

**TOWN OF SHAFTSBURY**  
**ZONING PERMIT APPLICATION** Rev. May 11, 2015

Permit Fee: \_\_\_\_\_ Received \_\_\_\_\_ Date \_\_\_\_\_

Permit #: \_\_\_\_\_ Parcel ID# \_\_\_\_\_ Zoning District: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Cost of Project: \_\_\_\_\_

Name of Landowner: \_\_\_\_\_ Landowner Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Landowner Phone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Physical Location of Property \_\_\_\_\_ (E-911 address and distance to nearest intersection)

Builder: \_\_\_\_\_ Builder Telephone: \_\_\_\_\_

PERMIT TYPE: New Construction: \_\_\_\_ Addition: \_\_\_\_ Accessory Bldg: \_\_\_\_ Other: \_\_\_\_\_

PERMIT USE: If Residential, Building Type: \_\_\_\_\_ (Colonial, Ranch, Mobile Home, etc) Commercial \_\_\_\_ Other \_\_\_\_

Length: \_\_\_\_\_ft Width: \_\_\_\_\_ft Height: \_\_\_\_\_ft. # Of Bedrooms: \_\_\_\_ # Baths: \_\_\_\_ Total Sq Ft: \_\_\_\_\_

Other Structure: \_\_\_\_\_ (addition, trailer, roadside stand, garage, shed, barn, fence, etc.)

Length: \_\_\_\_\_ft Width: \_\_\_\_\_ft Height \_\_\_\_\_ft # of Stories: \_\_\_\_ Total Sq Ft: \_\_\_\_\_

POOL: \_\_\_\_ In Ground \_\_\_\_ Above Ground Pool Size: \_\_\_\_\_ Decking Size: \_\_\_\_\_

SIGN: \_\_\_\_1 Side \_\_\_\_2 Side \_\_\_\_Multiple Signs Width: \_\_\_\_\_ft Height: \_\_\_\_\_ft Total Sq Ft: \_\_\_\_\_

1. You must include a plot plan showing your entire property and the proposed project. (Use attached grid paper). Show: property lines; location of all existing and proposed buildings; location of all existing and proposed wells and septic systems; scale (how many feet per inch); all front, rear and side yard setbacks from property lines. Include Site Plan, if any, prepared by architect, engineer or surveyor.
2. 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 any violations.
3. State permits may be required for this project. Call 802-786-5907 to speak to the state Permit Specialist BEFORE beginning construction. These may include permits or certifications regarding wastewater treatment, compliance with Vermont Residential Building Energy Codes, and others. (Your ability to sell your land in future may depend on being able to prove compliance with all local and state regulations and laws.)

By affixing my/our signatures below,

- 1) I/We authorize my/our representative, named below, to act on my/our behalf in all dealings regarding this application.
- 2) I/We understand and agree that we must obtain a Certificate of Occupancy and/or Zoning Compliance from the Town of Shaftsbury prior to using/occupying this structure or addition.
- 3) I/We grant permission to the Zoning Administrator and/or Listers for access to the property for inspection purposes.
- 4) I/We certify that all statements contained herein and in all accompanying documents are true and correct, to the best of my knowledge.

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature (if not landowner): \_\_\_\_\_ Date: \_\_\_\_\_

Name of Landowner's Representative: \_\_\_\_\_

(Circle one) Approved Denied Referred to DRB By Zoning Administrator \_\_\_\_\_ 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

## 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. Variance Request: \$100.00 (for review by the Shaftsbury Development Review Board) plus \$50.00 for each variance requested.
5. Conditional Use Permit for Home Occupation: \$50.00
6. 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.
7. Appeals of Zoning Administrator Decisions 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 a \$25 extension fee is 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.

