



A HOW-TO GUIDE FOR:
**PLAN REVIEW &
APPROVAL**



CITY OF HARTFORD DEPARTMENT OF DEVELOPMENT SERVICES
PLANNING DIVISION



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Department of Development Services, led by Erik C. Johnson, improves quality of life in Hartford by developing public spaces, ensuring building safety, increasing homeownership, supporting small businesses, promoting job creation, and providing residents and visitors with enjoyable opportunities through public arts and events.

- **Licenses and Inspections (L&I) Division**

Director: Elda Sinani, LL.M.

L&I reviews construction plans to ensure they satisfy building codes and ensures that businesses comply with state and local licensing requirements. Staff educate the public about housing code rights and inspect the weights and measurements of goods. This division also includes the Blight Remediation Team, which targets privately and publicly owned properties that are vacant, abandoned or deteriorated.

- **Small Business and Community Development**

Director: Donald Chapman

This division creates and initiates community-based strategies for the development of strong neighborhoods, enhancing economic opportunities, and ensuring a dynamic framework for small business growth. Staff also manage all special events in the city, including the rental of City Hall.

- **Economic Development Division**

Director: Erin Howard, AICP

Economic Development deals with commercial tenant retention, expansion, recruitment and site selection. The division also manages real estate pricing for prospective businesses, lease/sale of city-owned properties, and tax abatement incentives.

- **Housing Division**

Director: Brian Matthews

The Housing Division provides down payment assistance to prospective home buyers. They also work with developers to rehabilitate Hartford's existing housing stock and with residents to provide rental assistance to create stable neighborhoods and an improved tax base.

- **Planning Division**

Director: Aimee Chambers, AICP

The Planning Division manages complete streets, urban design and land use matters for the city. Staff focus on community engagement and manage the development of the city's neighborhoods through strategic planning to guide future development and growth.

Find us on Facebook and Instagram! @ddshartford

<http://hartford.gov/development-services>

THE PLANNING DIVISION

The Planning Division offers a number of services :

- **Plan Review:** Your first stop in the land use application process! Planning Clerks are available between 8:30AM and 12:30PM from Monday- Friday to provide assistance with the plan review process. The Plan Review Team receives applications for projects ranging from new construction to signage to request for changes of use of properties.
- **Comprehensive Planning:** Staff engage in long term strategic development of plans and the implementation of projects associated with the Plan of Conservation and Development.
- **Complete Streets:** Positively shapes the relationship between drivers and pedestrians on the streets of Hartford. Staff work to ensure that streets are safe, comfortable, and provide convenient access to destinations and public places by walking, driving, bicycling, or utilizing public transportation.
- **Zoning Enforcement:** The Zoning Enforcement Officers address complaints received regarding violations to the city's zoning code. They also ensure that after permits are granted and work is complete, the premises or building in question complies with all the provisions of the approval.

Contact the Planning Division

Contact for inquiries and meeting requests:

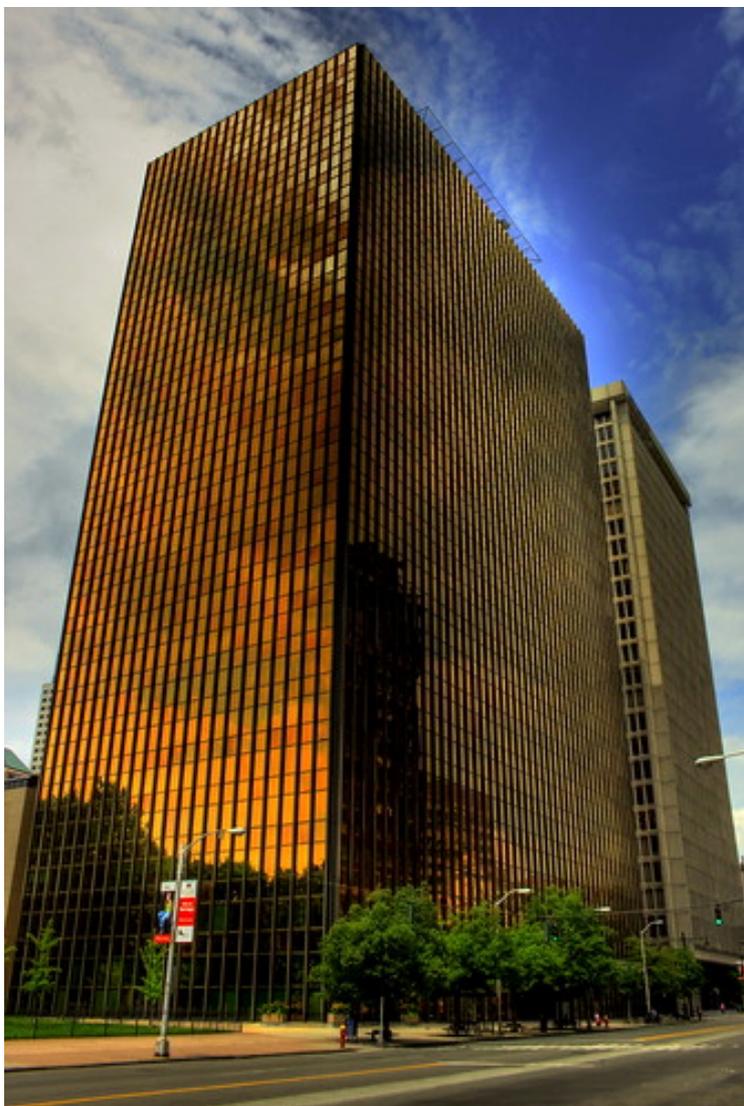
oneplan@hartford.gov

Contact for zoning enforcement:

zoning@hartford.gov

Call us! (860)757-9040

PURPOSE OF THIS GUIDEBOOK

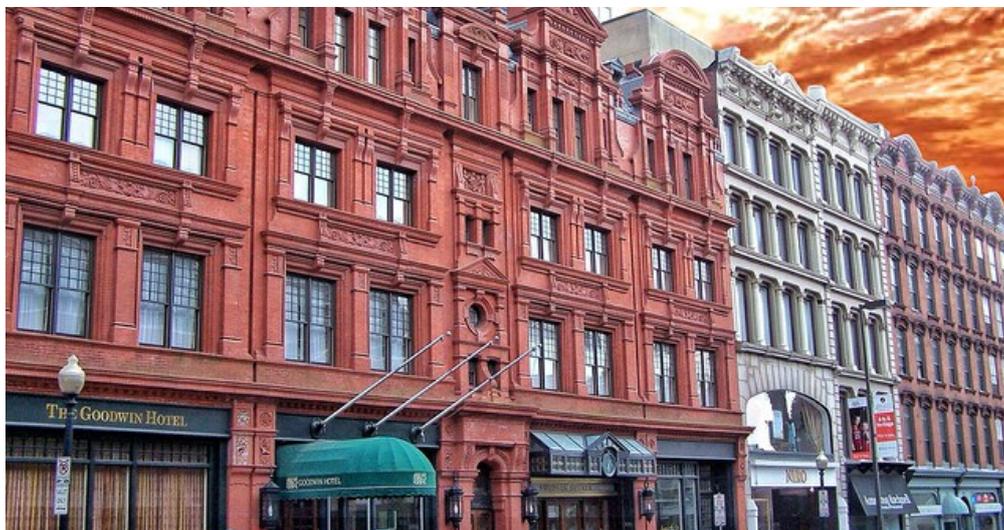


Reading and understanding zoning regulations is not easy!

This document aims to address questions associated with the planning application and approval process. It serves as a resource to be used to in conjunction with the *Hartford Zoning Regulations* as well as the *People's Guide to Public Hearings* booklet.

**Thank you for choosing
the City of Hartford!**

HARTFORD ZONING 101



What is Zoning? Why Do Zoning Regulations Exist?

Zoning is local law which guides the equal and practical distribution of development to satisfy the needs of a city. There is a plan which supports a vision for the development of Hartford. Zoning is a tool which assists in the uniform implementation of that plan.

About the City of Hartford Zoning Regulations

The City of Hartford adopted a new zoning code which became effective on January 19, 2016. The City's zoning code has a number of features that make it more user-friendly and a step-by-step explanation of the requirements for plan review.

The Zoning Regulations are freely accessible from a number of sources: the Hartford public library, online on the Hartford.gov website and at the DDS office at 260 Constitution Plaza.

Form-Based Code

There are different ways to organize zoning in a municipality. The City of Hartford follows a form-based code. Form-based code focuses on the physical, structural, and functional characteristics of development and land use. The physical “form” of a project must be compatible with its intended use under the form-based code. Form-based code requires that projects meet certain design and layout requirements.

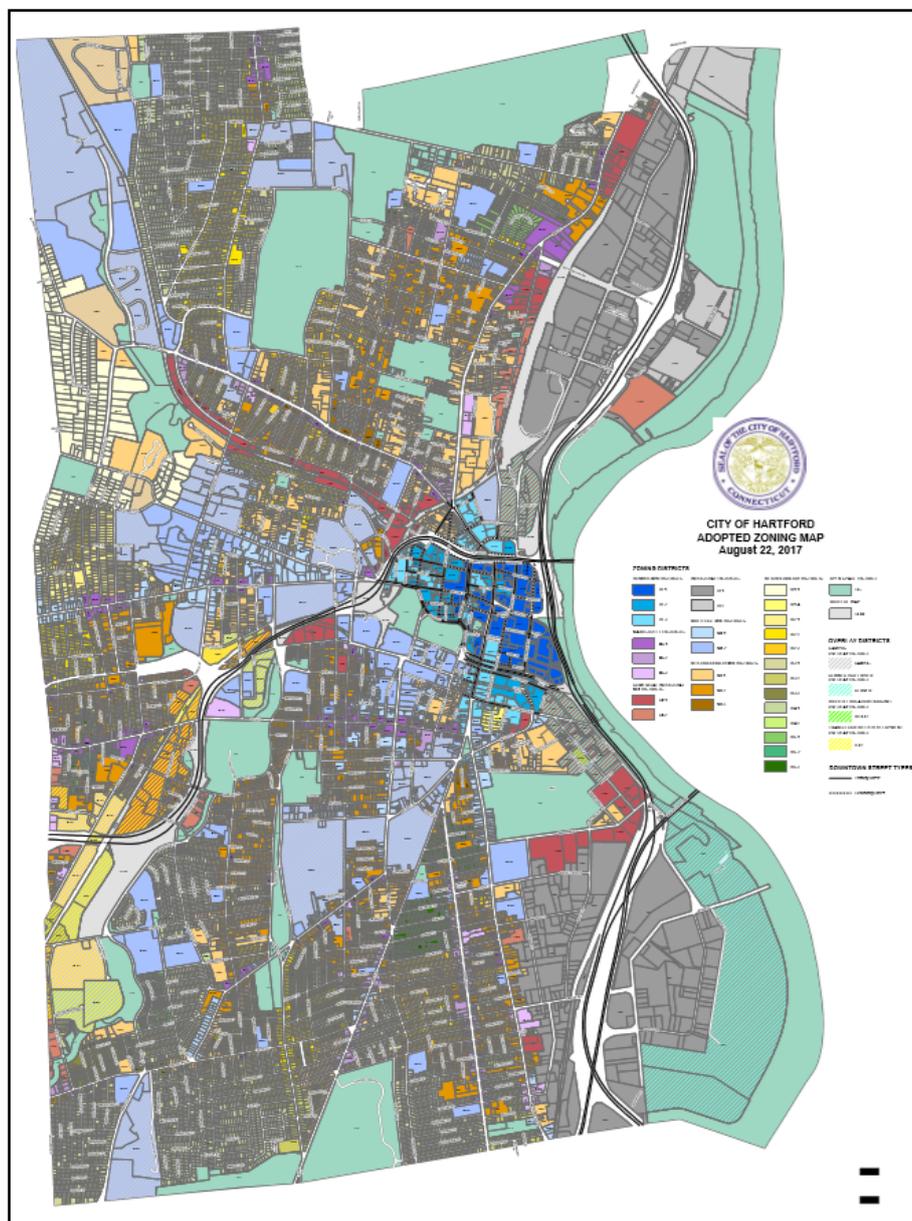
GETTING STARTED

The Hartford Zoning Regulations apply to all public and private use and development of properties within the city limits. If you are building new, changing use, subdividing lots, or otherwise altering a structure, you need to come see us first!

Identifying Your Property's Zone

Each parcel, or piece of property, has a particular district allocated to it. These districts are also known as zones. It is important to understand what district your site is in. The district determines how a property can be used. The Zoning Map below outlines what properties are located in each district. It can be found online at <http://tiny.cc/zoningmap>

City of Hartford Zoning Map



GETTING STARTED

DISTRICT DESCRIPTIONS

Each district is characterized by a letter followed by a number (ex: DT-1). These numbers indicate the density of structures allowed in that particular delineation of the district. For example, the NX-1 district will have a lower density of residential building within the neighborhood as compared to NX-3 which will have a higher density of apartment buildings, row houses and multi-unit homes within the neighborhood.

The table below lists the various districts along with a brief description of each:

TYPE	INTENT
Downtown (DT)	The DT districts are intended to regulate for the highest intensity of development in the city, while respecting the historic building scale of the downtown and the adjacent blocks. Each district permits a mix of uses and is intended to create an active atmosphere throughout the day and into the evening.
Main Street (MS)	The MS districts continue the pattern of traditional mixed-use main street development with ground floor storefronts in neighborhood centers, at interior neighborhood nodes and along major corridors.
Commercial-Industrial Mix (CX)	The CX districts are situated along commercial corridors that are transitioning from a historically industrial past. Flexible regulations encourage the re-use of traditional warehouse and factory buildings.
Industrial (ID)	The ID districts provide areas within the city for more intensive manufacturing, warehousing, and distribution in larger-scale Workshop/Warehouse Buildings.
Multi-Use (MX)	The MX districts are either centered around large-scale institutional facilities including the State Capitol area, universities, hospitals, and in other areas where low-scale mixed-use development is appropriate. These districts include a mix of compatible office or residential uses in the General Building Type and residential building types.
Neighborhood Mix (NX)	The NX districts include the most intensive mixes of residential building types, all permitting Multi-Unit Dwelling uses and Apartment Building Types in a low-scale neighborhood setting.
Neighborhood (N)	The N districts are intended to serve neighborhoods throughout the city that mainly include residential building types with no more than 3 units. N districts are limited to residential uses with the exception of institutional and community uses as noted in 3.0 Uses and certain accessory uses. Note: Each of the N district locations includes an extension on the district name indicating the number of dwelling units in that location.
Open Space (OS)	The OS district provides a range of open spaces within the city.

