



**CITY OF NORWALK
Planning & Zoning**

Norwalk City Hall, Room 129
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

**ZONING BOARD OF APPEALS
CRITICAL TIMELINE INFORMATION**

- ❖ **FILING THE CERTIFICATE:** The Certificate of Variance (grant, exception or Special Permit) must be filed on the Norwalk Land Records **within 90 days** of effective date of such variance, grant, exception or Special Permit.

- ❖ **OBTAIN ZONING PERMIT AND BUILDING PERMIT:** You must obtain zoning and building permits for the construction authorized by the granted variance, **within 180 days** of the ZBA grant date.
 1. The ZBA grant of variance is NOT your zoning approval. You must also obtain zoning permit for which a separate fee must be paid.
 2. Building permit must be obtained from Building & Code Enforcement; separate fee will be required.
 3. Construction or alteration must commence **within 1 year** of the date of the ZBA action granted.

- ❖ **VARIANCE EXTENSION:** If you will be delayed in obtaining permits within the 180-day time limit, an extension can usually be obtained from the ZBA. (You must contact the Zoning office **prior** to the expiration of the 180-day time limit).

Failure to comply with these requirements will render your variance, grant, exception or Special Permit null and void.

SPECIAL NOTE:

When a Special Permit, CAM or other approval must be obtained from the Planning & Zoning Commission after a variance has been granted, application for such approval must be made within thirty (30) days after the grant of the variance. The time between the application for the Special Permit, CAM or other approval and the grant of such application shall not be counted in computing the 180 day period to procure necessary permits or the 1 year period to begin construction.