

**APPLICATION FOR LAND USE PERMIT** [Jan.2022]

Non-refundable \$15 Recording Fee must accompany this form. Permit Fees refundable until date of decision to approve, deny, or refer.

***Incomplete applications will not be processed until ZA determines they are complete.***

**WARNING: State permits may be required for the project.**

**Call 802-786-5907 to speak to the State Permit Specialist before beginning any construction.**

**(1) Owner name(s)** \_\_\_\_\_  
For BLAs, or other when more than 1 owner: Owner 1 | Owner 2

Mailing address(es): \_\_\_\_\_

Telephone(s): Owner 1 Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_  
 Owner 2 Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email(s): \_\_\_\_\_

**(2) Applicant name if different from Owner:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**(3) 9-1-1 Address of property:** \_\_\_\_\_

**Parcel ID(s):** \_\_\_\_\_ **District:**  LDR  VRD  VCD  MDR  AG

**(4) Type of permit:** *Permitted* (ZA approval)  *\*Conditional* (may require Hearing, ZA' discretion)

<p><b><u>Residential</u> Construction</b>— Primary Dwellings: \$75 per unit  <input type="checkbox"/> Single <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-family</p> <p>Accessory Apt /Dwelling (per unit):  <input type="checkbox"/> Larger of 900 sq ft or 30% primary's total habitable sq ft (\$60)  <input type="checkbox"/> Over 30% primary's total habitable sq ft (\$75)</p> <p>Addition, Accessory Structure: <input type="checkbox"/> ≥ 200 sf (\$60) <input type="checkbox"/> 120–200 sf (\$30)  <input type="checkbox"/> ≤ 120sf —no fee, but district regulations for setbacks etc. apply</p> <p><input type="checkbox"/> Replacement Structure [fire, storm, disaster] recording fee only</p>	<p><b><u>*Commercial</u>: Construction</b>—greater of \$100 or 20¢ /sf  <input type="checkbox"/> New Construction (_____ sf) \$_____  <input type="checkbox"/> Addition, Accessory Structure (_____ sf) \$_____</p>
<p><b>Permits—Other:</b> <input type="checkbox"/> Signs (each, \$30) <input type="checkbox"/> *Lodging (See p.2.)  <input type="checkbox"/> *Home-based Business (\$60) <input type="checkbox"/> Temp. Structure (\$30)  <input type="checkbox"/> *Wind energy (\$100) <input type="checkbox"/> Move Structure (\$50)  <input type="checkbox"/> Certificate of Compliance (\$40) <input type="checkbox"/> Other: _____  <input type="checkbox"/> Permit Extension (\$15 recording fee only)</p>	<p><b>Property Uses</b> (see page 2, most require Hearing):  <input type="checkbox"/> Group A (\$60 plus any per unit fees)  <input type="checkbox"/> Group B (\$75, or as noted)  <input type="checkbox"/> Group C (greater of \$100 or \$0.20/sf)  <input type="checkbox"/> Misc (Accessory Use, Home Occupation, etc)</p>
<p><b>Land Division</b>— <input type="checkbox"/> Residential (\$175/lot) <input type="checkbox"/> Boundary Adjust. (\$125)  <input type="checkbox"/> *Commercial (\$225/lot) <input type="checkbox"/> *PUD (\$175/lot) plus Hearing fee</p>	<p><input type="checkbox"/> *Adaptive Reuse \$75 <input type="checkbox"/> *Mixed Use \$75                  Plus permit fee for each specific use:                  \$_____ + \$_____ + \$_____ + \$_____ = \$_____</p>
<p><b>*Protected Uses</b>— <input type="checkbox"/> Community Facility (\$50) <input type="checkbox"/> Government Facility (\$75) <input type="checkbox"/> Other (\$100)</p>	<p><input type="checkbox"/> *Variance/Waiver (\$15 recording fee)</p>
<p><b>Ag Structure</b> — <input type="checkbox"/> Notice for ZA (\$15 recording fee only). Must meet all set-backs. Confirmation of status by Ag Dept. required.</p>	<p><b>*Hearings:</b> <input type="checkbox"/> Residential (\$125) <input type="checkbox"/> Commercial (\$250)</p> <p><b>Change of Use</b>— <input type="checkbox"/> Administrative \$50  <input type="checkbox"/> *DRB \$60 plus Hearing fee</p>

**(5) Briefly describe the proposed activity** (Commercial requires more extensive narrative), see p.3: \_\_\_\_\_

**(6) Attached:** Sketch plan  Site plan  Hearing Application  Other: \_\_\_\_\_

The applicant **shall include a site plan or sketch** (separate paper or p. 2, noting "North" & footage measurements) accurately **showing the location of the proposed construction** with respect to the property boundaries and other structures, or **the proposed boundaries** of the properties in the case of a parcel division.