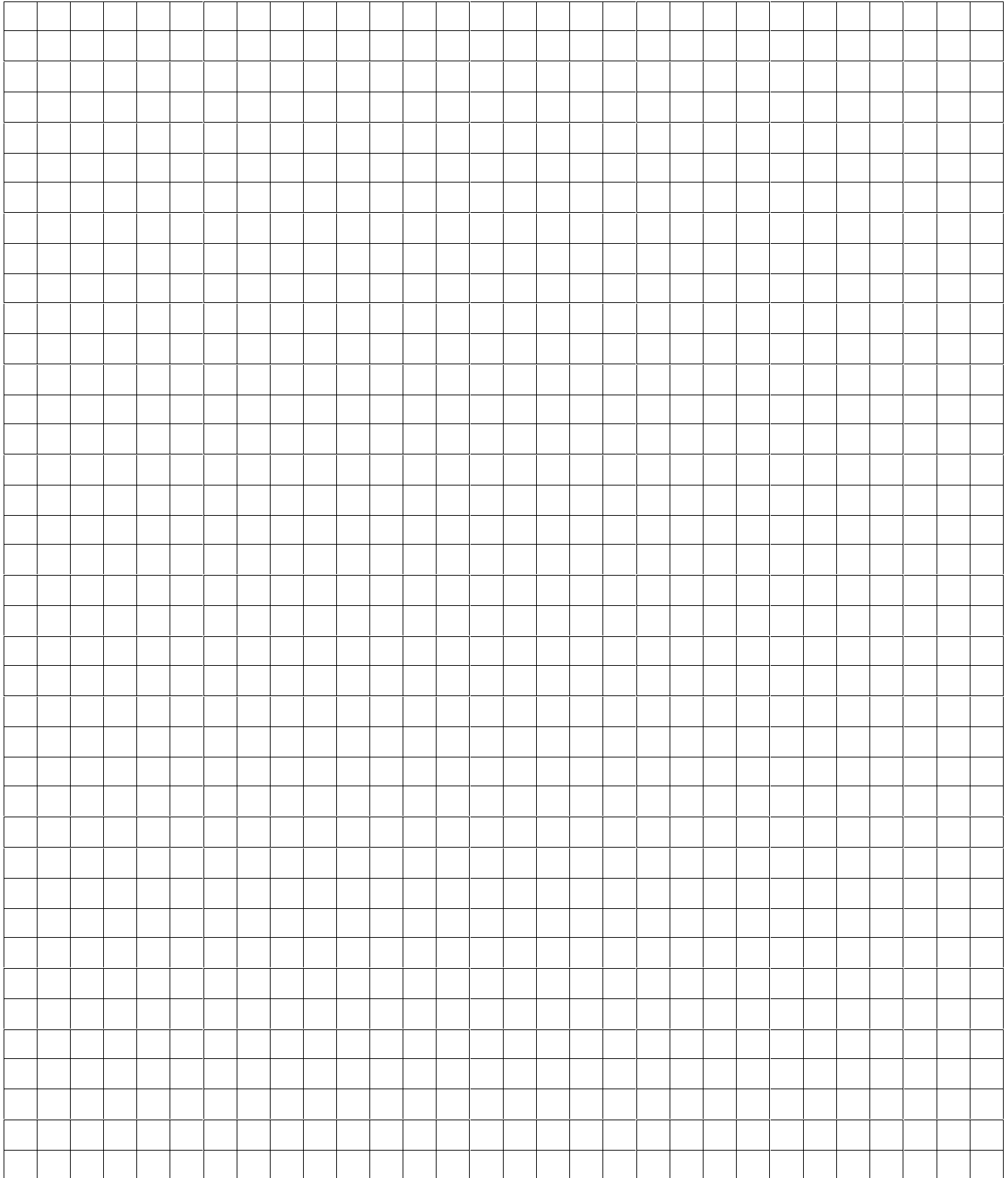
Other possible permits that may be required separately:

- "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.

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## 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 AND/OR ZONING CERTIFICATES ARE REQUIRED IF YOUR PERMIT IS FOR A BUILDING OR ADDITION. You must notify the Zoning Administrator when construction is complete. The Certificate will be issued, provided the structure as built is as described herein, and meets other requirements. 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 ZONING PERMIT MUST BE DISPLAYED WHERE VISIBLE FROM A PUBLIC RIGHT OF WAY.



Please show entire parcel, location of buildings, all adjacent roads, all property lines, and direction NORTH. Indicate scale (e.g. 1 inch or ten squares = 10 feet). Show all setbacks – front yard, back yard, and side yard – relative to property lines. Use additional pages to show more detail of your project if necessary. You may also include a written description and professional drawings. Your application will be returned if your sketch is incomplete.