

## **ZONING APPLICATION PROCEDURES**

**NOTE:** Please read carefully as some of the application procedures have changed. Before you start the Zoning permit process please visit the New Milford Building Department, as there may be additional paperwork that will need to be signed by the Zoning Department.

The following information is needed to process the Zoning Permit Application:

- Sections 1, 2, & 3 on the Zoning application form must be filled out completely.
- A plot plan or survey of the property, showing the property lines, must be attached indicating the proposed activities and dimensions of the structure.
- For any interior renovations a floor plan of existing and proposed changes will need to be submitted with the application.
- If you are not the property owner, the property owner will need to sign the application form or a letter of consent with the property owner's signature will need to be submitted to the Zoning Department.

Once submitted, the application will be reviewed by Zoning personnel. Please allow a minimum of five (5) business days to process the application. After the permit has been reviewed the Zoning office will contact you with the status of your application. Payment is required at the time the permit is issued. To determine the permit fee, please refer to the section located at the bottom of the application entitled "Zoning Permit Fees".

Detached accessory buildings that have a footprint of 900 square feet or greater require a special permit. A special permit application can be obtained at the Zoning Office.

The hours of the New Milford Zoning Office are Monday - Friday, 8am to 4:30pm.