**I/we hereby certify that the statements on this Application are correct and that I/we will comply with the Vermont and Shoreham regulations covering the work to be done.** [Owner(s) & Applicant, if different, must sign.]

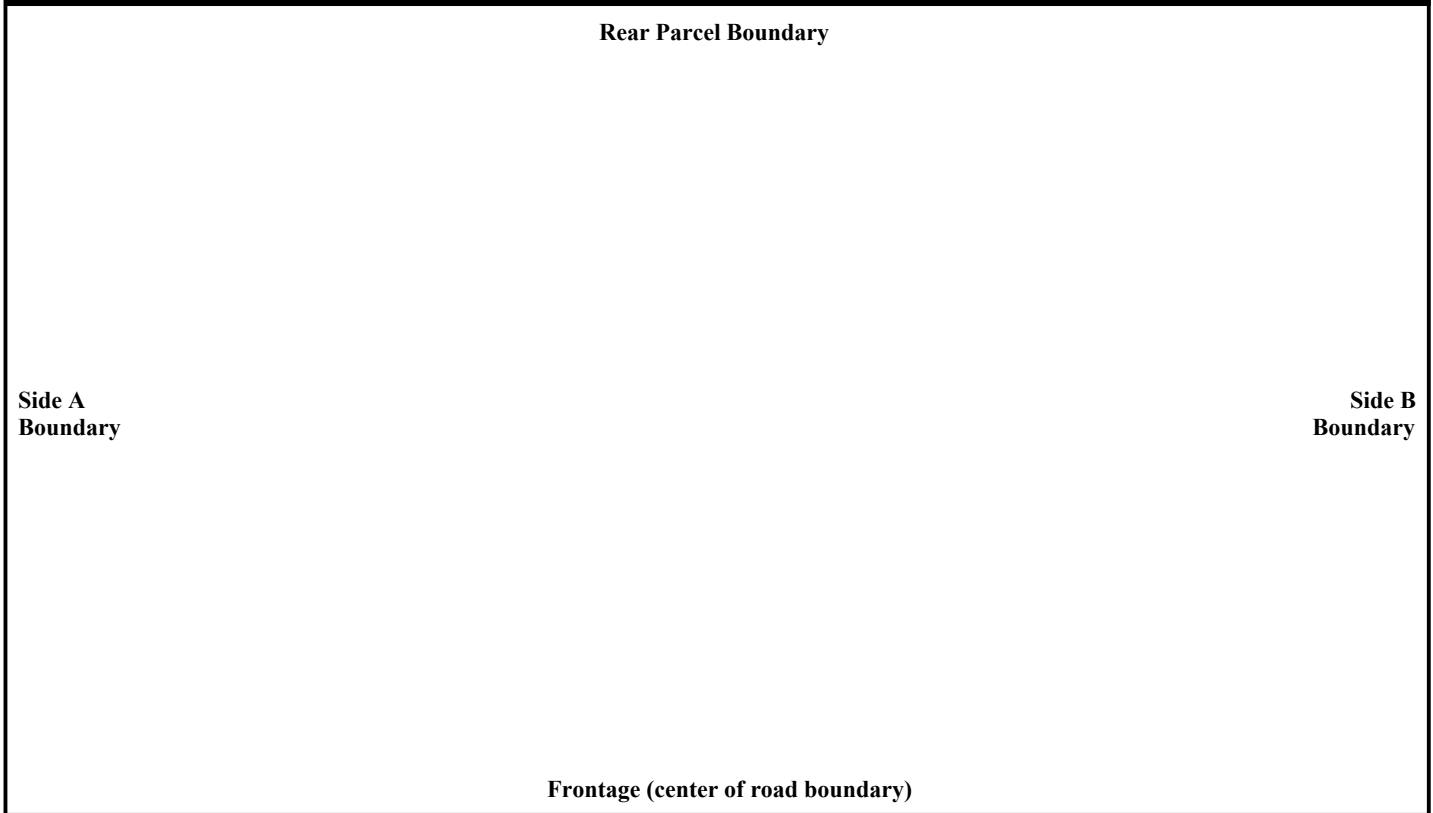
**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of 2<sup>nd</sup> Owner** (for BLA, other): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant** (if other than Owner): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit & Recording Fees Paid:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_ **Check:** \_\_\_\_\_ **Rec'd by:** \_\_\_\_\_

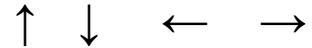
Please answer all questions to prevent delays, or indicate reason for not providing an answer (e.g. "NA" for Not Applicable). Call the ZA if you have trouble locating information or have questions. (897-2668).



