**SAMPLE IHZ ADOPTION LETTER TO RECEIVE THE “FINAL APPROVAL” OF THE IHZ FROM DOH**

NOTE: The Statute requires that the DOH Commissioner issue “Final approval” of the IHZ regulations upon its adoption by the municipality. Specifically add “design standards”, if Town is adopting them as well. Therefore, each municipality must submit the following letter to the DOH Commissioner upon meeting certain requirements as identified below.

Date

Evonne Klein, Commissioner

Department of Housing

505 Hudson Street

Hartford, CT 06106

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

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

 Request for Final Approval of the adopted Incentive Housing Zone (IHZ) regulations

Dear Commissioner Klein:

In accordance with CGS Section 8-13q(b), I am pleased to submit on behalf of the Town of \_\_\_\_\_\_\_\_\_\_ this request for issuance of the “Final Approval” of the adopted IHZ regulations and design standards.

As required under this statute, the Town of \_\_\_\_\_ has adopted IHZ regulations on \_\_\_\_\_\_\_\_\_\_\_. Effective date of these regulations is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In accordance with CGS Section 8-13s (a), I am also writing to verify the following:

1. The Incentive Housing Zone has been adopted;
2. The time for appeal of the final adoption of the regulations has expired or a final and unappealable judgment upholding such regulations has been issued in any civil action challenging or delaying such regulations; and
3. The municipality has otherwise complied with the requirements of sections 8-13m to 8-13x, inclusive.

Copies of the IHZ regulations and associated maps are available to the public in the Town’s Zoning Department and have been filed with the Town Clerk’s Office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attach a certified copy from the Town Clerk’s office). Adopted IHZ regulations and design standards are attached with this request.

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

Sincerely,

Authorized Individual (as per the Resolution submitted to DOH)

Enclosure:

IHZ Regulations and design standards

Certified copy from the Town Clerk’s Office

Cc: Dimple Desai, CD Director, DOH

 Town Council

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

Attested to by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Town Clerk SEAL

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

Signature Date