

**TOWN OF SHAFTSBURY
ZONING PERMIT APPLICATION**

Permit Number: _____ **Cost of Project:** _____

Parcel ID# _____ Zoning District: _____ Lot Size: _____

Name of Landowner: _____

Mailing Address: _____

Name of Applicant: _____

Address: _____ Applicant Telephone: _____

Physical Location of Property: _____

(E-911 address and distance to nearest intersection)

Builder: _____ Telephone: _____

PROPOSED USE: New Construction: ____ Addition: ____ Accessory Bldg: ____ Other: _____

PERMIT USE: Residential: ____ Other: explain, _____

TYPE OF STRUCTURE: (if building and not a new home) _____

(addition, trailer, roadside stand, garage, fence, etc.)

Dimensions: Length: ____ft Width: ____ft Height: ____ft # of Stories: ____ Total Square Ft: _____

NEW HOUSE: Building Type: _____ (Colonial, Ranch, Split-level, Modular, Mobile Home, etc.)

Length: ____ft Width: ____ft Height: ____ft. # Of Bedrooms ____ # Baths: ____ Total Sq Ft: _____

POOL: In Ground _____ Above Ground _____ Pool Size: _____

SIGN: Width: ____ft Height: ____ft Total Square Footage: _____

1. You must include a plot plan showing your complete property and the proposed project drawn on grid paper. Separate sheets may be used for clarity. Include Site Plan, if any, prepared by architect, engineer or surveyor.
2. Include a floor plan for each level of construction showing all rooms, uses and the overall size of the project.
3. You must show distance to property lines on all 4 sides for all buildings on plot plan-see instructions.
4. Applicant is responsible for verifying lot line locations and complying with all setbacks, zoning bylaws and any other conditions as set forth in this permit. All costs to remedy non-compliance will be borne by the applicant and may include removal or relocation of the structure as required to correct violations.

By affixing my/our signatures below, I/we understand and agree that a Certificate of Occupancy and/or full compliance must be obtained prior to using/occupying this structure, or addition. Furthermore, permission is granted to the Zoning Administrator and/or Listers for access to the property for inspection purposes.

I hereby certify that all statements contained herein and in all accompanying documents are true and correct, to the best of my knowledge.

Applicant's Signature: _____ **Date:** _____

Landowner's Signature: _____ **Date:** _____

To be completed by the Town of Shaftsbury:

Received for record this _____ day of _____ AD 20____, at _____ o'clock _____ minutes _____ M.

Recorded in Book: _____ Page: _____ Attest: _____ Town Clerk

Action Taken: Approved ____ Denied ____ Referred to DRB ____ Date _____

Approval Signature: Zoning Administrator _____

Fee Schedules:

Applications for a zoning permit shall be filed with the Zoning Administrator with the required fee. All fees include the Zoning Administrator fee (\$10.00), and the Town Clerk per page recording fee (\$10.00).

PROJECT:

	<u>FEE:</u>
1. Structures 0 to 599 sq ft	\$ 25.00
600 to 1,099 sq ft	\$ 100.00
1,100 to 1,499 sq ft	\$ 225.00
1,500 to 1,999 sq ft	\$ 325.00
2,000 to 2,999 sq ft	\$ 525.00
3,000 sq. ft and over: \$500.00 plus \$35.00 for every additional 500 sq ft or fraction thereof.	

Misc. structures/items not covered by fee structure (Open-sided buildings, barns for animals and *etc.*): \$50.00

- 2. Telecommunication:** A permit fee of \$150.00 applies to tower structures and \$150.00 for each antenna array.
- 3. Signs:** A permit fee of \$40.00 applies as a minimum for all signs.
- 4. Demolition Permit:** (to ensure proper disposal of materials) \$ 30.00
- 5. Variance Request:** \$100.00 plus \$50.00 for each variance requested.
- 6. Conditional Use Permit for Home Occupation:** \$50.00
- 7. For Commercial and Industrial construction, conditional uses,** and other projects requiring approval by the Shaftsbury Development Review Board or Planning Commission, there is a basic fee of \$100.00, plus that entailed from the above project cost fee schedule.
- 8. Appeals to the DRB** must be accompanied by a fee of \$50.00.