GETTING STARTED

Table of Principal Uses

This table can be found in the City of Hartford Zoning Regulations, Section 3.2. The key at the bottom of the page will help you identify whether the project you are proposing is allowed.

USES	DISTRICTS														Reference			
	DT-1	DT-2	DT-3	MS-1	MS-2	MS-3	CX-1	CX-2	ID-1	ID-2	MX-1	MX-2	NX-#	N-#-1		N-#-2	N-#-3	OS
Residential & Lodging Category																	3.3.1	
Household Living																		3.3.1.A
One-Unit Dwelling	●	●	●	●	●	●	●				●	●	●	●	●	●		3.3.1.A
2-Unit Dwelling	●	●	●	●	●	●	●				●	●	●		●	●		3.3.1.A
3-Unit Dwelling	●	●	●	●	●	●	●				●	●	●			●		3.3.1.A
Multi-Unit Dwelling (4+ Units)	●	●	●	●	●	●	●				●	●	●					3.3.1.A
Efficiency/Micro Unit	●	●	●								●							3.3.1.A
Bed & Breakfast											●							3.3.1.B
Group Living							○				○	○	○					3.3.1.C
Group Living for Health Reasons	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	3.3.1.D
Hotel/Apartment Hotel	●	●	●	●	●	●	●				●	●						3.3.1.E
Residential Care, Large	●	●	●								●	●	○					3.3.1.F
Residential Care, Small	●	●	●				●				●	●	●					3.3.1.F
Roominghouse/Boardinghouse									○	○								3.3.1.G
Temporary Shelter Facility									●	●								3.3.1.H
Civic & Institutional Category																	3.3.2	
Assembly, Neighborhood	○	○	○	○	○	○	○	○			○	○	○	○	○	○	○	3.3.2.A
Assembly, General	○	○	○	○	○	○	○	○	○	○		○					○	3.3.2.A
Government/Higher Education/Hospital	○	○	○				○	○	○		○	○						3.3.2.B
Library/Museum	○	○	○	○	○	○	○	○			○	○	○					3.3.2.C
Police/Fire	○	○	○	○	○	○	○	○	○	○	○	○	○					3.3.2.D
School: Pre-K, Elementary, Intermediate	○	○	○	○	○	○	○	○			○	○	○	○	○	○		3.3.2.E
School: High School	○	○	○	○	○	○	○	○			○	○						3.3.2.F
Stadium/Arena	○	○	○				○	○	○		○							3.3.2.G
Transit Station	○	○	○	○	○	○	○	○	○	○	○	○						3.3.2.H

KEY: ● = Permitted ○ = Permitted in Upper Stories Only ● = Permitted Subject to Use-Specific Conditions ○ = Requires a Special Permit

SUBMITTING YOUR APPLICATION

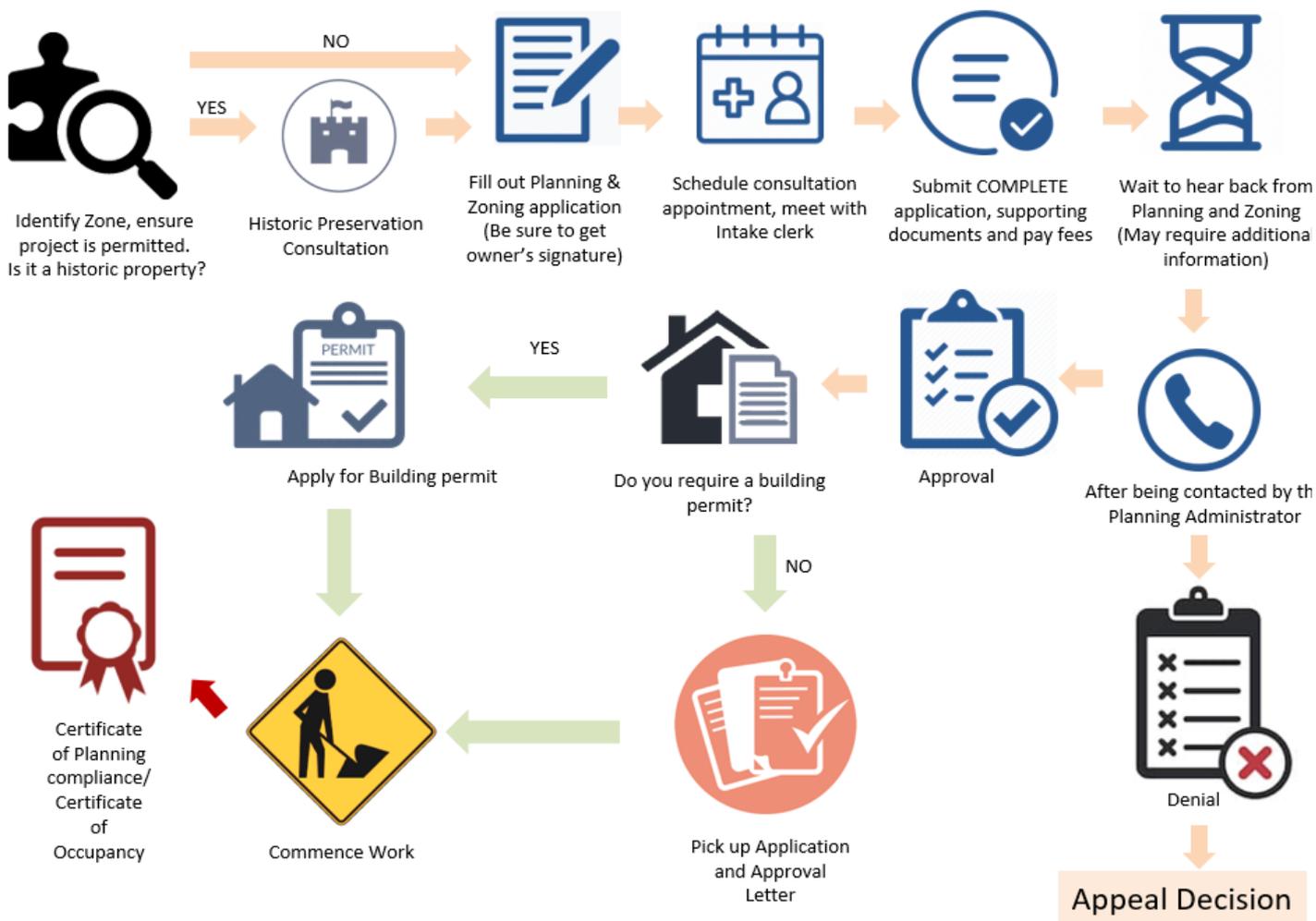
A Plan Review Application must be submitted with supporting documents in order to begin the review process. The application can be found online at <http://tiny.cc/planningzoningapplication> You can also pick up a physical copy at our office. Remember! The application **must** be signed by the property owner to be accepted.

