Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 07/29/16

The Zoning Administrator may only approve such an application if:

1. The evidence presented by the application satisfies all of the requirements, AND
2. Both the Office of Inspection Services and the Fire Prevention Bureau have certified that the nonconforming unit(s) conform with the applicable codes, AND
3. No abutter or person entitled to notice has requested that the application be referred to the Zoning Board of Appeals (ZBA) for approval as a substitute in place of the ZA.

Action required by the Zoning Board of Appeals:

1. When the ZA cannot approve an application based on submitted, or lack of submitted evidence.
2. When a timely objection is filed by a qualified person.
3. When either of the above occurs, the applicant/owner of the submitted legalization request has thirty (30) days from the decision of the ZA or objection to file a Conditional Use Appeal to the ZBA. All current fees for an appeal application and ZBA notifications will apply in addition to all other fees. The ZB fees shall be paid by the applicant/owner of the submitted legalization request.

Neither the Zoning Administrator NOR the ZBA shall apply the dimensional or parking requirements while making a final decision on such an application.

When, and IF, a permit is approved and issued for legalization of dwelling unit(s), the FINAL STEP of approval is the issuance of a Certification of Occupancy (C of O). ***This is a separate fee of $75 per requested unit to be legalized.*** Before a C of O is issued, all housing and fire code, and/or ZB requirements shall be met in full.