

For Office Use Only

Application # _____ **Requires further review:** _____
Date Received _____ Requires Planning Commission Review _____
Fee Paid _____ Requires ZBA Approval _____
Zoning District _____ Date of above review(s) _____
Parcel Tax Map ID# _____ Result of above review(s) _____
Flood Zone _____ Wetlands _____
Approved if signed by appropriate Authority: _____
Permit Valid ___/___/___ Permit Expires ___/___/___

Approved by Planning Commission 07/13/17

TOWN OF WHITINGHAM, VERMONT
PO Box 529, Jacksonsville, VT 05342
(802) 368-7500

APPLICATION FOR ZONING PERMIT

Location of Property (Street 911#) _____
Name of Landowner _____ email address _____
Mailing Address _____ zip code _____
Telephone Numbers – DAY _____ EVENING _____
Name of Applicant/Representative _____ email address _____
Telephone Numbers of Applicant/Representative - DAY _____

APPLICATION IS MADE TO:

___ Build ___ Alter ___ Repair ___ Extend ___ Remove/Demolish ___ Change of Use ___ New Sign
___ Single-Family Dwelling ___ Multi-Family Dwelling ___ Commercial/Business ___ Industrial
___ Accessory Structure ___ Right-of-Way ___ Home Occupation ___ Home Industry ___ Other

>>Any dwelling or additional living space greater than 500 square feet requires state energy code certification – REQUEST HANDBOOK

Description of Proposed Use and/or Structure: _____

Parcel Description: _____

Parcel Size/Acreage: _____ **Parcel Road Frontage:** _____

EXISTING SETBACKS:

Front (from centerline of road) _____ **PROPOSED SETBACKS:**
Right Side: _____ **Front** (from centerline of road) _____
Left Side: _____ **Right Side:** _____
Rear: _____ **Left Side:** _____
Height of Structure: _____ **Rear:** _____
Height of Structure: _____

Dimensions of all Existing Buildings

(i.e. 38'x26'=988 sq.ft.)

Home: _____ **Dimensions of PROPOSED Buildings**
Garage: _____ **Home:** _____
Accessory Bldg: _____ **Garage:** _____
Other: _____ **Accessory Bldg:** _____
Other: _____

NEW SQUARE FOOTAGE ON THIS APPLICATION _____

Application # _____ Name _____

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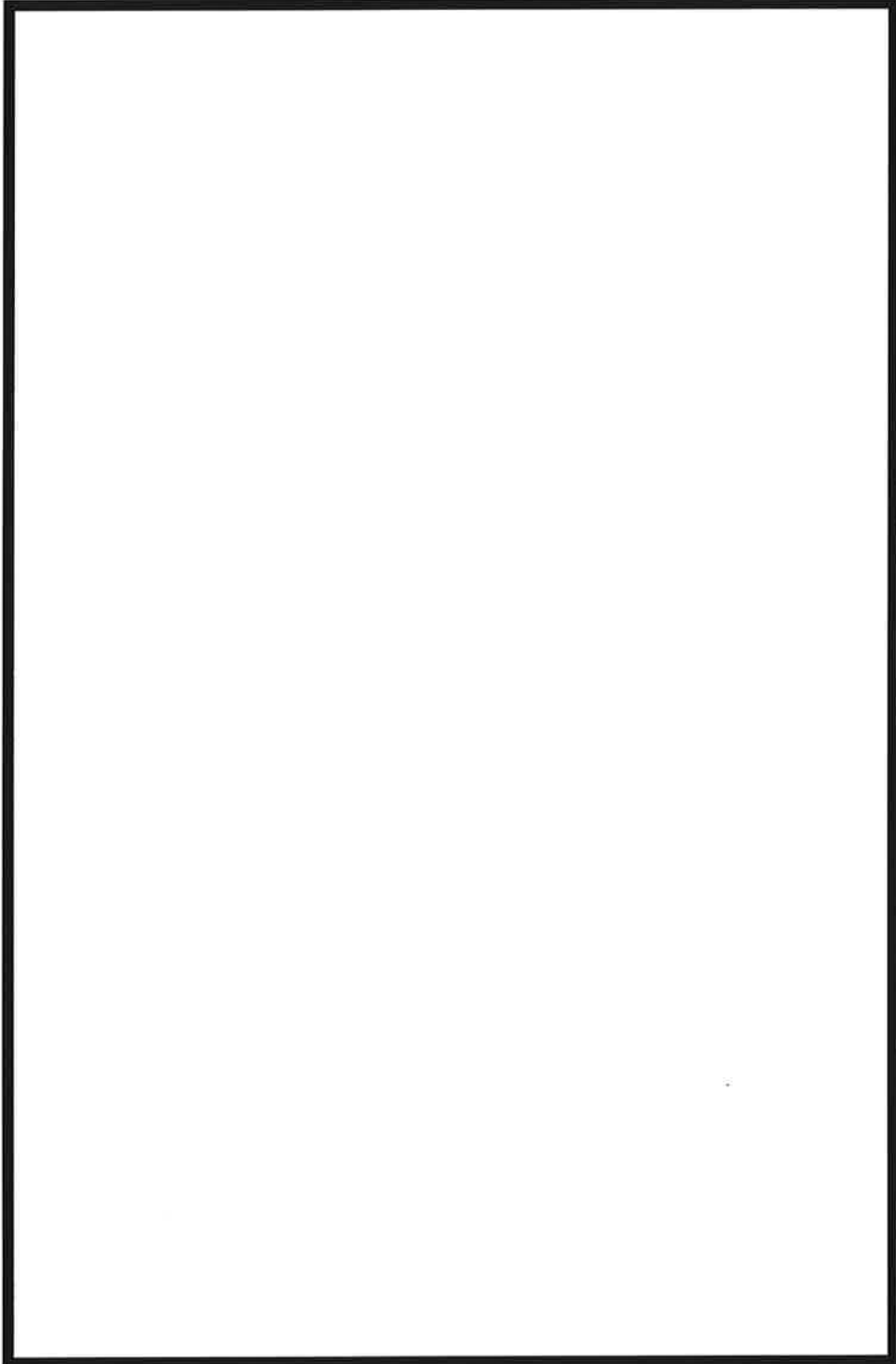
PERMISSION TO ENTER THE PROPERTY: Signing of this application authorizes the Zoning Administrator, Planning Commission, Zoning Board of Adjustment and/or Listers to enter onto the premises for the purpose of verifying the information presented.

