ARTICLE IX.

Administration and Enforcement

Section 900 Enforcement

These regulations shall be enforced by the Zoning Officer (ZO) or his/her designee. The ZO is authorized to cause any building, structure, place, premise or use to be inspected or examined, and to order in writing the remedying of any condition found to exist herein or thereon in violation of any provision of this regulation.

Section 910 Zoning Permit

No building or structure shall be erected, added to, or structurally altered, no use shall be established, and no existing building or land, whether vacant or occupied shall be converted to a different use until a Zoning Permit has been issued by the ZO or other authorized official.

All applications for such permits shall be in accordance with the requirements of these regulations. Any Site Plan Approval, Coastal Area Site Plan Approval, or Special Permit required by these regulations shall be obtained prior to filing an application for a Zoning Permit. A Zoning Permit shall be issued automatically to any project or site which has a valid approved Site Plan, Coastal Site Plan, and/or Special Permit. *(Amended 09/19/88)*

A. Application

Every application for Zoning Permit shall be accompanied by such information and exhibits, i.e. approved coastal area site plan or site plan, required special permits, certified plot plan, soils data, topography, drainage computations etc., as are required herein or may be reasonably required by the ZO in order that the proposal of the applicant may be adequately interpreted and judged as to its conformity with the provisions set forth in this regulation. *(Amended 0/19/88)*

B. Plot Plan

The application shall be accompanied by three copies of a plot plan based on a A-2 survey prepared by a land surveyor and/or engineer registered in the State of Connecticut, drawn to an approximate scale showing the actual dimensions of the lot to be built upon, the size of the building to be erected, the location of the building upon the lot, the dimensions of all openspaces, the setback lines observed by buildings, the location of driveways and curb cuts, and such other information as may be necessary. The ZO may waive any of the plot plan requirements in cases where it is not needed to determine conformity with these regulations.

Section 920 Certificate of Zoning Compliance

No land shall be occupied or used and no building hereafter erected or altered, shall be occupied or used in whole or in part for any purpose, until a Certificate of Compliance shall have been issued by the ZO or other authorized official, stating that the premises or building complies with all the provisions of these regulations. Such a certificate is also required for any change, extension, or alteration in a use.

Applications for Certificate of Compliance shall be accompanied by a certified plot plan of the lot and buildings thereon, showing the exact placement of the asbuilt structures on the lot. The as-built plot plan may be the same document as is submitted for a Certificate of Occupancy, if all zoning data (i.e. setbacks, etc.) are included. The ZO may waive the requirement for a certified plot plan in cases where it is not needed to determine conformity with these regulations. No such Certificate of Compliance shall be issued by the ZO until all zoning requirements and conditions including Site Plan Approval and/or Special Permits have been met.

Section 930 Fees

All applications for Zoning Permit and Certificate of Compliance shall be accompanied by a fee, in accordance with the schedule of fees of the City of New London, to cover the cost of administration. Said fee shall be paid at the time of filing the application.

Section 940 Special Conditions

Any maps, plans, documents, statements and stipulations submitted to and approved by the Planning and Zoning Commission or the Zoning Board of Appeals, in connection with Site Plan Approval, Special Permits, Variance, or other action of said Commission or Board as required by these regulations, and any conditions of such approval(s) attached by said Commission or Board shall be conditions for the approval of applications for and the issuance of a Zoning Permit and a Certificate of Compliance by the ZO. Prior to issuance of a Zoning Permit or a Certificate of Compliance, the applicant shall obtain and submit all approvals required by an other Municipal, State, or Federal department, bureau or agency.

No Building Permit or Certificate of Occupancy may be issued until all zoning permits have been secured.

Section 950 Certificate of Occupancy

A. The occupancy and use of a building erected, reconstructed, restored, altered, or moved, or any change in use of an existing building, shall be unlawful until a certificate of occupancy shall have been applied for and issued by the ZO.

B. A certificate of occupancy is required for and shall be deemed to authorize, both initial occupancy and the continued occupancy and use of the building or land to which it applies.

C. No certificate of occupancy shall be issued for any use requiring the granting of a Special Permit, Variance, or Site Plan Approval unless and until such permit approval has been duly granted and the ZO and Building Official have inspected the site to ascertain that all provisions of said approval are complied with.

D. A non-renewable temporary certificate of occupancy for a part of a building may be issued by the ZO for a period of not more than 6 months.

Section 960 Stop Work Order

The ZO may issue a stop work order if, in his/her opinion, the work being performed is not in full compliance with the provisions of this regulation.

Section 970 Records

A record of all zoning permits, certificates of compliance, certificates of occupancy shall be kept in the office of the ZO.

Section 980 Liability

No officer, agent or employee of the City of New London charged with the enforcement of this regulation shall render himself/herself personally liable for any damages that may accrue to persons or property as a result of any act required or permitted in the discharge of his duties under this regulation.

Section 990 Violations and Penalties

The owner or agent of a building or premises where a violation of any provision of said regulations shall have been committed or shall exist, or the lessee or tenant of an entire building or entire premises where such violation shall have been committed or shall exist, or the owner, agent lessee or tenant of any part of the building or premises in which such violation shall have been committed or shall exist, or the agent, architect, builder, contractor or any other person who shall commit, take part or assist in any such violation or who shall maintain any building or premises in which any such violation shall exist shall be guilty of a misdemeanor punishable by a fine of not less than ten dollars and not more than one hundred dollars for each and every day that such violation continues, but if the offense be willful, on conviction thereof, the punishment shall be a fine of not less than $100 or more than $250 dollars for each and every day that such violation shall continue, or by imprisonment for ten days for each and every day such violation shall continue, or by both such fine and imprisonment in the discretion of the court; and the Superior Court of the State of Connecticut shall have jurisdiction of all such offenses subject to appeal as in other cases.

Any such person who having been served with an order to remove any such violation shall fail to comply with said order within ten days after such service or shall continue to violate any provision of the regulations made under authority of this regulation in the respect named in such order shall be subject to a civil penalty of $250 dollars, payable to the Treasurer of the City of New London.