You can request for several types of reviews on the single application. The next few pages define there review types and outline the review associated review process.

- **Zoning Permit:** Required prior to the issuance of a building permit or if no building permit is required, then at the time of a change of use or change of ownership.
- **Site Plan Review:** Required for the following:
 - Any expansion of lot coverage by an amount greater than 5% of the existing size of the lot coverage.
 - An alteration to more than 10% of the façade of a structure
 - New construction, including an addition to a primary structure and new accessory structures.
 - A change from existing use to from intense to more intense.
 - Any activity increasing the parking spaces by 5 or more.
 - Any project in the OS district valued at \$50,000 or more.
 - Applications triggering a site plan review by the Inlands Wetlands Agency, pursuant to the State of Connecticut General Statutes.
 - Any 3-D artwork larger than 100 cubic feet, valued at \$50,000 or more, likely to affect a nuisance (light or sound activity increase), or potentially harmful to the environment, which is proposed to be located outdoors on public property.
 - Any activity triggering a soil erosion and sediment control plan where such activity is not already included in another pending site or special permit application.
- **Special Permit:** A special permit is an approval given by the Planning & Zoning Commission if and when a project meets certain standards named in the zoning regulations. Projects requiring a special permit can be found on pages 9-11 in the TABLE of PRINCIPAL USES.

