

## Evelyne St-Louis

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**From:** Evelyne St-Louis  
**Sent:** Monday, April 25, 2022 4:15 PM  
**To:** sandra palmer  
**Cc:** Hartford Planning Division  
**Subject:** RE: 246 Barbour St variance: important update  
**Attachments:** Vendor Form and W9.pdf

Hello Sandra,

Thank you for confirming your received my last message. And again, we do apologize for not realizing this sooner. We understand it would have saved you significant time and effort.

Below are responses to your questions:

- **Application fee refund:** To request a refund, please fill out the vendor form attached and send back to me and [oneplan@hartford.gov](mailto:oneplan@hartford.gov) (cc'ed). We will forward it to the Fiscal Manager to process the refund.
- **Returning the sign:** You can book an appointment online here: <https://developmentservices.setmore.com/> to drop-off the signs.
- **Zoning permit application:** You can apply online at <https://us.openforms.com/Form/29634323-9925-45dc-8fdb-9b5f1c7ffac9>. Please describe in the narrative the specific type of "Light Industry" use and provide as much detail as possible. The application fee (\$100) will only be due once the application is reviewed and considered complete.

Thank you,

### Evelyne St-Louis

Senior Planner  
Planning & Zoning Division, Department of Development Services, City of Hartford  
*She/Her/Hers*  
Phone: 860-757-9083  
Email: [evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)  
Address: 260 Constitution Plaza, 1st Floor

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**From:** sandra palmer <sandra.leepalmer@yahoo.com>  
**Sent:** Monday, April 25, 2022 3:39 PM  
**To:** Evelyne St-Louis <Evelyne.St-Louis@hartford.gov>  
**Cc:** Hartford Planning Division <oneplan@hartford.gov>  
**Subject:** Re: 246 Barbour St variance: important update

Greetings Evelyne,

I literally just got that document notarized, I really can't believe this is happening! How would I get the refund? Also, I would like to proceed with the light industry use thanks you.

Sandra Palmer

On Monday, April 25, 2022, 03:26:28 PM EDT, Evelyne St-Louis <[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)> wrote:

Hello Sandra,

Thank you again for your collaboration so far. Unfortunately, an important issue fell through the cracks related to your intent to apply for a variance for the Automobile Service/Car Wash use at 246 Barbour Street. Section 1.3.6.E.(5) of Hartford's Zoning Regulations (attached) specifically states that the Zoning Board of Appeals may *not* issue a variance for the Automobile Service/Car Wash use in any DT, MS-1, MS-2, MX, NX, or N district. The property at 246 Barbour Street is zoned MS-2. So, essentially this means that the ZBA cannot hear your application on May 3<sup>rd</sup>, as they would not be allowed to grant the variance per the Regulations.

We sincerely apologize for this oversight and for not catching this sooner. We realize you spent time preparing for the hearing and reaching out to the NRZ. We can certainly refund the \$750 application fee and refund the \$50 sign deposit once the sign is returned. We will also reach out to the NRZ to let them know.

As a reminder, alternative uses are permitted on this property. As mentioned in my email from 3/25, you are entitled to apply for a zoning permit for continuation as a nonconforming "Light Industry" use. This would be a relatively straightforward process and wouldn't require a public hearing. I'm re-attaching examples of what Light Industry uses include. Otherwise, you could also explore other uses currently permitted in the MS-2 district (see Section 3.2-A, also attached.)

Please feel free to reach out with any questions. You are also welcome to contact our Planning Director Aimee Chambers (email: [aimee.chambers@hartford.gov](mailto:aimee.chambers@hartford.gov); desk phone: 860-757-9073; cell phone: 860-372-1389). I will call you later this afternoon just to make sure you received this message.

Thank you for your understanding, and again our apologies for not flagging this sooner.

Best,

Evelyne St-Louis

Senior Planner

Planning & Zoning Division, Department of Development Services, City of Hartford

*She/Her/Hers*

Phone: 860-757-9083

Email: [evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

Address: 260 Constitution Plaza, 1st Floor

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**From:** Evelyne St-Louis <>  
**Sent:** Friday, April 22, 2022 11:19 AM  
**To:** sandra palmer <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** RE: 246 Barbour St - Variance Application

Hi Sandra,

Thank you. Confirming we received the copies.

Best,

Evelyne St-Louis

860-757-9083

[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

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**From:** sandra palmer <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Sent:** Friday, April 22, 2022 11:01 AM  
**To:** Evelyne St-Louis <[Evelyne.St-Louis@hartford.gov](mailto:Evelyne.St-Louis@hartford.gov)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** Re: 246 Barbour St - Variance Application

Hello,

Please see attachment for certificate of mailing.

