



# TOWN OF COLUMBIA

## Building & Land Use Department

323 Route 87, Columbia, CT 06237

(860) 228-0440 • LandUse@ColumbiaCT.org

Property Owner's Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Website/Facebook: \_\_\_\_\_

**DESCRIPTION of BUSINESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>PERMIT #</b>
<b>PERMIT REQUESTED:</b> <input type="checkbox"/> Minor Home Occupation <input type="checkbox"/> Business Sign
Zoning Fee: _____ Sign Fee: _____ State Zoning Fee (\$60): _____ TOTAL FEES: _____ ___ Cash    ___ Check # _____
OFFICE USE:

**BUSINESS INFORMATION** **ATTACH** accurate sketch or site plan showing where business activities will take place, parking, entrance, etc.

Square footage (sq.ft.) in home to be used for business \_\_\_\_\_ Total sq.ft. of living area of home \_\_\_\_\_  
(per Town Assessor's Property Card)

Sq. ft. used for business in outbuilding(s) \_\_\_\_\_ Sq. ft. of area for outdoor storage of equip/vehicles \_\_\_\_\_

# employees \_\_\_\_\_ # customer/client visits per day \_\_\_\_\_ # of parking spaces needed for business \_\_\_\_\_

Commercial vehicles on property:

1. Type: \_\_\_\_\_ GVWeight: \_\_\_\_\_ tons Where stored: \_\_\_\_\_

2. Type: \_\_\_\_\_ GVWeight: \_\_\_\_\_ tons Where stored: \_\_\_\_\_

If you plan to have an outdoor sign for the business, also submit a Sign Application with this application.

**\*\*\*\*\* AFFIDAVIT AND AGREEMENT \*\*\*\*\***

I hereby certify that to the best of my knowledge I have provided accurate information about my business. I have read Section 8.5 of the Columbia Zoning Regulations, and that permission is granted to the Zoning Official and Fire Marshal to enter the property to do required inspections.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

----- OFFICE USE -----

Zoning: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: YES NO \_\_\_\_\_ Conditions/Comments (on back)

Fire Marshal: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: YES NO \_\_\_\_\_ Conditions/Comments (on back)



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**APPLICATION for HOME OCCUPATION SIGN**

Section 62 of the Columbia Zoning Regulations for Home Occupation signage; no other signs are permitted:

Maximum Number of Signs	Maximum Area & Height	Additional Requirements
1 Free-standing	6 Sq. Ft. 4 Ft. Height	Located at business entryway. No Illumination. Front setback: zero (0) feet from front property line if supported by two posts; if supported by a single post, the distance from the road pavement shall be a minimum of five (5) feet greater than the height of the sign. Side setback: twenty (20) feet minimum from property line

**Proposed Sign Information**

New Sign

Modification to Existing Sign

Sign Vertical Dimension \_\_\_\_\_ ft X Sign Horizontal Dimension \_\_\_\_\_ ft = \_\_\_\_\_ Total Sq. Ft.

Height from ground to top of sign \_\_\_\_\_ ft. Property Lines Setbacks: Side \_\_\_\_\_ ft Front \_\_\_\_\_ ft

Name of Company Installing Sign: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Required Information to be submitted:**

1. Site plan or sketch showing the location of proposed sign with dimensions to nearest property lines;
2. Detailed illustrations and specifications of the proposed sign showing all dimensions, materials, colors, wording, supporting structure and means of illumination; and
3. Completed, signed, Sign Application and the required fee

\*\*\*\*\* **AFFIDAVIT AND AGREEMENT** \*\*\*\*\*

I hereby certify that to the best of my knowledge I have provided accurate information in this application. I have read Section 62 of the Columbia Zoning Regulations, and that permission is granted to the Zoning Official to enter the property to do required inspections.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

----- OFFICE USE -----

Zoning: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: YES NO \_\_\_\_ Conditions/Comments (on back)