SUBMITTING YOUR APPLICATION

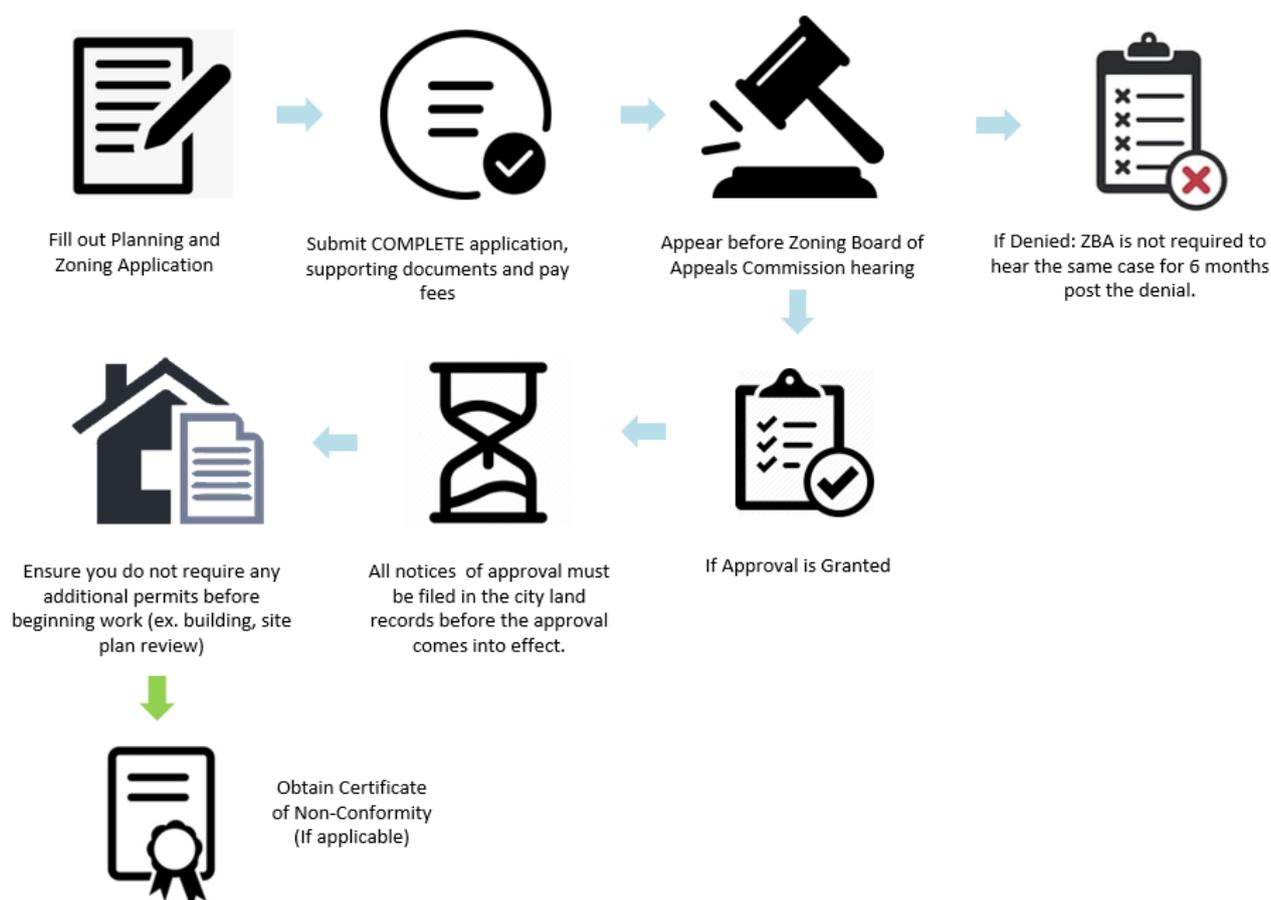
Process for Review of Zoning Permits, Site Plans, and Special Permits



SUBMITTING YOUR APPLICATION

- **Zoning Amendment:** This type of request is for:
 - Any amendment to the text of the zoning regulations, except in a case of reformatting or non-substantive edits to the existing text- such as change in font, changing the typeface, margins, indentations, headers, footers, or any other physical attribute exclusive of the content.
 - OR
 - Amendments to the zoning map (rezoning) which change the boundaries of the zoning districts.
- **Variances:** The Zoning Board of Appeals can grant variances to provide relief to a property owner from strict compliance with the Zoning regulations. These are granted in specific cases to alleviate an unusual hardship that would result from literal enforcement of the zoning requirements. Variances are granted when the requirements of the zoning regulations render property very difficult or impossible to put to reasonable use because of some unique characteristic of the property itself.