Thanks,

Sandra Palmer

On Friday, April 22, 2022, 08:56:06 AM EDT, Evelyne St-Louis <[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)> wrote:

Hi Sandra,

No, no need to send multiple letters to the same person. The addresses are generated automatically from the assessor's database, so sometimes there are errors or duplicates.

Thank you,

Evelyne St-Louis

860-757-9083

[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

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**From:** sandra palmer <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Sent:** Friday, April 22, 2022 8:51 AM  
**To:** Evelyne St-Louis <[Evelyne.St-Louis@hartford.gov](mailto:Evelyne.St-Louis@hartford.gov)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** Re: 246 Barbour St - Variance Application

Greetings Evelyne,

I noticed that some of the addresses on the list you gave me are duplicates, should I send more than one letter to the same person?

Sandra Palmer

On Wednesday, April 13, 2022, 09:05:33 AM EDT, Evelyne St-Louis <[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)> wrote:

Hi Sandra,

You can refer to my earlier email dated March 28<sup>th</sup>. This included detailed instructions on every step of the process and the documents you need. Re-attaching them here for your convenience!

- Use the letter attached – “246barbour\_PublicHearingNotice\_ZBA\_05.03.2022”.
- Letters should be addressed individually to all property owners within 300 feet from your property – their addresses are provided for you in the “246barbour\_abutters\_300ft” document attached.
- Make sure to get the Certificate of Mailing form attached filled out by your post office to confirm that all letters were sent.

Feel free to call me if you want us to talk through any of these steps.

Thank you,

Evelyne St-Louis

860-757-9083

[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

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**From:** sandra palmer <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Sent:** Wednesday, April 13, 2022 8:54 AM  
**To:** Evelyne St-Louis <[Evelyne.St-Louis@hartford.gov](mailto:Evelyne.St-Louis@hartford.gov)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** Re: 246 Barbour St - Variance Application

Good Morning,

I was wondering: Can I make a general letter and drop them in the surrounding mailboxes, or should they be addressed individually. Also how many businesses and homes should I aim to target?

Thanks,

Sandra Palmer

On Wednesday, April 13, 2022, 08:50:32 AM EDT, Evelyne St-Louis <[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)> wrote:

Good morning Sandra,

Thank you for the update! We are asking applicants to come in by appointment when possible. It looks like the next available appointment is next Tuesday morning April 19<sup>th</sup>, which should still give you several days to post the sign on the property.

Please book your 15-min appointment here: <https://developmentservices.setmore.com/> -- select "Pick up/Drop off Public Hearing Signs".

And, thank you for reaching out to the NRZ. Perhaps they'll follow-up in the next couple of weeks.

Best,

Evelyne St-Louis

Senior Planner

Planning & Zoning Division, Department of Development Services, City of Hartford

*She/Her/Hers*

Phone: 860-757-9083

Email: [evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

Address: 260 Constitution Plaza, 1st Floor

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**From:** sandra palmer <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Sent:** Tuesday, April 12, 2022 8:44 PM  
**To:** Evelyne St-Louis <[Evelyne.St-Louis@hartford.gov](mailto:Evelyne.St-Louis@hartford.gov)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** Re: 246 Barbour St - Variance Application

Greetings Evelyne!

Thank you I will try to pick them up tomorrow, is the office open to the public? Also I have not heard back from the NRZ, I sent an email and called, I will keep trying!

Thank you,

Sandra Palmer

On Tuesday, April 12, 2022, 02:13:30 PM EDT, Evelyne St-Louis <[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)> wrote:

Good afternoon Sandra,

I'm just sending a quick reminder about your variance application for 246 Barbour St. The public noticing deadlines are coming up next week. Please refer to my previous email for all the necessary documentation. The mailed notices must be mailed by next Friday April 22 and the sign must be picked up from our offices and posted on your property by Monday April 25. The application fee is also due prior to the May 3rd meeting.

Also, have you heard anything back from the NRZ?

Thank you and please feel free to reach out with any questions.

Best,

Evelyne St-Louis

Senior Planner

Planning & Zoning Division, Department of Development Services, City of Hartford

*She/Her/Hers*

Phone: 860-757-9083

Email: [evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

Address: 260 Constitution Plaza, 1st Floor

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**From:** Evelyne St-Louis  
**Sent:** Monday, March 28, 2022 10:28 AM  
**To:** 'sandra palmer' <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** RE: 246 Barbour St - Variance Application

Hi Sandra,

Thank you for the confirmation. In that case, your variance application will be heard at the Tuesday May 3<sup>rd</sup> Zoning Board of Appeals Meeting. The meeting is virtual and can be accessed here: <https://www.meetinginfo.org/meetings/1714>. This is also where application materials and the staff report will be posted.

