



## ZONING PERMIT APPLICATION

A Zoning Permit is required prior to any land development, as defined in the Zoning Regulations. Additional local permits and approvals, such as Conditional Use Review and Site Plan Review, may be required in order to file the Zoning Permit.

**Site Information:**

Physical Address of Property: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_ Lot size (acres): \_\_\_\_\_

**Property Owner Information:**

Property Owner Name: \_\_\_\_\_  
 Owner Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

**Applicant Information:**

Applicant Name: \_\_\_\_\_  
 Applicant Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

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

Phone: \_\_\_\_\_  
 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 Specialist (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	Property Owner Signature
Date	Date

~~— STAFF ACTION (TO BE COMPLETED BY TOWN OF RICHMOND STAFF) —~~

Zoning Administrative Officer Decision:

Decision: DENIED/ APPROVED / APPROVED WITH CONDITIONS LISTED ON PAGE 2

Zoning Administrative Officer signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_ Date Zoning Permit takes effect: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

TOWN CLERK'S OFFICE Received for Record: \_\_\_\_\_ A.D. \_\_\_\_\_ At \_\_\_\_\_ o'clock \_\_\_\_\_ minutes \_\_\_\_\_ M  
 And Recorded in Book: \_\_\_\_\_ page \_\_\_\_\_ Attest: \_\_\_\_\_

**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:**

Description	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 Commercial 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)
Fee	\$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 website for [full fee schedule](#)\*\*

**— 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

Comments: \_\_\_\_\_

Department Head signature: \_\_\_\_\_ Date: \_\_\_\_\_

