

ZONING PERMIT APPLICATION

A Zoning Permit is required prior to any land development, as defined in the Zoning Regulations. All Applicants must account for how stormwater from any land development will be managed. Please use the Vermont Low Risk Site Handbook, this can be found at this link or at the Vermont Department of Environmental Conservation website. Additional local permits and approvals, such as Conditional Use Review and Site Plan Review, may be required in order to file the

Site Information:

Physical Address of Property:		Parcel ID:	
Zoning District:	Overlay District(s):	Lot size (acres):	
Property Owner Information:		Applicant Information:	
Property Owner Name:		Applicant Name:	
Owner Mailing Address:		Applicant Mailing Address:	
Phone:		Phone:	
Email:		Email:	
Project Information:			
Description of Project:			

ACKNOWLEDGEMENTS:

• The Administrative Officer has 30 days to act on a complete permit application. Permit approvals will be effective at the end of the 15-day appeal period. No construction is allowed during the appeal period. The applicant or an interested party has the right to appeal this permit decision within 15-days of issuance to the Richmond Development Review Board. Local, state, and federal regulations may apply to projects and additional local, state and federal permits may be required. It is the applicant's responsibility to acquire additional local, state, and federal permits. If those regulations are not as restrictive as the Richmond Zoning Regulations, the Richmond Zoning Regulations applies. Please contact the State of Vermont Permit Special-ist (ph: 802-477-2241) for more information on state permits. Please contact Pete Gosselin (ph: 802-434-2631) regarding Right-of-Way and Access permits. All residential projects must comply with the Vermont Residential Building Energy Standards. For more information, contact the Energy Code Assistance Center at 855-887-0673. All representations made on application forms, drawings and attachments are binding. Failure to build according to the approved zoning permit application is a violation of the Richmond Zoning Regulations. The Administrative Officer shall have the right to conduct inspections at any time during construction.

Signatures: The undersigned hereby certifies the information within this application to be true and accurate, and accepts the acknowledgements as enumerated above and in the Richmond Zoning Regulations.

Applicant Signature	Date	Property Owner		Date			
— STA	AFF ACTION (TO BE CON	MPLETED BY TOWN OF	RICHMON	ND STAFF)—			
Zoning Administrative Officer Deci	<u>sion:</u>						
Decision: DENIED/APPROVED	/ APPROVED WITH C	CONDITIONS LISTED O	N PAGE	2			
Zoning Administrative Officer signa	ature:						
Date of Signature:	_Date Zoning Permit take	es effect:	Permit	t Expiration Dat	:e:		
TOWN CLERK'S OFFICE Received	for Record:	A.D	At	o'clock	minutes	_M	
And Recorded in Book:	page	eAttest:					

Permit # _____

Review Checklist TO BE COMPLETED BY THE APPLICANT:

Type of Project (check one):
New Construction
Change in Use
Addition/Alteration
Sign

Digsafe #:______ Related Prior Approvals (Subdivision, Conditional Use, Site Plan) #_____

Total new square footage: ______ Length x Width x Height (ft): _____

Project setbacks: Distance of project from the property boundaries (ft): Right:_____

Left:_____Rear:_____Front:__

Lot Coverage _____% Estimated Cost of Construction: ______

→ With this completed application form please submit: □ A Diagram □ The Permit Fee ←

Does the property have any of the following conditions or is within particular protection areas:

- Floodplain
- Wetlands (Class I or II)
- Steep Slopes (20% or greater)
- 50 feet from a shoreline
- Water Source Protection Area

Permit Fee Schedule Pertaining to Zoning Permits:

<u>Description</u>	Permit Fee for projects which do not involve the construction of new square footage, such as fences, parking areas, signs and etc.	New Residential and Commer- cial Construction Projects (includes all square footage of house, garage, porch, deck, etc.)	Boundary Line Adjustment	Administrative Subdivision Review	Fire Impact Fee (applied for the development of new residential units or commercial space.)	Town Clerk Recording Fee (applies to all permits)
<u>Fee</u>	\$50	Total square foot x \$0.40 or \$50 whichever is greater	\$100	\$85	Single-Family = \$218.70 Multi Family (per unit) = \$153.09 Mobile Home = \$153.09 Commercial = \$0.11 per sq. ft.	\$15
		See Town v	vehsite for full fee	schedule		

See Town website for <u>full fee schedule</u>

- STAFF ACTION (TO BE COMPLETED BY TOWN OF RICHMOND STAFF)-

Date the Application was received by Staff: _____ Fee: \$_____ Check #:_____

Zoning Administrator's Comments:

Certificate of Occupancy Required: YES / NO To be completed by Water Resource Department Staff

Comments:

Water Resources Department signature:

To be completed by Additional Department Staff: Highways / Fire (Circle one)

Comments:

Date:

Diagram:

Please include a sketch of the proposed development. You may use the space below to sketch your plan or provide a professional prepared plan no larger than 11"x17". Include the following property information: boundary lines and rights-of-ways, setbacks, surface waters and wetlands, dimensions of existing and proposed structures, existing /proposed accesses (curb cuts) driveways and parking areas, existing /proposed utilities, existing / proposed water and wastewater systems. Additional information may be required depending on the nature of the project.

Diagram example:

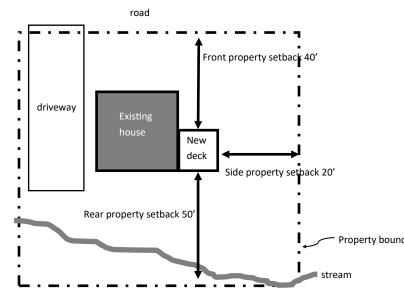


Diagram:
