



# City of New London

Office of Development & Planning

Planning, Zoning Wetlands Division

181 State Street New London, CT 06320 • Phone (860) 437-6379 • Fax (860) 437-4467

## ***APPLICATION FOR ADMINISTRATIVE APPROVAL-ZONING PERMIT***

*(For Sheds/Accessory Structures)*

Address of activity \_\_\_\_\_ Date \_\_\_\_\_

Property owner \_\_\_\_\_

Property owner mailing address \_\_\_\_\_

Applicant/Agent \_\_\_\_\_ Phone # \_\_\_\_\_

Project description \_\_\_\_\_

The most recently approved use of the property/structure is \_\_\_\_\_

The proposed use of the property/structure is \_\_\_\_\_

**In order to accurately review the project, it will be necessary for the applicant to provide a sketch of the property, to scale, with all existing and proposed structures. Please be sure to include the following information:**

- Dimensions of Lot
- Dimensions of Existing Structures
- Dimensions of Proposed Structures
- Percentage of Lot Coverage
- Distances from Structures to Property Lines
- Height of Proposed Structures
- Adjacent Streets

***IF YOU ARE INSTALLING A FENCE- THE FRAME OR SUPPORTING MEMBERS OF THE FENCE SHALL BE ON THE APPLICANT'S SIDE, THE GOOD OR FINISHED SIDE OF THE FENCE SHALL FACE THE STREET OR THE ABUTTING PROPERTY OWNER(S).***

There is a **\$25.00** fee associated with an administrative review by the Zoning Enforcement Officer. Building permit applications, for projects that require zoning approval, will only be reviewed when accompanied with a copy of this application, appropriately stamped and signed by the Zoning Enforcement Officer.

Applicant/Agent Signature \_\_\_\_\_

Property Owners Signature \_\_\_\_\_

*Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.*

*All applications must be signed by the legal property owner of the subject property, or you must provide documentation that you have been authorized by the property owner to obtain permits on their behalf.*

Property Owners Signature \_\_\_\_\_

*Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.*

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**FOR STAFF USE ONLY**

**ODP ADMINISTRATIVE APPROVAL**

Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Approval based on information provided by applicant, any variations are the sole responsibility of the applicant.)

*Appeals taken to the Zoning Board of Appeals to reverse any order, requirement, or decision by the Zoning Enforcement Officer must be taken within thirty (30) days after their receipt of this order. Forms to make an appeal can be obtained at the Office of Development & Planning, at City Hall, 181 State Street, New London, Connecticut.*