



CERTIFICATE OF ZONING COMPLIANCE  
TOWN OF STRATFORD, CT  
FOR

(Please check one below)

Application Fee: \$360.00

ACCESSORY RESIDENTIAL APARTMENT

AFFORDABLE ACCESSORY RESIDENTIAL APARTMENT

In completing this application, the following information must be submitted:

- A) Sufficient architectural drawings to scale showing exterior building alterations proposed, if any.
- B) Interior floor plans to scale showing the floor area of the proposed apartment, the primary dwelling and the relationship of the two.
- C) Site plan of the property to scale showing all existing and proposed buildings and setbacks, existing and proposed building coverage, property size and parking.
- D) Evidence that notification to neighboring property owners has been provided pursuant to the attached instructions.
- E) A copy of the current property deed.
- F) A completed affidavit.
- G) All plans and paper work that is submitted must be folded down to 8" X 12" or smaller and collated into nine (9) separate packets
- H) A digital copy of the entire application/plans must be submitted on a USB drive

**PROPERTY INFORMATION**

HOUSE NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_ STREET \_\_\_\_\_  
OWNER'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

Type of Construction  
Alterations ( ) Addition ( ) Other ( )  
Type of Existing Occupancy \_\_\_\_\_ Zone \_\_\_\_\_  
Total Lot Area (minus wetlands) \_\_\_\_\_ Building Area \_\_\_\_\_  
Size of New Addition (if applicable) \_\_\_\_\_  
Building Coverage \_\_\_\_\_

**FLOOR AREA**

Total livable floor area of entire house \_\_\_\_\_  
Total livable floor area of apartment \_\_\_\_\_  
The apartment is \_\_\_\_\_% of the total livable area.

**OCCUPANCY**

Where will the owner reside? Primary dwelling \_\_\_\_\_  
(Please check one) Accessory apartment \_\_\_\_\_

Who will reside in that portion of the house not occupied by the current owner? (List individuals and relation to owner)  
\_\_\_\_\_  
\_\_\_\_\_

**COASTAL MANAGEMENT**

(A) Is the proposed project located within the Coastal Boundary as defined by CT C.A.M? \_\_\_\_\_ YES \_\_\_\_\_ NO

(B) Project is exempt from Coastal Site Plan Review – Section 3.1.1 of the Town of Stratford Zoning Regulations \_\_\_\_\_ YES \_\_\_\_\_ NO

(C) The Coastal Site Plan Review was conducted and approved in accordance with the Coastal Management Act on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Board/Comm.)

OWNER'S SIGNATURE \_\_\_\_\_  
APPLICANT'S SIGNATURE \_\_\_\_\_  
APPLICANT'S NAME PRINTED \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ P/Z BZA Approval \_\_\_\_\_ Fee \_\_\_\_\_

Zoning Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_

**CONDITIONS OF APPROVAL**

1. The accessory or affordable apartment shall be served by the same mailbox, utility box and/or meter as the primary residence.
2. Dwellings containing accessory or affordable apartments are not permitted to have a bed and breakfast establishment or rent additional rooms other than the accessory apartment. Home occupations are permitted only when they are operated by the principal occupant with no employees and there is no client traffic.

**SECTION I – FOR ACCESSORY APARTMENTS**

*Please initial box to acknowledge the following conditions:*

1. The accessory residential apartment will be occupied during the licensing period by no more than two (2) persons.
2. Either the primary dwelling or the accessory residential apartment will be occupied by persons who are directly related to me (us) by blood, marriage or adoption. I (we) will occupy the other unit.

**SECTION II – FOR AFFORDABLE ACCESSORY APARTMENTS**

*Please initial box to acknowledge the following conditions:*

1. I (we) agree that I (we) will rent this unit to more than two (2) persons whose total household income falls within the maximum allowed tenant income limits which are published annually by the Planning and Zoning Office, pursuant to Section 4.1.6.14 of the Stratford Zoning Regulations. I (we) understand that the current income limits are:

One Person \$\_\_\_\_\_ Maximum. Two Persons \$\_\_\_\_\_ Maximum

2. I (we) agree that I (we) will charge no more for rent than the maximum rents which are published annually by the Planning and Zoning Office, pursuant to Section 4.1.6.14 of the Stratford Zoning Regulations. I (we) understand that the current maximum rents are:

One Person/One Bedroom \$\_\_\_\_\_ Maximum, per month

Two Person/One Bedroom \$\_\_\_\_\_ Maximum, per month

*(ALL RENTS INCLUDE UTILITIES OR AN APPROVED ALLOWANCE FOR SAME)*

I (WE) SWEAR THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I (WE) UNDERSTAND THAT SHOULD I (WE) MAKE A FALSE STATEMENT, I (WE) AM (ARE) SUBJECT TO THE FINES AND IMPRISONMENT SET FORTH IN THE CONNECTICUT GENERAL STATUTES FOR A FALSE STATEMENT MADE TO A GOVERNMENT AGENCY.

