#) on the [Zoning Board website](#) and download the forms required per the [Application Attachment Checklist](#).

Before filing your application, contact Land Use Bureau staff at [stamfordlanduse@stamfordct.gov](mailto:stamfordlanduse@stamfordct.gov) to set up a pre-application meeting.

Submit a digital application package via email and drop off thirteen\* (13) sets of hardcopies along with the check for the fees at the Land Use Bureau during designated hours posted on the Land Use Bureau website. For applications requiring Planning Board review, nine (9) additional sets are required.

Coastal Site Plan applications only require a total of four (4) hard copies.



## Step 2

# City Department Review

Land Use Bureau staff conducts an internal review of each application for completeness. Once complete, and depending upon the type and location of the project, applications are referred to other City boards and commissions, and to City departments, for a minimum 35-day review.

Applications requiring Planning Board review (Zoning Regulation Text change/Zoning Map change or Special Permit) are scheduled for a Planning Board meeting. Harbor Management Commission (HMC) and Historic Preservation Advisory Commission (HPAC) meetings are also scheduled if required.

Projects qualifying for administrative review pursuant to [Zoning Regulation Section 19.H](#) do not need Planning Board review or a Zoning Board public hearing. These are scheduled at a Zoning Board meeting following review by Land Use Bureau staff and relevant City departments.

***All Land Use Bureau comments must be satisfactorily addressed in writing by the Applicant prior to scheduling a ZB hearing.***



## Step 3

# Public Hearing

## Public Notices

Applications for Site and Architectural Plan and Requested Uses, a Special Permit, a Zoning Text Change, a Zoning Map Change and for addition to the Stamford Cultural Resources Inventory require a Zoning Board public hearing. The required notices listed below require pre-approval by staff:

- Two Legal notices in the Stamford Advocate per [Charter Section C6-40-11](#).
- Notice Signs required along frontage every 200 ft. and an affidavit of sign posting is required per [Zoning Section 1.F.3](#).
- Mailings to the neighbors are required within 100'/300'/500' (based on Zoning District) no sooner than 20 days nor later than 7 days before the hearing. A "Certificate of Mailing" per [Zoning Section 1.F.2](#) is also required.

## Zoning Board Hearing

When required, hearings are held as a Zoom Webinar twice a month per the calendar posted on our [website](#). At the hearing, the Applicant presents the application to the ZB. Hearings may be continued to a later date; however, once a hearing is closed, no additional public comment or submissions by the applicant will be considered by the Zoning Board.

## Final Decision

If the application is approved by the ZB (with or without conditions), the Applicant publishes a Legal Notice of the decision in the Stamford Advocate and records a certificate of decision. These documents will be provided by staff.

