

# Zoning Permit Application:

## Instructions

**APPLICATION MUST BE COMPLETE. Landowner MUST sign the application. Please initial each of the following to acknowledge understanding of your responsibility.**

**1. A plot plan showing your entire property and the proposed project. Use the attached grid paper.**

Be sure to give enough details, such as box number, distance to a crossroad, or other identifiable landmarks so the property can be located. **You must show:**

- Property lines
- Location of all **existing and proposed** buildings
- Location of all **existing and proposed** wells and septic systems
- Distances in feet of all structures in relation to each other and property boundaries.
- Label North on your plot plan.
- 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. All permits are contingent upon approval of all applicable State Permits.** This may include permits or certifications regarding wastewater treatment, compliance with Vermont Residential Building Energy Codes, and others. (Your ability to sell your land in the future may depend on proving compliance with all local and state regulations and laws.) \_\_\_\_\_

**4. 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 \$35.00 at time of issue. Within a year from issue, the assessor will be out to value the structure. \_\_\_\_\_

**5. 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.** \_\_\_\_\_

**6. YOUR NEW ZONING PERMIT MUST BE DISPLAYED WHERE VISIBLE FROM A PUBLIC RIGHT OF WAY.** \_\_\_\_\_

**7. 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. \_\_\_\_\_

## Violations

**IF ANY LAND DEVELOPMENT IS PERFORMED WHEN A PERMIT HAS NOT BEEN OBTAINED OR THE ORIGINAL PERMIT IS ALTERED WITHOUT PRIOR APPROVAL, 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. Should the owner still not comply upon notification, a Zoning Violation procedure will be initiated, which could result in additional expense and/or mandatory removal of the structure. \_\_\_\_\_

## Fee Schedule

Fees are due at time of application and will be retained whether permit is granted or denied. Payment is accepted in cash, check, or card (through our website). Please make checks payable to "The Town of Shaftsbury".

Structure Size	Fee	Other	Fee
0-599 Sq Ft	\$35	Sign (up to 3ft x 5ft)	\$40
600-1099 Sq Ft	\$100	Cert. of Occupancy	\$35
1100-1499 Sq Ft	\$225	Letter of Compliance	\$25
1500-1999 Sq Ft	\$325	<b>Recording Fees</b>	
2000-2999 Sq Ft	\$425	Documents	\$15
>3000 Sq Ft	\$500	Mylar	\$25

## Projects Requiring Separate Application

Type	Fee
Curb Cut/ Access to Town Right of Way	\$35
*Boundary Line Adjustment	\$275
Appeals to Development Review Board	\$275
Variance	\$275
*Conditional Use	\$275

\*Mylar Maps are required to be filed for each boundary line adjustment.

\*Conditional Use includes applications for home occupation, short-term rentals, multi-family dwellings, professional offices, retail establishments, restaurants, all commercial or industrial uses, and all other conditional uses not described.

Please use the "Town of Shaftsbury Subdivision Application" for ALL major and minor subdivisions of property. These will require DRB review.



# Town of Shaftsbury, Vermont

MUNICIPAL OFFICES AT COLE HALL

PO BOX 409  
61 BUCK HILL RD,  
SHAFTSBURY, VT 05262  
802-442-4038 ext 104

## Zoning Permit Application

Permit Number# \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Lot Size: \_\_\_\_\_

### Owner Information

Full Name/Phone #:

Physical Address:

Email:

Mailing Address:

Builder Name/Number:

### Permit Information (Dimensions in FT)

TYPE:    New Construction            Addition            Accessory Structure

Other (garage, shed, barn, porch):

USE: Commercial            Residential            Other:  
If Residential: Colonial    Ranch    Mobile Home    Other:  
Length: \_\_\_\_\_            Width: \_\_\_\_\_            Height: \_\_\_\_\_  
#Bedrooms: \_\_\_\_\_            # Bath: \_\_\_\_\_            Total SQ FT: \_\_\_\_\_

### Other

Pool: Above Ground / In Ground | Size: \_\_\_\_\_ | Decking Size: \_\_\_\_\_  
Sign: 1 Side / 2 Sides / Multiple | Width: \_\_\_\_\_ Height: \_\_\_\_\_ Total SQ FT: \_\_\_\_\_