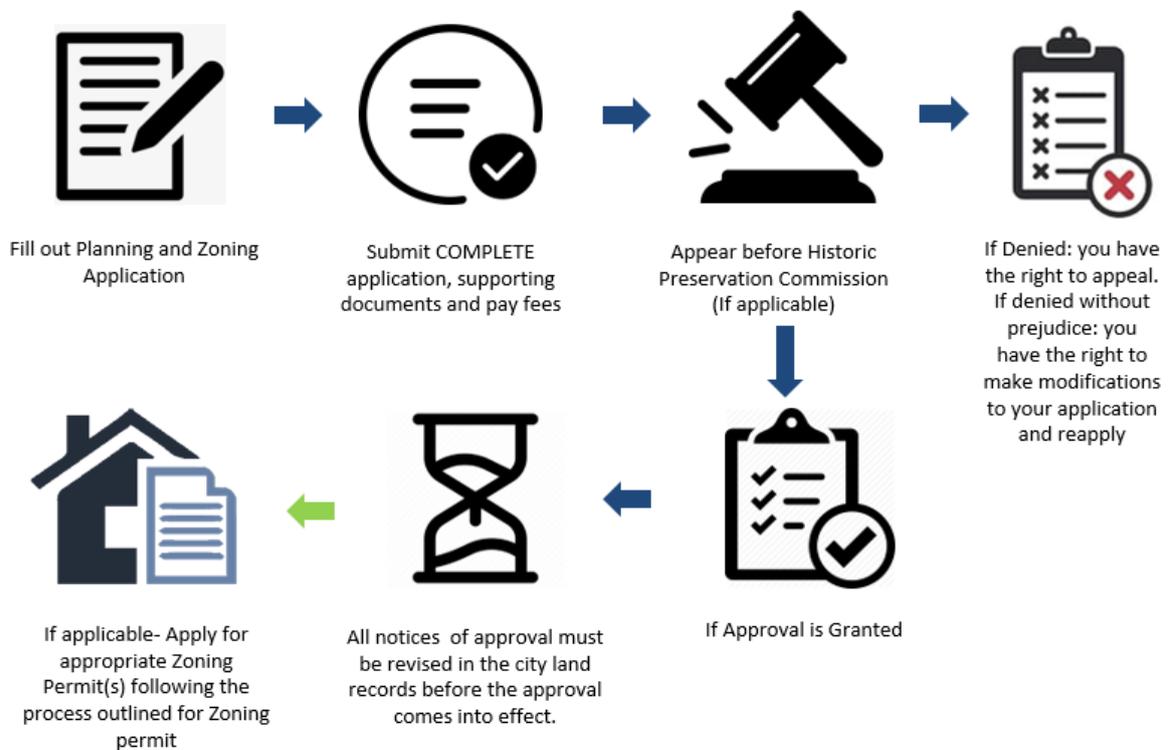
Process for Obtaining Variance



SUBMITTING YOUR APPLICATION

Historic Review: Applications for properties that are located in a historic district may need to be heard by the Historic Preservation Commission. The City has two Historic Commissions that meet on a monthly basis. All applications must be submitted a minimum of 10 business days in advance of the next regularly scheduled meeting in order to be heard at that meeting.

Process for Historic Application



All meetings held by these commissions are open to the public. Records of hearings and executive meetings are available under the Freedom of Information Act

Supporting Documents

Supporting documents may vary depending on the kind of application you make. The following table shows the documents required by application. Planning Clerks can walk you through the process of determining which documents are necessary as well provide a checklist.

Supporting Documents	Zoning Permit	Site Plan Review	Special Permit	Zoning Amendment	Variance
List of Owners of the Property with names and addresses	✓	✓	✓	✓	✓
Site Location Map: streets within half a mile, fixed transit stations and notable sites.	⊕	✓	✓	✓	✓
Survey Plat: legal description of site, dimensions of property lines, easements and rights-of-way.	○	✓	✓	✓	✓
Boundaries: development boundaries and proposed phasing (as applicable)	⊕	✓	✓	✓	✓
Existing Conditions Plan: Existing on-site and adjacent off-site structures, streets, utilities, easements, and pavement noted either on an aerial photograph or site survey.	⊕	✓	✓	○	✓
Existing Natural Conditions Plan: Existing topography, vegetation, wetlands (or documentation of lack thereof), drainage ways,	⊕	○	○	○	○
Site Plan: A site plan delineating all proposed structures and surfaces, including buildings, parking, pavement, accessory structures, lighting, landscape, and retaining walls.	○	✓	○	✓	○
Building Plan(s): Floor Plans for all buildings and structures on site.	○	○	○	⊕	○
Use Requirements: Table of Uses is required on the building plan delineating locations and gross square footages of categories of uses, and illustrating compliance for the applicable building type.	⊕	✓	○	○	○
Building Elevations: Building elevations of all facades, including (but not limited to) color, materials, depth of details on façade, glass locations and specifications of glass.	○	✓	○	⊕	○
Landscape Plan, Tree Survey, Tree Protection Plans: All ground plane vegetation illustrated and for sites with less than 10% landscape area; the landscape may be combined in the Site Plan.	○	✓	○	⊕	○
Parking Plan: Parking layout plan with table of spaces keyed to plan.	○	○	○	⊕	○
Sign Plan: Sign plan long with elevations shown.	○	○	○	⊕	○
Soil Erosion and Sediment Control Plan: A plan for controlling erosion and sediment as may be required by state statutes or regulations.	○	○	○	⊕	⊕
Storm Water management Plan: (refer zoning regulations, page 27-28 for details).	○	○	○	⊕	⊕

✓ = Required

○ = Depending on situation/case

⊕ = Required in exceptional cases
(Consult Zoning Administrator)

This is not an exhaustive list of supplementary documents and additional requirements might exist, for further information schedule an appointment or consult with Planning Clerk at Licenses and Inspections from 8:30am -12:30pm; Monday – Friday

TYPES OF REVIEWS

Administrative Reviews:

Certain types are permitted "by-right". This means they are permitted in the corresponding district without conditions. Although these cases are permitted, they **still require** going through the plan review process as the form-based code specifies design details which must be followed. Planning Division Staff review these application requests and typically make a determination in under 35 days.

Commission Reviews:

The Table of Principle Uses may indicate that a use is permitted by special permit, which can only be granted by the Planning and Zoning Commission. Likewise, demolition requests and changes in material of houses in historic districts must be heard by the Historic Commission, and applicants seeking an exception from the Zoning Regulations must appear before the Zoning Board of Appeals. These meetings provide opportunity for the public to formally comment before a decision is made.

Our Commissions:

Planning and Zoning Commission: Planning & Zoning Commission, which also functions as the Inland Wetlands & Watercourse Commission (IWWC), reviews applications associated with zoning, subdivision or activities which occur within regulated areas of wetlands and watercourses .

