

**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 _____ Phone _____

Mailing Address _____

Applicant _____ Phone _____

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

Landowner's Signature _____ Date _____ Applicant's Signature _____ Date _____

Administrative Use Only

Amendment to Permit # _____ Zoning permit required # _____
Planning Commission Chair _____ Zoning permit not required _____
Contacted on _____ Certificate of Occupancy Required _____
Zoning Board of Adjustment Chair _____ Certificate of Occupancy Not Required _____
Contacted on _____ Filing Fee _____

Request: Approved _____ **Denied** _____ **Effective Date** _____

Basis for Denial _____ Date _____

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)