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 Assessors 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: \_\_\_\_\_

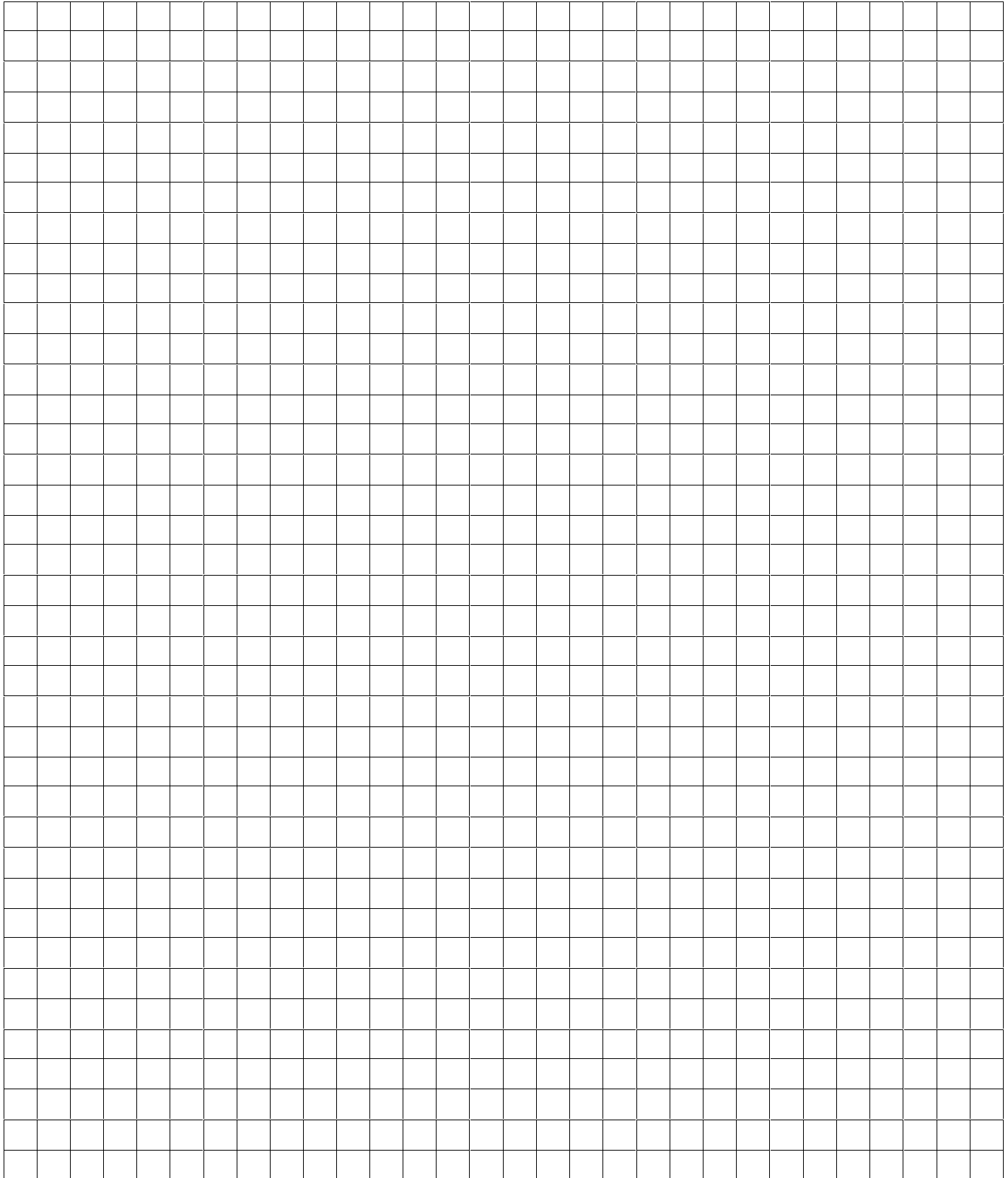
(Circle one) Approved / Denied / Referred to DRB By Zoning Administrator

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



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.