

## **CAZEO CASE STUDY REQUIREMENTS**

*Updated by the CAZEO Certification Committee on 3.28.2023*

### Restrictions:

1. Typeface: Times New Roman – 12 point
2. Single sided, double spaced
3. No more than 25 pages of narrative text, excluding Title Page, Table of Contents, Abstract, and Exhibits

### Layout:

1. Title Page
2. Table of Contents
3. Abstract – brief summary of case and its resolution
  - a. Description of the problem
  - b. Synopsis of events
  - c. Resolution
4. Narrative to Include the following in Detail:
  - a. Description of problem
  - b. Nature of the violation
  - c. Zoning history of parcel or use
  - d. Inspections and review of relevant data
  - e. Documentation (letters, orders, evidence)
  - f. Interactions with violator and Municipal departments as relevant
  - g. Appeals, and court action (if relevant)
  - h. Resolution of violation
5. Summary & Conclusion
  - a. Key actions, Responses and outcome
  - b. What worked and didn't work?
  - c. What insights or lessons learned?
6. Exhibits

### **CASE STUDY DEADLINES**

May 1<sup>st</sup> – Electronic submittal deadline.

May 15<sup>th</sup> – Hard copy of case study must be received by the Certification Chairman.

**Christina M. Costa, CZEO, CFM**

**Zoning Enforcement Officer/Town Planner**

Town of Old Saybrook, Land Use Department

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November 1<sup>st</sup> – Electronic submittal deadline.

November 15<sup>th</sup> – Hard copy of case study must be received by the Certification Chairman.

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