

**The Roxbury Zoning Commission
Roxbury, CT 06783**

TO: Zoning, Planning & ZBA Commissions
FROM: Karen Eddy
SUBJ: Revision to Zoning Regulation Section 18.1.1
Date: October 5, 2006

Attached is an administrative revision to Section 18.1.1 of the Roxbury Zoning Regulations.

Please update your copy of the Zoning Regulations by discarding the existing page and inserting this new one.

Thank you.

Cc: P. Hurlbut, B. Henry

SECTION 18 ADMINISTRATION
(effective October 1, 1983]

- 18.1 Enforcement. These Regulations shall be enforced by the Zoning Enforcement Officer ~~and Assistant Zoning Enforcement Officer~~, authorized agents of the zoning Commission, who may cause any building, structure, place, or premises, to be inspected and examined. **Amended 9-17-00**
- 18.1.1 With the advice and concurrence of the Zoning Commission, the Chairman shall appoint a Zoning Enforcement Officer and may appoint an Assistant Zoning Enforcement Officer as authorized agents of the Zoning Commission. The appointees may or may not be members or alternates on the Zoning Commission. **Amended 9-17-00 & 9-11-06**
- 18.2 Zoning permit. It shall be unlawful to start excavation for any structure or commence alteration of or addition to the exterior of any building, including rebuilding, or the change of any use until a zoning permit has been issued for such work or use.
- 18.2.1 No building permit may be issued by the Building Official until the zoning Enforcement Officer has certified in writing, through the issuance of the zoning permit, that the provisions of these Regulations have been complied with. No zoning permit may be issued for uses not clearly permitted by these Regulations.
- 18.2.2 Application for a zoning permit shall be made to the Zoning Commission or to the Zoning Enforcement Officer on the appropriate [form] forms obtained from him and submitted along with any fee and (3) copies of an "A-2 Survey" prescribed by these Regulations. (effective 5/19/97) **Amended 9-17-00; Amended 3-20-05**
- 18.2.2.1 The Town of Roxbury, "Owner Authorization to Obtain Permits" form shall be completed when the owner is not the applicant. The form may have an original signature of the owner and include the following information: work location, permit type, owner, owner address of property, owner mailing address if different, agent/applicant, agent/applicant address and mailing address, owner's signature and date. **Effective 3-20-05**
- 18.2.2.2 The Agent shall provide a notarized statement to the Commission or Zoning Enforcement Officer when the owner's signature is not an original. Said statement shall include the fact that the Agent is employed or known to the owner and approved to be the Agent. This requirement may be waived at the sole discretion of the Zoning Enforcement Officer. **Effective 3-20-05**
- 18.2.3 A zoning permit shall be valid for twelve (12) months from the date of issue.
- 18.2.4 Fees for the issuance of zoning permits are to be paid at the time of the application.