



ZONING PERMIT APPLICATION

PERMIT #

_____ - _____

A zoning permit is required prior to ALL land development, including but not limited to the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure, any excavation or filling for a commercial purpose, or any change in the use of any structure or land. If the application is found to be complete, the Administrative Officer will issue a decision or refer the application to the Development Review Board within 30 days. Incomplete applications will not be processed. An **ACCURATE** plot plan, drawn to scale, or a survey map for subdivisions, must be submitted in conjunction with this application (see page 3). Applications for SIGNS must also include a diagram of the proposed sign depicting the exact dimensions of the sign(s).

SUBJECT PROPERTY INFORMATION

Property Address/Location: _____

Tax Map ID Number: ____ -- ____ Deed Reference: Volume: _____ Page: _____

Zoning District: _____ Regulated Flood Hazard Area: YES NO

PROPERTY OWNER

Name: _____ Phone: _____

Mailing Address: _____ City: _____

Email: _____ State: _____ Zip: _____

APPLICANT INFORMATION (IF DIFFERENT FROM PROPOERTY OWNER)

Name: _____ Phone: _____

Mailing Address: _____ City: _____

Email: _____ State: _____ Zip: _____

PROPOSED LAND DEVELOPMENT

Describe proposed construction/alteration, additions, accessory structures, etc. Est. Cost*: \$ _____
*Required field

Describe proposed use(s), i.e. single-family home, retail, office, etc.

SIGNATURE REQUIRED

I certify that, to the best of my knowledge and belief, all information provided in this application is accurate and that all work shall be completed, and the property used, in accordance with this application and plot plan.

Owner Signature _____ Date _____

ADDITIONAL PERMITS MAY BE REQUIRED. Please contact the District 7 State Permit Specialist for the Agency of Natural Resources at (802) 505-5367 for information regarding required State of Vermont development permits. All residential projects must comply with the Vermont Residential Building Energy Standards (RBES). A Compliance Certificate must be permanently displayed at the site, and a copy filed with the VT Dept. of Public Service and the Town. For more information contact the Energy Code Assistance Center at (855) 887-0673. A State Highway Access Permit is required for all projects involving access to a state highway. Additional municipal permits are required prior to connection to Village water and/or Town wastewater systems and for new and/or modified driveways.



ZONING PERMIT APPLICATION

FEE SCHEDULE

Zoning Permit Application Fee.....	\$55.00
Review by the Development Review Board (DRB).....	ADD \$25.00
“After the fact” permits.....	ADD LATE FEE \$15.00
Subdivisions.....	ADD \$15.00 per lot
Appeal of Decision of Zoning Administrator.....	\$30.00

ADMINISTRATIVE OFFICER REVIEW AND INITIAL ACTION

Fee Paid: \$ _____

Deemed Complete: ___ / ___ / ___

Referred to DRB: YES NO

ZONING ADMINISTRATOR DECISION

Application is: APPROVED DENIED

Reason for decision: _____

Signature _____ Date _____

This permit becomes effective following a **15 day appeal period** from the date of approval. This permit does not relieve the applicant of the responsibility of obtaining other permits required by the State of Vermont or the Town of Lyndon.

PERMIT EXPIRES 2 YEARS FROM DATE OF APPROVAL.

No person shall use or occupy, or permit the use or occupancy of, any land or structure created, erected, converted, changed, altered, or enlarged as authorized by this permit unless the Administrative Officer certifies that all work has been completed in accordance with the requirements of the permit.

CERTIFICATE OF OCCUPANCY

The construction and/or use(s) authorized by this permit is in accordance with applicable permit conditions and complies with the Town of Lyndon Zoning Bylaw standards.

Signature of Zoning Administrator _____ Date _____



ZONING PERMIT APPLICATION

PLOT PLAN CHECKLIST (see sample plot plan attached)