① Road Name: \_\_\_\_\_

② North in which direction?

2<sup>nd</sup> Road, if corner lot: \_\_\_\_\_



③ Lot size: \_\_\_\_\_ acres; ④ Size of new structure: \_\_\_\_ x \_\_\_\_; number of stories: \_\_\_\_; height: \_\_\_\_

⑤ Frontage: \_\_\_\_\_' (2<sup>nd</sup> road frontage if corner lot \_\_\_\_\_')

⑥ Label project structure, show distances in feet from boundaries & other structures.

⑦ Use "X" to mark location of other structures, List: \_\_\_\_\_  
(use second sheet if needed)

⑧ Total Footprint of all structures: \_\_\_\_\_ sq ft; ⑨ Square footage of drive, parking spots, etc: \_\_\_\_\_ sq ft

⑩ State Water/Wastewater Permit:  Have  Not needed, per State *Attach copies of permit or application*  
Town/State Access Permit:  Have  Not needed *(or provide permit number, see p3).*

⑪ Distance from center of road to project: \_\_\_\_\_' (from center of 2<sup>nd</sup> road, if on corner \_\_\_\_\_')

⑫ Footages: project to rear boundary line: \_\_\_\_\_'; to boundary line A: \_\_\_\_\_'; boundary line B: \_\_\_\_\_'

**Use Categories** Full list on **Zoning Fees Schedule**. Some uses may carry different or additional fees, such as construction. These categories are for uses not *construction*. Contact ZA for help if you have questions or need assistance.

**Misc:** Accessory Use (\$50) • Home Occupation (\$10) • Day Care, < 6 (\$25) • Group Home, < 8 (\$40) • Sawmill (\$40)

**Group A (\$60 minimum):** Accessory On-Farm Business • Adaptive Reuse • B&B • Contractor Yard • Day Care (6+) • Group Home (8+) • Boarding House/Inn • Home-based Business • Recreation, Outdoor • Residential Care Retail, secondary *(\$60 fee or as noted on schedule)*

**Group B (\$75 minimum):** Campground • Mixed Use • Mobile Home Park • Motor Vehicle Repair • Quarry • Restaurant • Recreation, Indoor • Vet Clinic • Wholesale *(\$75 fee or as noted on schedule)*

**Group C (greater of \$100 or 20¢/sf):** Ag Processing • Bulk Fuel, Co-generation • Clinic, Med • Gas Station • Hotel/Motel/Lodging • Laundromat • Light Industry • Marina • Mini/Self Storage • Retail (primary) • Telecomm • Warehouse

**Applications that are not complete (fully filled out) will not be processed until the ZA receives the missing information and deems the application to be complete. Fill out/Check all that apply.**

(1) Briefly explain what you seek or are proposing to do. Use this area to expand the page 1 info, if needed. Be sure the questions on page 2 are answered, or answer them here.

---

---

---

---

---

---

---

(2) **Documents to include with the Application.** Most apply to land division applications, but Sketch Plan is for all applications. Be sure to include any of the other info that is relevant to your project.. Contact ZA with questions (897-2668):

**Other Permits**—Include copies of any other permits or copies of pending applications (State WasteWater, Town Curb-Cut, etc). Permit number and type of permit may be listed in lieu of copies.

---

---

---

---

---

**Survey/Map**—detail depends on extent of the proposed project:

- **Sketch Plan**—Use page 2 or a separate sheet. Does not need to be to-scale, but must show accurate measurements in feet for
  - front setback, Accurate; from road center to nearest existing or proposed building.
  - road frontage (Accurate)
  - distance to side and rear boundaries (May be estimated),
  - location of proposed and other structures,
  - drives, parking (existing and proposed)
  - footprint total for structures, drives, all other impermeable surfaces.
- **Survey for Subdivision**—Preliminary survey drawn by a VT licensed surveyor, should include main features of the parcel, location of proposed construction, existing structures, existing or proposed driveways, planned septic and well sites, setbacks, any rights-of-way or other easements, frontage(s), parent parcel size and new lot size.

(3) **Any Other Documents you've Included**—

---

---

---

---

---