Zoning Certificate of Compliance Guidelines

In order for this office to process your request, we require the following:

1. Tax assessment field cards for the property from 1930 to the present (if available). The field cards can be obtained from the tax assessor’s office. Note: Cards older than 1965 are stored at the New Canaan Historical Society.

2. A copy of the A-2 survey for the property. If this is a commercial property, a copy of the parking plan is also required.

3. A copy of all Zoning Permits (usually obtainable from the Building Department).

4. A copy of all Building Permits (obtainable from the Building Department).

5. A copy of all Certificates of Occupancy (CO’s) (obtainable from the Building Department).

6. A check in the amount of $200.00 made payable to the Town of New Canaan.

These items must be accompanied by a cover letter outlining your request. Once this information is received, this office will process your request as quickly as possible and in no case greater than fifteen (15) business days.

Please be advised that the above guidelines are for general purposes only. Further information may be required.