- The Planning and Zoning commission duties are:
- To perform changes in the zoning regulations and or zoning map, hearing or acting on applications for zoning permits, site plan reviews, and special permits,
- Recommending a plan of conservation every 10 years,
- Preparing a plan of public improvement every 5 years for that 5 year period,
- Establishing building lines and streets in accordance with the city's regulation policy,
- Enacting and administering subdivision regulations,
- Conducting reviews in accordance with the general statutes,
- Assuming all the powers and responsibilities previously assigned to the design review board, where such powers survived the dissolution of the design review board.

Zoning Board of Appeals: The Zoning Board of Appeals has the responsibility of hearing and acting on applications for variances and appeals of administrative decisions and appeals of the Zoning Enforcement Officer.

Historic Preservation Commission: Hears applications for properties that fall under the Historic Preservation Ordinance (Refer Resources page at the back of booklet for link to Properties listed under Historic. The Historic Preservation Committee considers applications for work on properties that are located in local historic districts and on properties that are listed as state or national historic resources.

THINGS TO KNOW

Incomplete Applications

Applications deemed incomplete will be put on hold and kept for a total of 60 days from the date of submittal. After the 60th day, if outstanding documents have not been received, the incomplete application will be retired. A new application must be submitted to continue the request.

Once all supporting documents have been received by staff, the Planning Clerk will issue you a receipt indicating that the application is complete. The application will then be submitted to Plan Reviewers for processing.

Applications undergoing administrative review may take up to 35 days to process, depending on the type of request.

Per Connecticut General Statute (state law), public hearings must be initiated within 65 days of receipt of a complete application. After you submit your application, staff will contact you to schedule the hearing.

Fees

The list of application fees approved by the Hartford City Council in 2019 can be found online at: <http://tiny.cc/feeschedule>

Notices

For commission level reviews, public noticing is required. The conditions and requirements of the public notice may vary depending on the commission that will hear the request. Staff will take care of legal noticing. Applicants will be responsible for contacting neighbors and putting up signage. Refer to the *People's Guide to the Public Hearings* pamphlet for more information.

ADDITIONAL STEPS



Appealing a Decision

If your request is denied, you have the right to appeal. Appeals are heard by the Zoning Board of Appeals. To file for an appeal, you must:

1. Complete the application for appeals of administrative decisions and submit it along with the required fee.
2. File the appeal for administrative decisions within 15 days or earlier of the following events:
 - Receipt of the order, requirement, or decision from which such person may appeal; the publication of a notice of decision in accordance with CT General Statutes Section 8-3 (relating to certification of building permits); Actual or constructive notice of such order, requirement, or decision.
3. Attend the Zoning Board of Appeals, public hearing regarding your case.
 - If the Zoning Board denies your appeal, you have the right to file for an additional appeal with the Hartford Superior Court. You can contact them at (860) 833-8134

Certification of Planning Compliance

No land may be used, and no building may be occupied, until a Certificate of Planning Compliance (CPC) has been issued by a Zoning Enforcement Officer. An approved Certification of Planning Compliance confirms that the work completed at building and/or premises complies with the approved plans and the City of Hartford Zoning Regulations. CPCs are required for:

- A. New Construction
- B. Renovations which require a space to be vacated.
- C. By Condition of Historic or Zoning Approval

When you have completed construction, you must apply for a CPC prior to applying for a Certificate of Occupancy with Licenses & Inspections. The following steps identify what is required for a CPC application:

1. Complete the CPC application. Don't forget to include the signatures from the Property Owner and Design Professional!
2. Submit two (2) copies of As-Built drawings to A2-T2 standards along with all revisions and approval dates;
3. All site work, including lighting, landscaping, paving and striping of parking spaces must be completed prior to the issuance of an unconditional Certificate of Planning Compliance;
4. **NOTE:** If all site work has been completed, but the landscaping has not had sufficient time to become established, a Conditional Certificate of Planning Compliance may be granted, provided that a bond sufficient to cover the cost of the unfinished work is issued. The applicant should contact the Planning Division to schedule a re-inspection only after a full growing cycle. A re-inspection fee of \$100 will be charged at that time.

REFERENCES AND LINKS

Zoning Regulations: <http://tiny.cc/zoningregs>

Fee Schedule: <http://tiny.cc/feeschedule>

Zoning Map: <http://tiny.cc/zoningmap>

Assessor Information: <http://tiny.cc/assessorinfo>

Property Viewer: <http://tiny.cc/propertyviewer>

Scanned Documents: <http://tiny.cc/scanneddocuments>

Permit/License Verification: <http://tiny.cc/licenselookup>

City of Hartford: <http://www.hartford.gov/>

Planning and Zoning Division:
<http://www.hartford.gov/dds-pz>

Planning and Zoning Application:
<http://tiny.cc/planningzoningapplication>

Land Use Guidelines (including Historic Guidelines;
Subdivision; Inlands Wetlands & Watercourses:
<http://www.hartford.gov/landregs>

All resources can be found on City of Hartford
website

All information available in this manual has been taken directly from the City of Hartford Zoning Regulations. All information and procedural outlines is in compliance with the statutes of these regulations



City of
HARTFORD