### **Application Fee Payment**

The application fee is \$750 and can be paid using one of the following methods:

- By mailing us a check with this email attached to the check and the address referenced to 260 Constitution Plaza, 1st Floor, Hartford, CT 06103 ATTN: Planning Division, or
- By paying online (<https://hartfordct-energov.tylerhost.net/Apps/SelfService#/payinvoice>) and searching for the invoice number: INV-00058536, or
- In-person with credit card or a check made out to the City of Hartford by scheduling an appointment online (<https://developmentervices.setmore.com/>)

### **Public Hearing Noticing Requirements**



Please read the detailed instructions attached on how to satisfy the public noticing requirements. In brief, you are required to mail out notices to nearby property owners by Friday April 22 and obtain a Certificate of Mailing as proof. You are also required to pick up a sign from our offices and post it on your property by Monday April 25, and fill out an affidavit as proof. You can make an appointment to pick up the sign here: <https://developmentervices.setmore.com/>

### **Outreach to NRZ**

Please reach out to the Northeast Revitalization Association to inform them of your application and ask whether they are supportive of it. You can reach out to NRZ Chair, Darlene Robertson-Childs ([darlenechilds2003@gmail.com](mailto:darlenechilds2003@gmail.com)). The group meets the 3<sup>rd</sup> Monday of the month at 6pm.

Thank you, and please feel free to reach out with any questions.

Evelyne St-Louis

Senior Planner

Planning & Zoning Division, Department of Development Services, City of Hartford

*She/Her/Hers*

Phone: 860-757-9083

Email: [evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

Address: 260 Constitution Plaza, 1st Floor

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**From:** sandra palmer <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Sent:** Saturday, March 26, 2022 9:43 PM  
**To:** Evelyne St-Louis <[Evelyne.St-Louis@hartford.gov](mailto:Evelyne.St-Louis@hartford.gov)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** Re: 246 Barbour St - Variance Application

Greetings Evelyne,

Thank you for the additional information. I would like to proceed with the variance process. What is the process for submitting the fee?

Thanks,

Sandra Palmer

On Friday, March 25, 2022, 02:42:21 PM EDT, Evelyne St-Louis <[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)> wrote:

Hello Sandra,

Thank you for speaking on the phone earlier. Below is recap of the options we discussed. Please confirm how you'd like to move forward.

Thank you,

Evelyne

### **1) Apply for a Variance to allow "Automobile Repair/Car Wash" use in a property zoned MS-2**

An auto repair shop would be classified as a "Automobile Repair/Car Wash" use as defined in Section 3.3.5.E of Hartford's Zoning Regulations. This use not permitted in the MS-2 zoning district, which is 246 Barbour St's zoning district. Furthermore, there hasn't been a continuous, uninterrupted use of the property as an auto repair shop, so it would not be permitted to continue as a nonconforming use. Therefore, a variance would be required.

Here are a few important things to know about the variance process:

- **Decision-making and need to prove a hardship.** The Zoning Board of Appeals (ZBA) reviews and decides on variances. ZBA meetings are public hearings. The ZBA is made up of 5 Hartford residents who assess and decide on variances based on the state's definition of a "hardship". Applicants must prove to the ZBA that the variance is necessary to avoid undue hardship. Financial loss alone does not constitute a hardship. See below for the state's full definition.
- **Application fee.** The application fee for a use variance is \$750. The fee must be paid prior to the public hearing date and it is non-refundable.
- **Public noticing requirements.** Applicants must satisfy the state's public noticing requirements for public hearings. If your application is heard at the Tuesday May 3<sup>rd</sup> ZBA Meeting, you will need to mail out notices to nearby property owners by **April 22** and obtain a sign from our offices and post it on your property by **April 25**. **I will send you more detailed instructions if you opt for the variance.** We also recommend that you obtain a letter of support from the local NRZ.

