



## City of Stamford

Land Use Bureau

---

### ZONING ENFORCEMENT

Zoning Regulations regulate the enforcement of Local laws pertaining to the location, size, height, number of stories and use of buildings and land and are a prerequisite of obtaining a Building Permit and Building Certificate of Occupancy as per the State of Connecticut Building Code.

Someone would visit the City of Stamford Zoning Department for the following reasons:

- I. Part of the Building Permit Process;
- II. Obtain answers to questions regarding zoning or land use regulations;
- III. File a Zoning complaint or;
- IV. Research legal use of property.

#### **I. As Part of a Building Permit**

In order to apply for and obtain a Building Permit, a plan review must also be conducted by a Zoning Officer to determine compliance to local Zoning Regulations.

#### When a Zoning permit is required:

- Construction of a new residential or new commercial building;
- Construction of new additions to an existing commercial/residential building;
- Proposed improvements to the interior of residential structures impacting or changing floor plans (not required for mechanical only permits);
- Proposed improvements to the interior of commercial structures impacting or changing floor plans (not required for mechanical only permits);
- Expansion of height, footprint, floor area, volumetric content or use of an existing structure;
- Temporary or permanent accessory structures (including but not limited to): signs, walls, fences, pools, certain playground equipment, garage structures, tents, mechanical appurtenances (i.e., air conditioning compressor units and generators), decks/patios constructed 8 inches above grade;
- Increases or changes to the uses of a property;
- Changes from one use to another use of a property;
- Excavation and removal of more than 100 cubic yards of excavated materials or the disturbance of more than 10,000 sf of material.

#### A Zoning Permit is not required to:

- Pave a walkway;
- Build a patio or deck not more than 8 inches above grade;
- Repave a driveway where no expansion has occurred;
- Mechanical only permits.

A Zoning Permit is required (by itself without going to the Building Department) for:

- Construction of a fence and/or wall less than 6 feet high;
- Changing the use of a building or land with no change to the structure itself.

### **Applying For a Permit**

Before starting any project, please review your project with a Zoning Officer. Land Use maps and Zoning Regulations and information (example: setbacks and height limits) are available to the public between the hours of 8:00am – 4:30pm, Monday through Friday.

Zoning Staff is available to meet with the public for plan review, issuance of zoning permits and to answer zoning related questions from 8:00am – 12:00pm Monday through Friday without an appointment or 8:00am – 4:30pm with an appointment.

### **Plan Review Process**

Part of the Building Permit Process: Obtain necessary forms and sign-off sheet from the Building Department. Building Department staff will indicate all necessary departmental sign-offs for a building permit.

Depending on the type of project, the Building Department may require other development-related departments such as the Health Department, Fire Marshal, Traffic Department, WPCA, Tax Assessor to review the application.

What do the Zoning Officers need to see for their plan review:

- A completed permit application (available online and from the Building Department or the Zoning Department).
- A set of drawn-to-scale plans showing all of the work to be done on the building and the property. Floor plans, elevations and sections. (Note: may need a structural engineering stamp for the Building Department)
- A survey of the property may be required reflecting existing and proposed site conditions showing the size and exact location of all existing conditions and all improvements.
- A description of all mechanical, electrical and plumbing work you will be doing.
- A site plan, grading plan, landscape plan, floor plans and exterior elevations may be required based on the scope of work proposed.
- A check to pay fees (see attached fee schedule).
- Photographs to show existing conditions may be requested.

The Zoning Department requires a sign-off from the [Environmental Protection Board](#) as a pre-requisite for a Zoning Permit. However, Zoning staff will conduct preliminary plan reviews of any project prior to EPB sign-off to determine Zoning regulation compliance.

How much will it cost? Zoning permit fees (see attached sheet).

When can work start?

When both the Zoning and Building permits are issued and fees are paid, the work can start when the approved plans and the Building Department inspection card are available on the job site where the inspector can easily see them.

How long is a permit valid? As long as you maintain your Building Permit issued from the Building Department, your Zoning Permit will remain valid.

## **II Questions regarding Zoning Regulations**

### **III Complaints** (including but not limited to):

- Illegal living units;
- Using a residence for commercial purposes;
- Doing work without a permit;
- Change of use without the proper permit;
- Insufficient parking;
- Using commercial property for a more intensive use than permitted by the zoning regulations.

### **IV Research on Property Use**

- Legal zoning use
- Non-conforming zoning use
- Illegal zoning use
- Previous zones
- Previous Zoning Regulations
- Subdivisions
- Planning Board Applications
- Zoning Board Applications
- Zoning Board of Appeals Applications
- Coastal Site Plan Applications
- Letter of Zoning Compliance.