\_\_\_\_\_ (OWNER)

\_\_\_\_\_ (CO-OWNER)

Personally appeared before me \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
*Name Day Month, Year*

\_\_\_\_\_  
Notary Public

(My Commission Expires on \_\_\_\_\_)

**NOTE: This form must be notarized to be valid.**

## AFFIDAVIT FOR ACCESSORY RESIDENTIAL APARTMENTS

Licensing period: Three years maximum.

### AFFIDAVIT TYPE *(Please check one)*

**Initial** (Due at date of application)

**Renewal** (Due by January 31<sup>st</sup>  
every 3<sup>rd</sup> year after approval)

### TYPE OF UNIT *(Please check one)*

**ACCESSORY APARTMENT**

**AFFORDABLE ACCESSORY APARTMENT**

### AGREEMENT

The undersigned \_\_\_\_\_, does (do) hereby swear or affirm under penalty of false statement that I (we) am (are) the principal owner(s) of the dwelling located at \_\_\_\_\_, Stratford, Connecticut; that the dwelling has (or upon approval will have) an accessory apartment; that I (we) understand that each licensing period of this approval does not exceed three years; and that the following statements are true to the best of my (our) belief:

1. I (we) reside at the above address and will continue to reside there while the accessory apartment is in use or until the property is sold.
2. If we sell this property during the licensing period of three years, we will inform the subsequent property owner of their responsibility to notify the Planning and Zoning Office of their intentions with regard to the continued use of the accessory apartment.
3. During the period there is an accessory residential apartment in use on this property, I (we) recognize that we are not permitted to have rooms for rent or a bed and breakfast establishment pursuant to Sections 4.1.4 and 4.1.6.13 of the Zoning Regulations.
4. I (we) will comply with all applicable zoning regulations related to this use and to this property to the best of my (our) abilities, including compliance with restrictions on home occupations as set forth in Section 4.1.6.14 of the Stratford Zoning Regulations.

**Instructions to the Applicant for Notification of Neighboring Property Owners**

1. Letters must be sent to each adjoining property owner and those directly across the street explaining the requested petition (see sample letter below). Names of neighboring property owners may be found in the Assessor's Office.
2. Certificates of Mailing must be obtained from the U.S. Post Office for each letter and presented to the Zoning Commission.
3. These letters must be mailed no later than fourteen (14) days prior to the public hearing date.
4. Sign this form below and present to the Commission at the public hearing along with the Certificates of Mailing.

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SAMPLE LETTER

TO WHOM IT MAY CONCERN:

I have petitioned the Zoning Commission for approval to

\_\_\_\_\_

located at \_\_\_\_\_ in a \_\_\_\_\_ District.

Copies of the plans are on file in the Planning and Zoning Office, Town Hall, Stratford,

This application will be discussed at an Administrative Meeting of the Zoning Commission on \_\_\_\_\_ at 6:00 P.M. in Council Chambers, Town Hall.

All comments must be in writing and must be received by the Zoning Office by 4:30 P.M. on the above date to be considered by the Zoning Commission

Very truly yours,

Signed \_\_\_\_\_

The undersigned has complied with the Zoning Commission requirement of notification of neighboring property owners of the property on which the petition has been requested.  
Certificates of such mailing are attached hereto.

Signed \_\_\_\_\_

**Zoning Commission  
Application for Approval of Location**

Additional Instructions:

- All items must be submitted in **sets of nine (9); (including this application)**
- A **written statement** citing the specific provision(s) of the Regulations from which the proposed request is sought.
- All plans & drawings must be full size (24” x 36”) unless specifically requested and/or approved by staff. Plans must be drawn to scale and in a professional manner and must include a title block, noting the name, address and telephone number of the preparer. **All sets FOLDED DOWN to 8” x 12” or smaller.**
- Include the District Development Standards table indicating the required, existing and proposed Standards as provided in the Zoning Regulations
- Elevation views of a proposed new structure or elevation views of an existing building where an addition or change is proposed.
- Floor plan of building(s) or section of building(s) being considered by the Board. (**All sets FOLDED DOWN to 8” x 12” or smaller**)
- All applications must include the following:
  - a) Mailing address & zip code of petitioner or authorized agent.
  - b) Daytime telephone number of petitioner or authorized agent.
  - c) Signature of owner(s) & applicant(s)
  - d) Fees – Check, cash, or money order payable to the TOWN OF STRATFORD.
- The Office of Planning & Zoning requires a digital copy to be submitted with the application on a **USB flash drive**. The information on the USB flash drive must include the application, site plans, and all other hard copy information (landscaping, floor elevations, etc) that will be submitted. It also must be labelled with the property address and the date of hearing.
- All plans and paper work that is submitted to the zoning office must be FOLDED (8”x12” or smaller) and **Collated into nine (9) separate packets.**

*\*Applications that do not provide ALL of the above required information will be considered “incomplete” and will be not be accepted.*