

## CERTIFICATE OF ZONING COMPLIANCE

### NON-CONFORMING USE/STRUCTURE

#### **Research Instructions**

A Certificate of Zoning Compliance must be obtained for new construction, or before making any dimensional changes to an existing structure, on any lot that does not meet the current zoning requirements for the district in which it is located.

If a non-conforming lot is part of an approved subdivision, the completed application form and fee are all that the applicant must submit. If the non-conforming parcel is either a “free split” or pre-existing non-conforming, the Certification form must also be completed and submitted with required attachments (see item #3 below).

In addition, pursuant to Sec. 6.3(a) of the Zoning Regulations, No non-conforming lot shall be used or occupied or an existing use expanded or extended and no building shall be erected, altered, extended or changed in use without the issuance of a Certificate of Zoning Compliance by the Commission or its designated agent.

To obtain a certificate of zoning compliance the applicant must provide documentation that the lot existed in its current configuration prior to 1962, that the doctrine of merger applies to the property or that the property is part of an approved subdivision. The Land Use Enforcement Officer may require that an attorney provide said documentation.

#### **Procedure:**

- 1) Obtain a copy of the street card from the Assessor’s Office.
- 2) Trace the deeds back to before 1962 – deeds are in the Town Clerk’s Office.
- 3) Submit copies of the street card, all deeds.
- 4) Completed CZC application and certification and a **\$25 fee** to the Building Dept. secretary.
- 5) If the CZC application is for a “free split”, an **A-2** engineered plan must be submitted, along with revised property descriptions.
- 6) The Land Use Enforcement Officer will then review the information and the CZC will be issued provided all the information is confirmed and the map has been filed with the Town Clerk. You will need to file **two mylars** copies (one map shall be filed with the Town Clerk, the other goes to the building dept.) & two paper copies along with the property description/deed description (**2 copies**).

**NOTE:** Though Certificate of Zoning compliance may be issued, for a non-conforming lot variance(s) may still be necessary prior to construction taking place. Check with the Land Use Office regarding this issue.



# Planning and Zoning Commission

## Town of Lebanon

579 Exeter Road, Lebanon, Connecticut 06249  
(860) 642-6028, Fax (860) 642-2022

### APPLICATION FORM FOR

### CERTIFICATE OF ZONING COMPLIANCE

Application is hereby made for Certificate of Planning and Zoning Compliance for the property described below for the purpose of: (Please describe in detail) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Exact Location of Property:

Street address (include street number) \_\_\_\_\_

On the (circle one) NORTH SOUTH EAST WEST side of the above street and distant  
About \_\_\_\_\_ feet (circle one) NORTH SOUTH EAST WEST of the intersection  
of \_\_\_\_\_ Street.

Parcel size: \_\_\_\_\_ acres. \_\_\_\_\_ Zone.

Volume: \_\_\_\_\_ Page # \_\_\_\_\_ Assessor's Card # \_\_\_\_\_

Prior subdivision approval: \_\_\_\_\_  
Yes No

If yes, state name of subdivision and date of approval: \_\_\_\_\_

\_\_\_\_\_

If no, and approval of parcel as building lot is sought, have attached Certification completed by an attorney and/or engineer.

**A survey map or a plot plan drawn to scale must accompany this application.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Owner/Agent

TOWN OF LEBANON  
PLANNING & ZONING COMMISSION  
579 Exeter Rd.  
Lebanon, CT 06249

Phone: 860-642-6028  
Fax: 860-642-2022  
E-mail: [buildingdept@lebanontownhall.org](mailto:buildingdept@lebanontownhall.org)

### **CERTIFICATION**

I hereby certify that I have researched the Lebanon Land records concerning the below described property:

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Volume: \_\_\_\_\_ Page: \_\_\_\_\_ Assessor's Card #: \_\_\_\_\_

And to the best of my knowledge this property:

\_\_\_\_\_ 1. Is an approved subdivision lot.

Name of Subdivision: \_\_\_\_\_

Date of approval: \_\_\_\_\_

\_\_\_\_\_ 2. Has been in undivided ownership since prior to the adoption of sub division regulations in Lebanon (April 1962) and since then the owner of this property has not, at any time, owned any abutting property.

\_\_\_\_\_ 3. Is the second part of an original undivided parcel that has been divided into no more than two parts.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer's Signature