

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

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

Date

Mr. Benjamin Barnes, Secretary  
Office of Policy and Management  
450 Capitol Avenue, MS# 54ORG  
Hartford, CT 06106

RE: Project Name: \_\_\_\_\_  
OPM Grant No.: \_\_\_\_\_  
Certificate of Compliance  
Annual Certification

Dear Secretary Barnes:

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 OPM.

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 The zoning commission of the Town of \_\_\_\_\_ has not amended or repealed any portion of the regulations or design standards in the incentive housing zone without approval of the secretary as required by the sections 8-13o and 8-13q;
2. The approval of the incentive housing zone has not been revoked by the secretary;
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 OPM. I understand that if there are any changes to the above approved IHZ until the Certificate expires, I am obligated to notify OPM of those changes.

Sincerely,

Authorized Individual (as per the Resolution submitted to OPM)

Cc: Dimple Desai, CD Director, OPM  
\_\_\_\_\_, Town P&Z Chairman