TOWN OF HARTFORD
APPLICATION FOR ADMINISTRATIVE APPROVAL

Amendments to uses or structures which have received Site Development Plan Approval that, in the opinion of the Zoning Administrator and Planning Commission Chairperson, are minor and have no adverse effect in terms of the objectives of Section 4-1.1 of the Hartford Zoning Regulations, may be approved administratively. Administrative approval cannot be granted for changes involving curb cuts, internal or external circulation patterns and pedestrian circulation and changes which would require a variance. (Section 4-1.1 Hartford Zoning Regulations)

Amendments to an approved Conditional Use which, in the opinion of the Chair or Vice Chair of the Zoning Board of Adjustment and Administrative Officer, are minor and have no adverse effect in terms of the approval criteria outlined in section 2-5.1 of the Hartford Zoning Regulations may be approved administratively. Changes which involve a variance will not be considered minor. (section 2-5.2 Hartford Zoning Regulations)

Landowner

Mailing Address

Applicant

Mailing Address

Location of Property

Description of Change

Number of Employees

Hours of Operation

YOUR REQUEST MUST BE ACCOMPANIED BY A COMPLETE ZONING PERMIT APPLICATION

<table>
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<tr>
<th>Landowner's Signature</th>
<th>Date</th>
<th>Applicant's Signature</th>
<th>Date</th>
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Administrative Use Only

Amendment to Permit #
Planning Commission Chair
Contacted on
Zoning Board of Adjustment Chair
Contacted on

Zoning permit required #
Zoning permit not required
Certificate of Occupancy Required
Certificate of Occupancy Not Required
Filing Fee

Request: Approved Denied Effective Date

Basis for Denial

Zoning Administrative Officer

• If you disagree with this decision you may appeal it to the Zoning Board of Adjustment within 15 days. Please see the Zoning Administrative Officer as soon as possible if you wish to file an appeal.
• It is your responsibility to contact the Agency of Natural Resources at 885-8855 to determine if any additional permits are required by the State.
• It is your responsibility to obtain a Certificate of Occupancy if required. (See Above)

Effective 7/1/18