For Questions or Additional Information Contact Jim Lunney, ZEO at 203.977.5944 or visit [www.cityofstamford.org](http://www.cityofstamford.org)

## **Fee Schedule for Zoning Permits**

New Residential, Single Family/Two Family	\$140
New Residential, Three or more units	\$140 plus \$50 per additional unit
Residential, Single Family/Two Family: Addition, Renovation or Alteration	\$70
Residential, Three or More units: Addition, Renovation or Alteration	\$140 plus \$50 per additional unit
Accessory Structures-pools, fences, etc.	\$75
Non-residential-less than 3,000 sq. ft. (New, Renovation, Addition, Alteration)	\$200
Non-residential-3,000 sq. ft or more (New, Addition)	\$350 plus \$125 per additional 1,000 sq. ft.
Non-residential-3,000 sq. ft or more (Renovations, Alterations)	\$350 plus \$75 per additional 1,000 sq. ft.
Ground (Pole signs)	\$200
Signs (other than ground signs)	\$110
Antenna, Satellite Radio and TV masts	\$400 per antenna

*\*Payment by Check or Money Order Only*

### ***Permit Type Fee***

**Application Form For Zoning Approval Permit On Next Page.**

For Questions or Additional Information Contact Jim Lunney, ZEO at 203.977.5944 or visit [www.cityofstamford.org](http://www.cityofstamford.org)

APPLICATION FOR ZONING APPROVAL /

Fee: \_\_\_\_\_ CITY OF STAMFORD Issue Date Number

Application for permission to: \_\_\_\_\_  
\_\_\_\_\_

Location of Premises: \_\_\_\_\_

\_\_\_\_\_ Owner of Premises: \_\_\_\_\_ Address

\_\_\_\_\_ Tenant: \_\_\_\_\_ Address

\_\_\_\_\_ Architect: \_\_\_\_\_ Address

Present or Former Use (# in Appendix A) \_\_\_\_\_ Proposed Use (# in Appendix A)

\_\_\_\_\_ If Use is Residential # of Existing Units: \_\_\_\_\_ # of

Additional Units: \_\_\_\_\_ Total # of Units: \_\_\_\_\_

Use of Other Building(s) on Site: \_\_\_\_\_

\_\_\_\_\_ Zoning District: \_\_\_\_\_

Variance Granted: Yes ( ) No ( ) Hearing Date: \_\_\_\_\_ Zoning Board Approval: Yes ( )

No ( ) Application #: \_\_\_\_\_ CAM Approval: Yes ( ) No ( ) Application #: \_\_\_\_\_

EPB Special Permit: Yes ( ) No ( ) Application #: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_

\_\_\_\_\_ Type of Lot: Interior ( ) Corner ( ) Accessway ( ) Through ( ) Area of Lot: \_\_\_\_\_

\_\_\_\_\_ Building Coverage: (Footprint) \_\_\_\_\_ Sq. Ft. (Percentage of Lot) \_\_\_\_\_

\_\_\_\_\_ Addition/Building Height: \_\_\_\_\_ Stories: \_\_\_\_\_ Ft. Area of Building: \_\_\_\_\_

Setbacks: Front: \_\_\_\_\_ From Center of Street: \_\_\_\_\_ Right Side of Yard: \_\_\_\_\_ Left Side

of Yard: \_\_\_\_\_ Rear of Yard: \_\_\_\_\_ (If Corner Lot): 2nd Front: \_\_\_\_\_ Property ab

uts More Restrictive Zone: Yes ( ) No ( ) Zone: \_\_\_\_\_

ADDITIONAL INFORMATION FOR MULTIFAMILY AND COMMERCIAL BUILDINGS ONLY

If Application is for Tenant Space: \_\_\_\_\_ Square Feet Located on Floor (s):

\_\_\_\_\_ Floor Area Ratio Factor (FAR): \_\_\_\_\_ Lot Area: \_\_\_\_\_ Total Square Feet Al

lowed: \_\_\_\_\_

Additional Area for Amenities: \_\_\_\_\_ Square Feet Total FAR & Amenities: \_\_\_\_\_

\_\_\_\_\_ Square Feet Total Floor Area of Building (Overall): New: \_\_\_\_\_ Existing: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Basement: \_\_\_\_\_ First Floor: \_\_\_\_\_ Other Floors: \_\_\_\_\_

\_\_\_\_\_ Building Height: \_\_\_\_\_ Stories \_\_\_\_\_ Feet Allowable Height: \_\_\_\_\_

\_\_\_\_\_ Stories \_\_\_\_\_ Feet Penthouse Height: \_\_\_\_\_ Stories \_\_\_\_\_ Feet P

ercentage of Roof Coverage: \_\_\_\_\_ # Allowed: \_\_\_\_\_

Parking Spaces Required: \_\_\_\_\_ Provided: \_\_\_\_\_ Loading Spaces Required: \_\_\_\_\_

\_\_\_\_\_ Provided: \_\_\_\_\_

*Please note that pursuant to the provisions of C.G.S. § 8-3 (f), you may provide notice of the issuance of either a building permit, zoning permit, or certificate of occupancy for this project by publication in the Stamford Advocate stating that such certification or permit has been issued and the date of its issuance. Any such notice shall contain*

*(A) a description of the building, use or structure, (B) the location of the building, use or structure, (C) the identity of the applicant, and (D) a statement that an aggrieved person may appeal to the zoning board of appeals within 30 days of issuance in accordance with the provisions of C.G.S. § 8-7.*

Name & Address of Individual Providing Information on This Application:

\_\_\_\_\_

\_\_\_\_\_

(PRINT NAME) (SIGNATURE) (ADDRESS) (PHONE)

REVIEW COMMENTS/CONDITIONS OF PERMIT: \_\_\_\_\_

\_\_\_\_\_