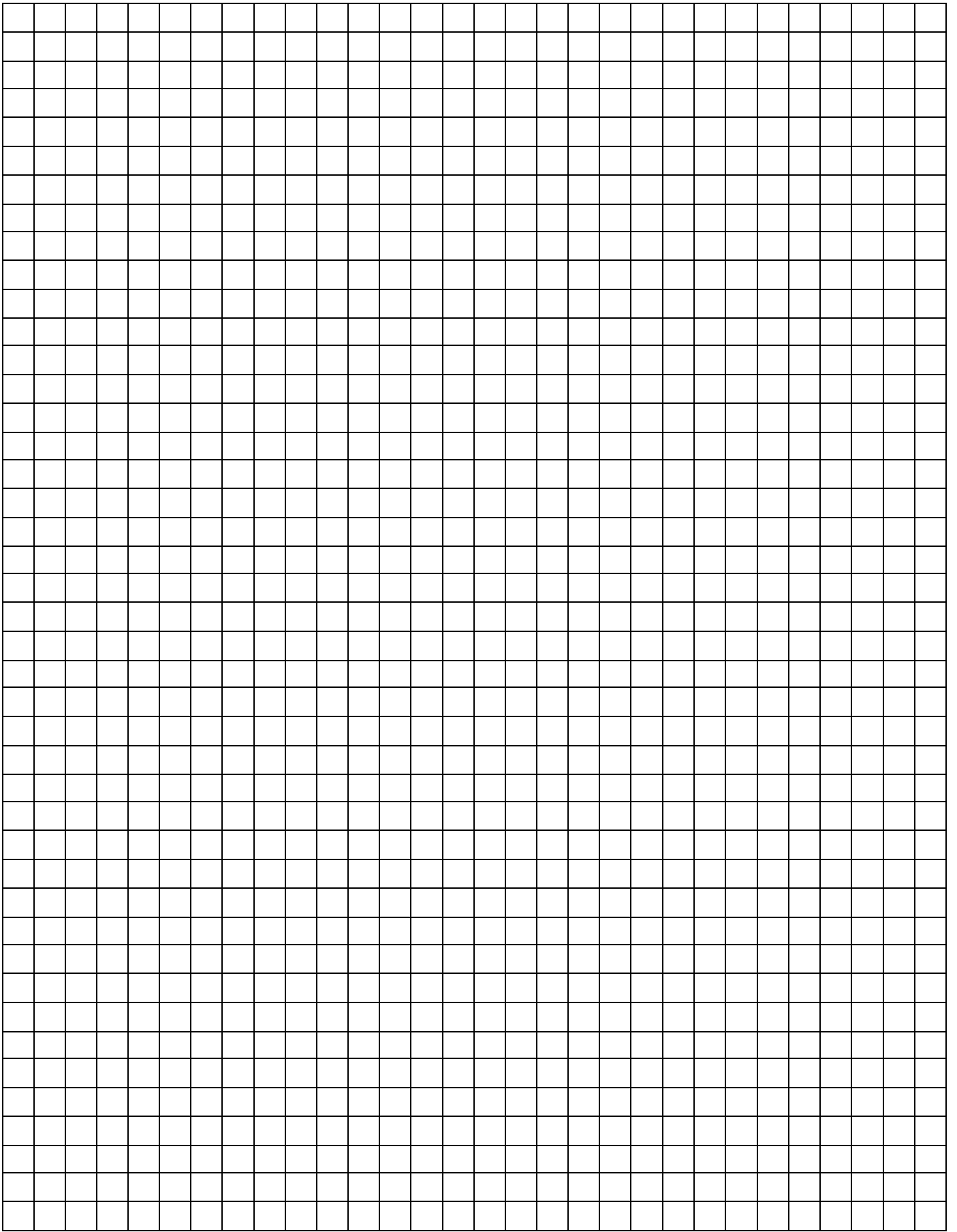
1. IF ANY LAND DEVELOPMENT IS PERFORMED WHEN A PERMIT HAS NOT BEEN OBTAINED, THE LAND OWNER WILL BE CHARGED TWICE THE NORMAL PERMIT FEE THAT WOULD HAVE BEEN APPLIED. This includes the division of a parcel of land, the site preparation, construction, reconstruction, conversion, structural alteration, relocation, enlargement, razing or removal of a building or other structure, and/or extension of the use of the land.
2. Should the owner still not comply with #1 upon notification, a Zoning Violation procedure will be initiated, which could result in additional expense and/or mandatory removal of the structure.
3. Permits are valid for one year and construction must be completed within one year. Up to two extensions may be granted by the Shaftsbury Zoning Administrator if notification and renewed fees are submitted before the year expires.
4. All permits are contingent upon approval of all applicable State Permits.
5. Due to the necessary work involved, all fees will be retained whether a permit is granted or denied.

Other possible permits that may be required separately:

- "Application for Access to Town Right of Way"- Driveway Permit. This is submitted to the Zoning Administrator for review by the Road Foreman and the Development Review Board (DRB).
- "Town of Shaftsbury Subdivision Application"- for a major or minor subdivision of your property. Also reviewed by the DRB.
- Contact the State Permit Specialist (802) 885-8850 for all State permit requirements, such as those for water and wastewater.

Instructions for Filing a Zoning Permit Application:

1. THE APPLICATION MUST BE COMPLETE. The landowner MUST sign the application.
2. Be sure to give enough details, such as box number, distance to a cross road, or other identifiable land mark so the property can be located by the Administrator.
3. A plot plan must be drawn on the grid page attached to the Zoning Permit Application. A plot plan is a sketch showing an outline of the complete property and location of any buildings. SHOW DISTANCE TO PROPERTY LINES ON ALL SIDES FOR ALL BUILDINGS. Include a copy of any professionally prepared Site Plan, if available.
5. OCCUPANCY CERTIFICATES ARE REQUIRED IF YOUR PERMIT IS FOR A BUILDING OR ADDITION. You must notify the Zoning Administrator when construction is complete. The Occupancy Certificate will be issued, provided the building agrees with the application description and meets other requirements. Certain land use applications will require a Certificate of Occupancy as well. The fee is \$25.00 at time of issue.
6. INTERESTED PARTIES MAY APPEAL ANY DECISION OF THE ZONING ADMINISTRATOR WITHIN FIFTEEN (15) DAYS of such decision. No permit issued shall be in effect until the 15 day appeal period has ended.
7. YOUR NEW BUILDING PERMIT MUST BE DISPLAYED WHERE VISIBLE FROM A PUBLIC RIGHT OF WAY.



Please indicate complete parcel, location of buildings, and all adjacent roads and direction NORTH. Use additional pages to show more detail of your project if necessary. You may also include a written description and professional drawings.