

TOWN OF WEST HARTFORD ZONING PERMIT APPLICATION

Date _____

Zoning Permit Fee **\$40.00**

State Surcharge **60.00****

Check one of the following:

\$100.00

- | | | |
|--|---|---|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Other | <input type="checkbox"/> Sign* |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Sidewalk/Tent Sales* | <input type="checkbox"/> Site Work |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Daycare | <input type="checkbox"/> Temporary Outdoor Dining |

Property Address of Application _____

Applicant (Please print)

Record Owner

Name

Name

Address

Address

City Zip

City Zip

Telephone

Telephone

Describe Purpose of this Permit: Please include appropriate drawings or plans of proposal. Attach plot plan as required. If applying for a Housekeeping Permit, include name of boarders. If applying for Home Occupation Permit, include type of business. If you have questions, please call the Zoning Office at 561-7555.

Applicant's Signature _____

Note: Send this application, and appropriate plans, along with the permit fee of \$100.00 in a check payable to the Town of West Hartford, forward to:

**Town of West Hartford
Planning and Zoning Office – Room 214
50 South Main Street
West Hartford, CT 06107
(860) 561-7555 FAX (860) 561-7504**

ACTION Approved _____ Denied _____ Date of Action _____

Zoning Officer _____

*See reverse side of application for explanations.

**DEP surcharge (increase from \$30) effective 10/1/09 per Public Act 09-03
Section 22a-22j

Family (Housekeeping Permit) – (Renewable Annually)

Any number of individuals related by blood or legal adoption or by marriage, living and cooking together on the premises as a single housekeeping unit. Customary domestic servants or foster children are an adjunct to the term “family.” However, when three or fewer individuals not related by blood or marriage do live and cook together on the premises as a single housekeeping unit, such individuals, exclusive of domestic servants, may be considered a family, provided that a permit for such housekeeping unit has been issued by the Zoning Enforcement Officer to the owner of the property, *which permit may be revoked if ordinances or regulations or laws of the Town relating to health, noise, parking or litter shall be violated in the occupancy of the premises.* **Application for such permit shall be made annually**, and the permit shall show the names of the persons constituting the proposed family unit.

Signs

For all “face” replacement signs use this permit. For new signs requiring structural installation (new pylon signs, awnings, etc...) apply for a Building Permit. For all illuminated signs requiring a new electrical installation or service upgrade, apply for a Building Permit.

Tents

Tents for sidewalk sales, social events, etc..., less than 350 square feet use this permit. Tents greater than 350 square feet must apply for a Building Permit.

Fence

For the construction of any fence used as a swimming pool protection barrier, apply under the pool permit building application. All other fencing construction use this permit.

Home Office (Renewable Annually)

A Special Exception approval, pursuant to the provisions of Section 177-49, as amended by Section 2 of the Town of West Hartford Codes of Ordinances, shall not be required for a person to conduct a Home Occupation in the dwelling unit which such person occupies as his or her principle residence provided that:

- (a) There are no non- resident employees.
- (b) There are no visits to the subject dwelling or unit by clients and/or customers.
- (c) There is/are no sign(s).

Temporary Outdoor Dining (Renewable Annually)

Applicant is responsible for the following and pursuant to 177-37.2 :

1. LITTER CONTROL – It is recommended that trash receptacles be properly located outside and emptied on an “as needed” basis.
2. Tables (max. 4), seats (max.16 seats), and trash receptacles must not be located in the public right of way.