



Town of Hartford

Application for Administrative Approval

PARCEL ID #	
ADMIN APPROVAL #	
PERMIT #	

Changes to an approved conditional use which, in the opinion of the Chair or Vice Chair of the Zoning Board of Adjustment and Zoning Administrator, are minor and have no adverse effect to the conditional use approval criteria may be approved administratively. (See section 260-16- C 1 of the Zoning Regulations)

Changes to structures and uses which have received site development plan approval which, in the opinion of the Chair or Vice Chair of the Zoning Board of Adjustment and Zoning Administrator, are minor and have no adverse effect to the site development plan approval criteria may be approved administratively. (See section 260-45 A 1 and 2 of the Zoning Regulations.)

Landowner:	Phone:
Mailing Address:	
Applicant:	Phone:
Mailing Address:	
Location of Property:	
Description of Change:	
Number of Employees:	Hours of Operation:

YOUR REQUEST MUST BE ACCOMPANIED BY A COMPLETE ZONING PERMIT APPLICATION

_____	_____	_____	_____
Landowner's Signature	Date	Applicant's Signature	Date

ADMINISTRATIVE USE ONLY	
Amendment to Permit #:	Zoning Permit required #
Planning Commission Chair contacted on:	
Zoning Board of Adjustment Chair contacted on:	Certificate of Occupancy Required
	Certificate of Occupancy not required
REQUEST:	Approved
Effective Date:	Denied
Basis for Denial:	

_____	_____
Zoning Administrative Officer	Date

- If you disagree with this decision, you may appeal it to the Zoning Board of Adjustment within 15 days. Please see the Zoning Administrative Office as soon as possible if you wish to file an appeal.
- It is your responsibility to contact the Agency of Natural Resources at 802-885-8855 to determine if any additional permits are required by the State.
- It is your responsibility to obtain a Certificate of Occupancy if required.

Effective 4/18/2022