

TOWN OF HAMPDEN

CODE ENFORCEMENT OFFICE

Certificate of Compliance Application



Application Date ____/____/____

This application covers Section 5.3.2 *Certificate of Compliance of the Town of Hampden Zoning Ordinance*. This Certificate of Compliance application applies to: 1. The change of use of a lot or structure (i.e. change from retail sales to business or professional office); 2. The change in or resumption of use in a structure which has been abandoned for a continuous period of one year.

SECTION 1. OWNER/APPLICANT INFORMATION

Applicant or Agent's Name: _____ Phone # _____

Mailing Address:

Address *Town/City* *State* *Zip Code*

Land Owner's Name: _____ Phone # _____

Mailing Address:

Address *Town/City* *State* *Zip Code*

SECTION 2. PROPERTY INFORMATION

Street Number: _____ Street Name: _____

Tax Map & Lot # _____ Zoning District(s): _____

Square Footage of Portion of Building to be Utilized: _____

SECTION 3. PROJECT EVALUATION

1. Are you proposing any exterior changes to the site development? (i.e. building additions, parking lot expansion, etc.)

- Yes → Please consult with Town Staff regarding what may be required.
 No → Go to # 2

2. Are there any alterations planned for interior spaces of the building? (i.e. moving interior walls, creating new rooms, etc.)

- Yes → **STOP**, Apply for alterations permit instead of COC
 No → Go to # 3

3. Existing Land Use(s): _____

- Permitted → Go to # 4
 Conditional → Go to # 4
 Non-conforming → Please consult with Town Staff regarding what may be required.

4. Proposed Land Use(s): _____

- Permitted → **STOP**, Go to Section 4.
- Conditional → Go to #5
- Non-conforming → Not allowed

5. Conditional Land Use:

- Existing Site Plan → Go to # 6
- No Existing Site Plan → Site plan review required
- Non-conforming → Not allowed

6. Is the proposed use in conformity with the approved site plan?

- Yes → **STOP**, Go to Section 4.
- No → Please consult with Town Staff regarding what may be required.

SECTION 4. PROJECT DESCRIPTION

Describe the proposed use of the site development/structure. Be thorough to avoid delays in the review of the project. Please attach a copy of a building sketch, site sketch & any other information you feel may be helpful in the evaluation of the project.

SECTION 5. CERTIFICATION

I hereby certify that I have been authorized by the owner of record to make this application as his/her authorized agent. I further certify that the information provided on this application and any supporting data submitted as an attachment is accurate to the best of my knowledge. I agree to comply with all applicable laws, rules, regulations, ordinances, etc.

Signature _____ Date ____/____/____

Signature of Owner _____ Date ____/____/____

For office use only

Application Fee: per Fees Ordinance TRIO Permit #: _____ TRIO Account #: _____

Payment Type: Cash Check Money Order Debit Card Double Fee Charged, Authorized by: _____

Check or Money Order #: _____ Town Receipt #: _____ Date Received: _____ Received by: _____

Action:

Action Taken By: _____

Notes: _____
