**SAMPLE VERIFICATION LETTER TO RECEIVE THE CERTIFICATION FROM DOH**

NOTE: The Statute requires that the DOH Commissioner issue compliance certificate by October 1st annually. Therefore, each municipality must submit the request to the DOH Commissioner by the end of August annually until the project is constructed and complete within the approved IHZ.

Date

Evonne Klein, Commissioner

Department of Housing

505 Hudson Street

Hartford, CT 06106

RE: Project Name: \_\_\_\_\_\_\_\_

 DOH Grant No.: \_\_\_\_\_\_

 Certificate of Compliance

 Annual Certification

Dear Commissioner Klein:

I am pleased to submit on behalf of the Town of \_\_\_\_\_\_\_\_\_\_ this request for issuance of an Incentive Housing Zone (IHZ) Certificate of Compliance, by your office.

This request is made in accordance with CGS Section 8-13r (a). As required under this statute, the Town of \_\_\_\_\_ has adopted an approved IHZ and received a final approval of IHZ from DOH.

In addition, I am also writing to verify that Town of \_\_\_\_\_\_\_\_\_ is compliant with the following additional requirements of the statute:

1. The zoning commission of the Town of \_\_\_\_\_\_ has not amended or repealed any portion of the regulations or design standards in the incentive housing zone without approval of the commissioner as required by the sections 8-13o and 8-13q;
2. The approval of the incentive housing zone has not been revoked by the commissioner;
3. The Town of \_\_\_\_\_ is making reasonable efforts to assist and promote approval of incentive housing development and construction of housing within the approved zone or zones; and
4. The zoning commission has not unreasonably denied any application for site plan or subdivision approval, or other necessary coordinating permits or approvals, and has only denied applications in a manner consistent with the provisions of section 8-13t.

Based on the above verification, the Town of \_\_\_\_\_ respectfully seeks “Certificate of Compliance” from DOH. I understand that if there are any changes to the above approved IHZ until the Certificate expires, I am obligated to notify DOH of those changes.

Sincerely,

Authorized Individual (as per the Resolution submitted to DOH)

Cc: Dimple Desai, CD Director, DOH

 \_\_\_\_, Town P&Z Chairman