

Application # _____
 Date Received : _____
 Fee Paid : _____
 Zoning District : _____
 Parcel Tax Map ID# : _____
 Date Permit Valid : _____
 Date Permit Expires : _____

Requires Review and/or Approval from: Planning Commission - yes / no
 Zoning Board of Adjustment - yes / no
 Approved : _____ Date : _____
 Denied : _____ Date : _____
 Reason for Denial : _____
 Zoning Administrator's Signature : _____
 Comments : _____

This application is NOT deemed received until the Zoning Administrator has dated the application received.

For Office Use

TOWN OF WHITINGHAM, VERMONT

Application for Zoning Permit

P.O. Box 529, Jacksonville, Vt. 05342, phone 802/368-7887

The undersigned requests a zoning permit for the following use, to be issued on the basis of the representations contained herein. This permit is voided in the event of misrepresentation. All activities authorized by this permit shall be completed within 2 years of its date of approval, or the zoning permit shall become null and void and reapplication to complete any activities shall be required. Application fees must be paid at the time of submittal to the Zoning Administrative Officer.

Address of Property (Street 911#) _____

Name of Landowner _____ e-mail address _____

Mailing Address _____ Phone _____

Name of Applicant/Representative _____ e-mail address _____

Mailing Address _____ Phone _____

Application is made to :

- | | | |
|--|--|---|
| <input type="checkbox"/> Build | <input type="checkbox"/> Alter <i>check one</i> | <input type="checkbox"/> Single-family dwelling |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Extend <i>from each</i> | <input type="checkbox"/> Commercial/Business |
| <input type="checkbox"/> Remove | <input type="checkbox"/> Change <i>← side →</i> | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Change Use | <input type="checkbox"/> Fill | <input type="checkbox"/> Accessory Building |
| Description of Proposed Use and/or Structure : | | <input type="checkbox"/> Sign |
| _____ | | <input type="checkbox"/> Home Occupation |
| _____ | | <input type="checkbox"/> Right - Of - Way |
| _____ | | <input type="checkbox"/> Other _____ |

Site Plan/Plot Plan is :

- Enclosed (see sheet 2)
 Submitted separately

Parcel Description :

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

Setbacks for EXISTING buildings on the parcel :

(distance from property lines to the closest structure on parcel)

Front Yard Setback : _____

Left Side Setback : _____

Right Side Setback : _____

Rear Yard Setback : _____

Height of Structure : _____

Dimensions of all Existing Buildings (i.e. 38'x26' = 988 sq.ft.)

1. _____
2. _____
3. _____
4. _____

Setbacks for PROPOSED buildings on the parcel :

(distance from property lines to the proposed structure on parcel)

Front Yard Setback : _____

Left Side Setback : _____

Right Side Setback : _____

Rear Yard Setback : _____

Height of Structure : _____

Dimensions of all Proposed Buildings (i.e. 38'x26' = 988 sq.ft.)

1. _____
2. _____
3. _____
4. _____

SEE INSTRUCTIONS ON SHEET 2

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Permission to enter the Property: Signing of the application authorizes the Zoning Administrator and/or Planning Commission 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.

_____	_____	_____	_____
Property Owner Signature	Date	Applicant Signature	Date

Return the application, plot plan/site plan, and permit fee to the Town Office at the address listed above. If the Zoning Administrator finds that your application is complete and that it conforms to the *Whitingham Zoning Regulations – effective September 29, 2007*, you will be issued your 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 of 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 County 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.

Please note that this application does not constitute compliance with State permits. It is recommended that the State Permit Specialist at the Agency of Natural Resources be contacted for permits required. (802)885-8850

INSTRUCTIONS

- 1) *Fill in all the blanks, preferably in ink.*
- 2) *Applications must be deemed complete prior to action by Zoning Administrative Officer.*
- 3) *If a question is not applicable, write N/A.*
- 4) *Site plans must be complete and must accompany the 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 P.O. Box, RD, or RR).

Mailing Address: Provide entire current address including zip code.

Application is made to: Check one from each side. (i.e. for a repair to a single family dwelling unit, you should check Repair on one side and Single family dwelling on the other side)

Parcel Size/Acreage of Parcel: 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 from the road or right-of-way access.

Dimensions of building(s): width and depth.

Site Plan/Plot Plan: Space available on second page; or attach separate sheets.

- | | |
|---|---|
| √ Does Not need to be drawn to scale | √ Show driveway location & width |
| √ Show Property lines & dimensions | √ Show an arrow pointing north |
| √ Show location & dimension of all buildings | √ Show setbacks of all buildings |
| √ Show name & address of property owner | √ Show all adjacent roads with their name |
| √ Show name & parcel # of abutting properties | √ Show lakes & streams with names |

Zoning Fee Schedule

Effective – February 10, 2010

An additional \$20.00 is charged for the first two pages of the permit for recording fee.

Site Plan Review	\$ 200.00	Single Family Dwelling Unit	\$ 100.00 + \$0.05 per sq.ft.
Duplex Dwelling Unit	\$ 200 + \$0.05 per sq.ft.	Multi-Family Dwelling Unit	\$ 150/unit + \$0.05 per sq.ft.
Motel	\$ 50/unit + \$0.05 per sq.ft.	Commercial & Industry	\$ 200/unit + \$0.05 per sq.ft.
Additions or Alterations (Including decks & porches)	\$ 25.00 + \$0.05 per sq.ft.	Accessory Structures (Including barns, garages, sugarhouse, shed)	\$ 25.00 + \$0.05 per sq.ft.
Fences over 4.5 ft. in height	\$ 25.00	Demolition	\$ 10.00
Signs	\$ 25.00	Subdivision	\$ 75.00 per new lot (remaining lot not included)
Right – Of – Way	\$ 75.00	Primitive Camp	\$ 100.00 + \$0.05 per sq.ft.
Change of Use	\$ 35.00	Home Occupation	\$ 35.00

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Plot Plan/Site Plan: The box below is provided for your plot plan/site plan. The plan must show name and address of property owner and property address, streets by name, north arrow, property lines and dimensions, existing and proposed structures, parking areas, driveways, setback distances from property lines to structures (distances greater than 100 ft. may be indicated as 100'(+)) on the plan), names and parcel #s of all adjoining property owners, streams, bodies of water, sewage treatment area, and water supply.

A large, empty rounded rectangular box with a thin black border, intended for the plot plan/site plan. The box is centered on the page and occupies most of the lower half of the document.