



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: _____	
Current Use: (dwelling, retail, office, etc.)	Zoning District:	Regulated Flood Hazard Area: <input type="checkbox"/> YES <input type="checkbox"/> NO

PROPERTY OWNER

Name:	Phone:	
Mailing Address:	City:	
Email:	State:	Zip:

APPLICANT INFORMATION (IF DIFFERENT FROM PROPERTY OWNER)

Name:	Phone:	
Mailing Address:	City:	
Email:	State:	Zip:

PROPOSED LAND DEVELOPMENT

Project Description:		Est. Cost*: \$ _____ <small>*Required field</small>
Project dimensions:	Project Height:	Proposed use: (single-family, retail, office, etc.)

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. **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.

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 _____
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FEE SCHEDULE

Base Zoning Permit Application fee.....	\$55.00
Total Project square footage (for project(s) over 500 sq ft)	_____ x \$ 0.07 = \$ _____
Review by the Development Review Board (DRB).....	ADD \$100.00
Subdivisions.....	ADD \$50.00/lot
“After the fact” permits.....	Double Total Permit Fees
Applicant appeal of the decision of Zoning Administrator.....	\$30.00
Interested person appeal of the decision of Zoning Administrator.....	\$50.00
Rush Certificate of Occupancy	\$25.00

TOTAL DUE:	\$
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ADMINISTRATIVE OFFICER REVIEW AND INITIAL ACTION

<input type="checkbox"/> Fee Paid: \$ _____	<input type="checkbox"/> Deemed Complete: ___ / ___ / ___	Referred to DRB: <input type="checkbox"/> YES <input type="checkbox"/> NO
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ZONING ADMINISTRATOR FINAL DECISION

Application is: APPROVED DENIED

Reason for decision: _____

Signature _____ Date _____

This permit becomes effective following a ___ day appeal period. 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.

THIS PERMIT EXPIRES 2 YEARS FROM DATE OF ZA APPROVAL OR DRB DECISION.

CERTIFICATE OF OCCUPANCY

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. 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 _____

RESIDENTIAL BUILDING ENERGY STANDARDS

A certificate as required by 30 V.S.A. Subsection 51 (residential building energy standards) or 53 (commercial building energy standards) for all new construction including additions, alterations, renovations, and repairs has been filed with the town clerk.

Signature of Zoning Administrator _____ Date _____



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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.



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SAMPLE PLOT PLAN