Connecticut General Statutes Chap 124, Section 8.-6 regarding a "hardship":

“The zoning board of appeals shall have the following powers and duties: [...] (3) to determine and vary the application of the zoning bylaws, ordinances or regulations in harmony with their general purpose and intent and with due consideration for conserving the public health, safety, convenience, welfare and property values solely **with respect to a parcel of land where, owing to conditions especially affecting such parcel but not affecting generally the district in which it is situated, a literal enforcement of such bylaws, ordinances or regulations would result in exceptional difficulty or unusual hardship** so that substantial justice will be done and the public safety and welfare secured. [...] The Zoning board of appeals shall not grant variance unless it can reasonably find that strict application would entail exceptional difficulty or undue hardship on an individual property owner. [...] **Financial loss or hardship is not sufficient reason for granting variance.**”

## **2) Apply for a zoning permit for continuation as a nonconforming “Light Industry” use**

The property at 246 Barbour was previously occupied by an electrical service company, which would be classified as a “Light Industry” use as defined in Section 3.3.9.B of Hartford’s Zoning Regulations.

Although this use is not permitted in the MS-2 district, you would be permitted to *continue* using the property for a *similar Light Industry use*, as long as the use was not expanded. Please see below for examples of what “Light Industry” covers.

**B. Light Industry.** A use involving the production of goods from raw materials or the assembly of finished products that can result in limited negative external effects, noise, and other non-noxious by-products. Light Manufacturing Uses include all Craftsman Industrial Uses and those uses identified in Figure 3.3-E Typical Industrial Use Categories.

- (1) When noted as subject to conditions (“C”) or requires a special permit (“O”) in Figure 3.2-A Table of Principal Uses, the following regulations apply:
- (2) **Additional Application Information.** The zoning administrator may request additional information to ensure proper evaluation of such application. Such information may include ventilation plans, materials characteristics, drainage plans, waste disposal plans, and chemical disposition plans.

With this path, you would need to apply for a zoning use permit. The permit would be reviewed administratively by staff (i.e. no public hearing) and the application fee is \$100.

### Light Industry

Any Craftsman Industrial Use with or without retail outlet and with significant distribution

Agricultural Processing, unless otherwise listed

Aircraft Assembly & Testing

Apparel, Finished Products from Fabric

Automobile, Truck, Boat, RV & Trailer Manufacturing

Bicycle Manufacturing

Biomaterials

Cotton Wadding

Electrical Fixtures

Electronic/Electrical Equipment/Component Manufacturing

Engines & Motors Manufacturing/Rebuilding

Lasers & Optics

Laundry, Dry Cleaning, Dyeing

Lumber Mill

Machinery Manufacturing

Medical Equipment Manufacturing

Metal Products Manufacturing

Mobile/Manufactured Homes Manufacturing

Motor Testing

Pharmaceuticals

Plumbing & Heating Products

Printing, Publishing & Allied Industries

Stone Cutting & Distribution

Tool & Die Shop

### Craftsman Industrial

Agricultural Growing, such as Aquaculture or Medical Marijuana Production Facility

Apparel & Finished Fabric Products

Bakery & Confections

Beverages, including Beer, Wine, Liquor, Soft Drinks, Coffee

Botanical Products

Brooms & Brushes

Canning & Preserving Food

Commercial Scale Copying & Printing

Cut Stone & Cast Stone

Dairy Products

Electronics Assembly

Electrical Fixtures

Engraving

Fabricated Metal Products

Film Making

Fire Arms & Ammunition

Furniture & Fixtures

Glass

Household Textiles

### Ice

Jewelry, Watches, Clocks, & Leather Products (no tanning)

Meat & Fish Products, no Processing

Musical Instruments & Parts

Pasta, Chips, & Similar Products

Pottery, Ceramics, & Related Products

Printing, Publishing & Allied Industries

Shoes & Boots

Signs & Advertising

Silverware

Small Goods Manufacturing

Smithing

Taxidermy (with incidental tanning)

Textile, Fabric, Cloth

Toys & Athletic Goods

Upholstery

Woodworking

Figure 3.3-E Typical Craftsman Industrial Uses

Figure 3.3-F Typical Industrial Use

Evelyne St-Louis

Senior Planner

Planning & Zoning Division, Department of Development Services, City of Hartford

*She/Her/Hers*

Phone: 860-757-9083

Email: [evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

Address: 260 Constitution Plaza, 1st Floor

*Please be advised that unless it is expressly stated, this correspondence does not constitute a zoning permit, certificate of zoning compliance, certification of a legal nonconforming use, or other approval within the Division's jurisdiction. If a permit or approval is desired, an application, application fee, and all required supporting documentation must be submitted to the Zoning Administrator in accordance with the Hartford Zoning Regulations. Please visit [www.hartfordct.gov/dds](http://www.hartfordct.gov/dds) and click on "Our Services" to begin the application process.*

Make an appointment online: <https://developmentservices.setmore.com/>

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**From:** sandra palmer <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Sent:** Friday, March 18, 2022 8:34 AM  
**To:** Evelyne St-Louis <[Evelyne.St-Louis@hartford.gov](mailto:Evelyne.St-Louis@hartford.gov)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** Re: 246 Barbour St - Variance Application

Great, thank you Evelyne!