The undersigned hereby affirms that all information presented in this application and all supporting forms, plans and documents is true, accurate, and complete and agree that, if any such information is found to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void. **Undersigned also affirms that he/she has contacted the State regarding needed permits.**

Property Owner Signature _____ Date _____ Applicant Signature _____ Date _____

PLOT PLAN / SITE PLAN

This plan must show: Arrow pointing north ___ Street Name(s) ___ Property Lines & Dimensions ___
Existing and Proposed Structures with dimensions ___ Parking Areas ___ Driveway(s) ___
Setback Distances including from each side of property ___ Rear ___ Left Side ___ Right Side ___ Front
Setback Distance from Center Line of Traveled Road (distances greater than 100 feet may be indicated as 100'(+)) on the plan) ___ Streams, Rivers, Bodies of Water ___ Water Supply ___ Sewage Treatment Area



This space reserved for recording in Land Records.

TOWN OF WHITINGHAM, VERMONT

APPLICATION FOR ZONING PERMIT INSTRUCTIONS

1. Fill in all the blanks, preferably in ink.
2. Applications must be deemed complete prior to action by Zoning Administrator.
3. If a question is not applicable, write "N/A".
4. Plot Plan/Site Plan must be complete and must accompany this application, if applicable.
5. All fees must be paid at the time of submittal.

Application forms are considered self-explanatory; however, the following explanations are offered for those lines where questions may arise:

Location of Property: E911 number and official street name (not PO Box, RD or RR).

Mailing Address: Provide entire current address including zip code.

Application is made to: Check those that apply (i.e. build + accessory structure to add a deck or build a shed).

Parcel Size/Acreage: Square feet or acreage (43,560 square feet in an acre).

Parcel Road Frontage: The road that the building faces.

Setbacks: Measured from the closest point of the existing/proposed building(s) to the property lines in a perpendicular direction. Front yard setback is measured from the center of the travelled road or right-of-way access.

Dimensions of building(s): width and depth of existing buildings and proposed buildings on lot.

Return the application, plot plan/site plan, and permit fee to the Town of Whitingham at PO Box 529, Jacksonsville, VT 05342. If the Zoning Administrator finds that your application is complete and that it conforms to the Whitingham Zoning Regulations currently in effect, you will be issued a permit by mail.

If the Zoning Permit is approved, interested parties may appeal the permit approval to the Zoning Board of Adjustment within 15 days of such act or decision. An application for appeal shall be submitted to the Zoning Board of Adjustment and a copy filed with the Zoning Administrator. This permit shall not take effect until the time and such appeal has passed. Any appeals of a decision made by the Zoning Board of Adjustment or Planning Commission shall be made to the Windham Country Superior Court, Newfane, Vermont.

The Planning Commission has the responsibility to hear and decide upon applications for Right-of-Way for land without minimum required frontage. The Planning Commission shall act to approve or disapprove any such requested right-of-way within 45 days after the date of the final public hearing held, and failure to do so within such period shall be deemed approved. If you have any questions please contact the Zoning Administrator at (802) 368-7500.

FEES:

Single Family Building	\$100.00*	Duplex Building	\$200.00*
Multi-Family Building	\$150.00 per unit*	Motel	\$50.00 per unit*
Commercial/Industrial	\$200.00*	Additional/Alterations (decks/porches)	\$25.00*
Accessory Structures:	\$25.00*	Fences over 4.5 feet in height	\$25.00
Demolition	\$10.00	Signs	\$25.00
SubDivision	\$75.00 per new lot (remaining lot not included)		
Lot Line Adjustment	\$75.00	Right-of-Way	\$75.00
Primitive Camp	\$100.00*	Change of Use	\$35.00
Site Plan Review	\$150.00	Zoning Board of Adjustment Hearing	\$150.00
		Joint Hearing of Zoning Board of Adjustment and Planning Commission	\$200.00

*plus \$.05 per square foot

ALL permit applications require a \$30.00 recording fee.