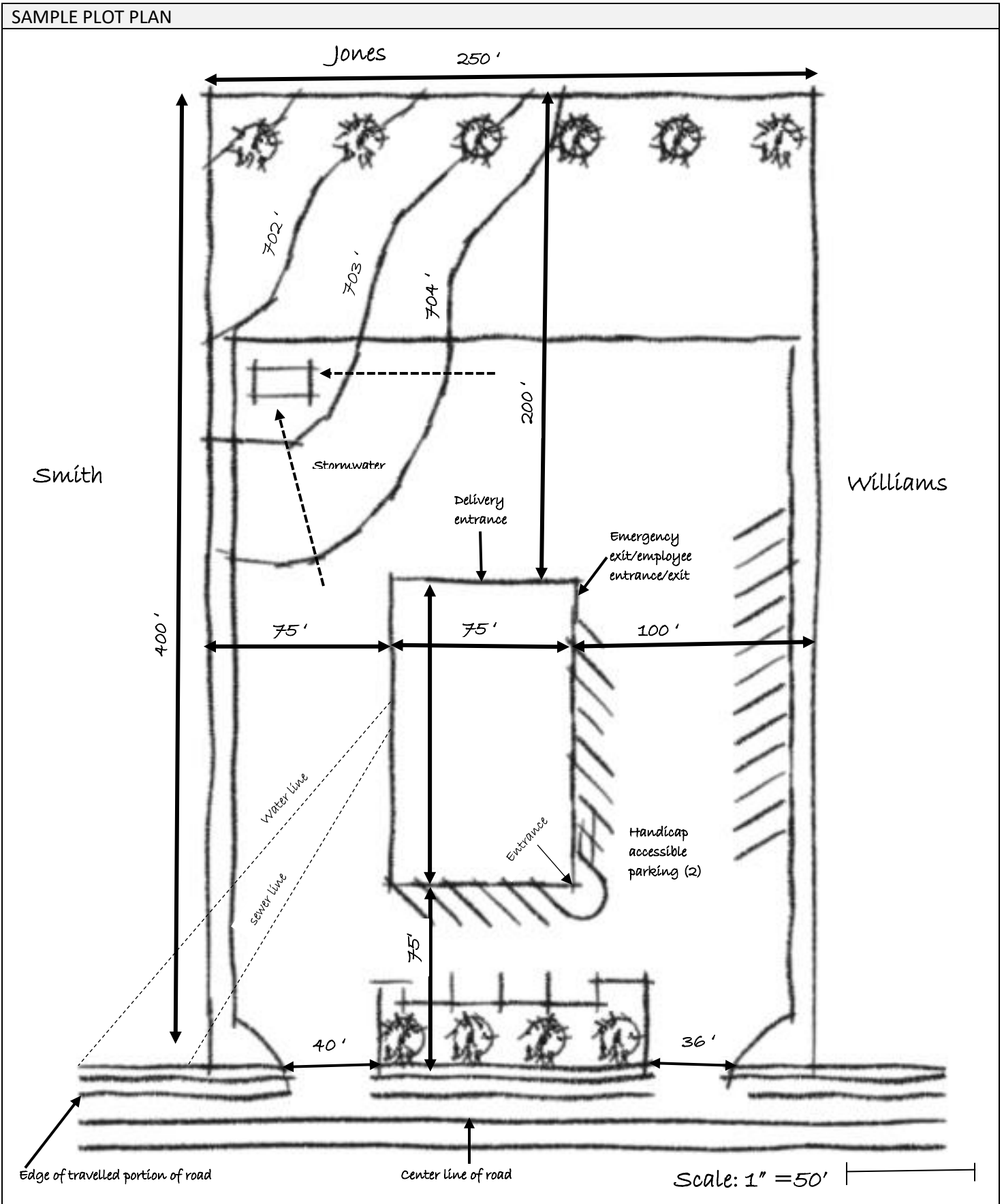
An **ACCURATE** plot plan, drawn to scale, must be submitted in conjunction with this application and must include all of the information listed below. Drawings must be no larger than 11" x 17" or must be submitted digitally. A survey map prepared and certified by a land surveyor duly licensed by the Board of Land Surveyors established under 26 V.S.A. § 2541 is required for subdivision applications.

- North Arrow, indication of scale used, and date of plot plan.
- Property Boundaries** – Drawn to scale with lot size/area noted. It is the responsibility of the landowner(s) to hire a professional surveyor or other qualified person if the exact boundaries of the property are unknown. The Town of Lyndon is unable to verify property line locations.
- Roads and Driveways** – Location of abutting roads and existing and/or proposed driveway(s).
- Right-of-Ways & Easements** – Location of any public or private utility easements and location of any public or private rights-of-way and/or sidewalks.
- Structure Locations and Dimensions** – Existing and proposed building footprints, specifying location, size (include ALL dimensions), and shape of any structures present on the site or proposed for construction, including ALL accessory structures. i.e. sheds, decks, fences, pools, etc.
- Building Setbacks** – Provide the distance of the front, side, and rear yard setbacks as measured from the property line or edge of a right-of-way to ALL structures both existing and proposed. To determine the front setback, measure from the edge of the travelled portion of the right-of-way [white line or dirt] where no sidewalk is present, and from the edge of the sidewalk most distant from the travelled portion of the right-of-way where a sidewalk is present.
- Use(s)** (i.e. *single family house, garage, shed, restaurant, office, etc.*) – Label the use(s) of each structure.
- Wastewater Line Connection or On-Site Wastewater System** – Indicate the location of the proposed wastewater line connection (*from building to Town wastewater line*) **OR** Indicate the location of the On-Site Wastewater System.
- Water Line Connection or Private Well** – Indicate the location of the proposed water line connection (*from building to Village water line*) **OR** indicate the location of the well.
- Special Flood Hazards Areas and Wetlands** – Indicate the location of any land affected by the application that lies within a flood hazard area or is listed in the National Wetlands Inventory.



ZONING PERMIT APPLICATION

SAMPLE PLOT PLAN





NOTICE OF STATE PERMIT REQUIREMENTS

STATE PERMITS MAY ALSO BE REQUIRED FOR YOUR PROJECT. Questions? Please contact the District 7 State Permit Specialist for the Agency of Natural Resources, Pete Kopsco at (802) 505-5367 or pete.kopsco@vermont.gov.

- **A WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT** may be required for subdivision of land or construction, modifications, or changes in use of buildings and structures. Contact the DEC Wastewater Program at (802) 751-0130.
- For **ACT 250** information: Contact the District Coordinator, Kirsten Sultan at (802)751-0126 or kirsten.sultan@vermont.gov.

All residential projects *must* comply with the Vermont Residential Building Energy Standards (RBES). For **MANDATORY RESIDENTIAL ENERGY CODE REQUIREMENTS**: Contact the Energy Code Assistance Center at (855) 887-0673.

Per Act 175 some construction, deconstruction, or demolition projects are required to separate architectural waste materials for the purpose of recycling. For **ARCHITECTURAL WASTE RECYCLING REQUIREMENTS**: Contact James (Buzz) Surwilo at (802)-522-5056 or james.surwilo@vermont.gov.

A **STATE HIGHWAY ACCESS PERMIT** is required for all projects involving access to a state highway: Contact VTrans Chief of Permitting Services, Craig Keller at (802) 279-1152 or craig.keller@vermont.gov.

STATE CONSTRUCTION PERMITS are required on all public buildings. Contact the Barre Regional Office of the Vermont Division of Fire Safety at (802) 479-4434

Note: This is not intended to be a complete listing of all state regulatory programs. Please contact a State Permit Specialist for more information.