On Wednesday, March 16, 2022, 05:02:28 PM EDT, Evelyne St-Louis <[evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)> wrote:

Hello Sandra,

Thank you for reaching out. We are still doing some background research on the property before confirming that a variance is the most appropriate path forward.

But, if this application does move forward as a variance, then yes it would be considered a commission-level application. Your application would go before the Zoning Board of Appeals (ZBA). ZBA meetings are public hearings. The ZBA is made up of 5 Hartford residents who decide variances based on the statutory definition of a "hardship", as defined by the Connecticut General Statutes. Applicants must prove to the ZBA that the variance is necessary to avoid undue hardship, i.e. a substantial difficulty in using the property. Per state definitions, a hardship cannot be financial in nature.

I will aim to be in touch by mid or late next week. This will still provide sufficient time to prepare should the application be heard at the ZBA meeting on Tuesday May 3, 2022.

Best,

Evelyne St-Louis

Senior Planner

Planning & Zoning Division, Department of Development Services, City of Hartford

*She/Her/Hers*

Phone: 860-757-9083

Email: [evelyne.st-louis@hartford.gov](mailto:evelyne.st-louis@hartford.gov)

Address: 260 Constitution Plaza, 1st Floor

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Make an appointment online: <https://developmentservices.setmore.com/>

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**From:** sandra palmer <[sandra.leepalmer@yahoo.com](mailto:sandra.leepalmer@yahoo.com)>  
**Sent:** Tuesday, March 15, 2022 5:01 PM  
**To:** Evelyne St-Louis <[Evelyne.St-Louis@hartford.gov](mailto:Evelyne.St-Louis@hartford.gov)>  
**Cc:** Hartford Planning Division <[oneplan@hartford.gov](mailto:oneplan@hartford.gov)>  
**Subject:** Re: 246 Barbour St - Variance Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please contact the helpdesk at 860-757-9411 if you have any questions.

Greetings Evelyne,

Please let me know if you need any additional information or have any advice on strengthening my variance application. I was also wondering, would I be considered a commission level applicant?

Thank you,

Sandra Palmer

(413)695-3047

On Wednesday, March 9, 2022, 12:23:02 PM EST, Berschet, Paige <[paige.berschet@hartford.gov](mailto:paige.berschet@hartford.gov)> wrote:

Hello Sandra,

Thank you for submitting your Variance Application for 246 Barbour St. You had indicated in your application a request for a Zone Map Change and a Variance, but the property is surround by MS-2 zoned properties and the entire block would need to be re-zoned to accommodate that request. This being said, a Variance request is likely the best path forward. The application has been assigned to Evelyne St-Louis (cc'd) who will be in touch with any questions as he completes the staff report and the applicant public noticing requirements that must be completed prior to the public hearing. The public hearing is scheduled for the May 3, 2022 Zoning Board of Appeals Meeting and the meeting login information and documents will be posted here: <https://www.meetinginfo.org/meetings/1714>.

We ask that all Commission level applicants reach out to their respective NRZ for a letter of support for their application. 246 Barbour St is located within the Northeast NRZ and their contact info is as follows:

Northeast Revitalization Association (NERA)

Meetings: 3rd Monday, at 6:00 PM

At Parker Memorial Community Center

2621 Main Street

Contact: Darlene Robertson-Childs

[darlenechilds2003@gmail.com](mailto:darlenechilds2003@gmail.com)

Let us know if you have any questions.

Best,

**Paige Berschet**

Administrative Assistant

City of Hartford - Department of Development Services

Planning & Zoning Division

*she/her/hers*



260 Constitution Plaza, 1<sup>st</sup> Floor

[oneplan@hartford.gov](mailto:oneplan@hartford.gov)

Desk: 860-757-9029

Follow us! **@DDSHartford**

*Please be advised that unless it is expressly stated, this correspondence does not constitute a zoning permit, certificate of zoning compliance, certification of a legal nonconforming use, or other approval within the Division's jurisdiction. If a permit or approval is desired, an application, application fee, and all required supporting documentation must be submitted to the Zoning Administrator in accordance with the Hartford Zoning Regulations. Please visit [www.hartfordct.gov/dds](http://www.hartfordct.gov/dds) and click on "Our Services" to begin the application process.*