



TOWN OF TOLLAND
APPLICATION FOR CERTIFICATE OF APPROVAL OF LOCATION
 Prior to the submittal of your application, you must meet the elements of Tolland Zoning
 Regulation Section 21.
 Zoning Board of Appeals

App. # _____

Property Information

Project/Business Name: _____

Property Address: _____

Property Owner: _____

E-Mail Address: _____

Contact Phone #: _____

Applicant Information

Name: (if different than above) _____

Address: (if different than above) _____

Phone Number: _____ **Email Address:** _____

Description of Property

Zone: _____ **Acreage:** _____

Assessor's Map #: _____ **Block #:** _____ **Lot #:** _____

Street Address/Location: _____

- Is the property located in any of the following: (please check all that apply)
 - Aquifer, Town or State CT Water Supply System Shenipsit Lake Watershed
 - Flood Zone, note zone designation
 - Within 500' of: Vernon, Coventry, Willimantic, Ellington, Mansfield
- Has a previous Certificate of Approval of Location ever been approved for: No Yes

If yes, give date, application number and name of previous application:

Project Description:

3. List **names and addresses of all abutting property owners**, including across a public or private access right of way property owners, from the Assessor’s records, **on an attached sheet of paper**. You may use the list provided by the Assessor’s Office, provided you indicate the abutting property owners, or those across a public or private access right of way.

Please include the following items:

- Statement of Use (please use a separate page, provide details)
- Site Plan (Show parking spaces, outside storage of vehicles and designate the portion of the building to be used)
- Any deeds, easement, etc. necessary for this project.

The Applicant recognizes that the items listed above are required to constitute **a complete application only for the purpose of submission and receipt by the Board**. Nothing herein shall prevent the applicant from submitting, at the time of filing the application or at a later date, **additional data**, maps and documents as may be required by the Zoning Regulations.

The **Tolland Zoning Board of Appeals is hereby required to hold a public hearing** on all Certificate of Approval of Location applications pursuant to Section 21 of the Tolland Zoning Regulations.

The owner and applicant hereby the Zoning Board of Appeals, or their authorized agents, Zoning Enforcement Officer, Town Planner and the Town’s Engineer, permission to enter upon the property proposed for the Certificate of Approval of Location for the purpose of inspection and enforcement of the Zoning Regulation so the Town of Tolland.

14 copies of a sketch / plot plan clearly showing the proposed location of the structure, property lines, and distance to property lines must accompany this application along with the appropriate fee. Please provide an electronic copy of the proposed plans. Please consult with staff.

The permit fees must be submitted to be considered a complete application. - (See page 3 for fee schedule)



TOWN of TOLLAND – DEVELOPMENT FEES

Department of Planning & Development

Subdivision Applications*

Subdivision or Resubdivision Application

Fee: \$300 per application + \$75 per lot

Plus State Fee: \$60

Digital Fee: If plans not submitted in accordance with Digital Mapping Data Submission Requirements:

- 1 to 5 Lots: \$25
- 6 to 10 Lots: \$50
- Each additional 5 Lots or fraction thereof: \$25

Revision of an Approved Subdivision

Fee: \$250

Plus State Fee: \$60

Removal of “Not a Building Lot”

Fee Per Lot: \$50

Plus State Fee: \$60

Regulation & Map Amendments

Amend Subdivision Regulations

Fee: \$300

Plus State Fee: \$60

Amend Zoning Regulations*

Fee: \$300

Plus State Fee: \$60

Amend Zoning Map / Zone Change*

Fee: \$300

Plus State Fee: \$60

Zoning Board of Appeals

Residential Use

Fee: \$260

Plus State Fee: \$60

Non-Residential Use

Fee: \$360

Plus State Fee: \$60

Building Permits

Building, Plumbing, Mechanical, Electrical, Demolition

\$30 for 1st \$1,000 of estimated cost plus \$15 for each additional \$1,000 of estimated cost

Mechanical – Electric, Plumbing, Heating

If value of job has other mechanical included: \$10

* Subdivision, resubdivision, zoning map amendment, zoning regulation amendment, special permit and site plan application fees may include additional costs incurred by the Town of Tolland including but not limited to, the expense of retaining experts to analyze, review and report on areas requiring a detailed, technical review in order to assist the Commission in its deliberations and to cover town costs for post-approval inspections for proposed public roads and drainage. Said costs will be estimated by the Commission, based on preliminary estimates from such experts, and said estimate of costs times 150% will be paid over to the Commission prior to proceeding on the application. Upon completion of the technical review and a determination of the costs incurred, any excess will be refunded to the applicant. Applicant shall not be responsible for costs incurred in excess of 150% of the Commission’s estimate.

Updated to January 22, 2020 – Refer to Town Code for Updates. Any such updates supersede this summary document.

All of the above statements and the statements contained in any documents and plans submitted herewith are true to the best of my knowledge:

Applicant Signature: _____ **Date:** _____

Agent Signatures: _____

Owner Signature: _____ **Date:** _____

A separate letter or email from owner authorizing permission to apply for a Certificate of Approval of Location, is also acceptable.

OFFICE USE ONLY

Fee Amount: _____ Official Date of Receipt: _____

Form of Payment: _____ Public Hearing Set for: _____

Date Submitted: _____ Decision Date: _____
(stamp) Decision: _____