

Zoning and Construction Permit Application

Landowner(s) _____
Mailing Address _____
E911 Address _____

Daytime Phone _____
Parcel ID/Tax ID _____
Lot Size (acres) _____
Zoning District _____

Proposed Activity (check all that apply)			
<input type="checkbox"/>	New Single Family Dwelling	<input type="checkbox"/>	New Multi-Family Dwelling (duplex, etc.)
<input type="checkbox"/>	New or Replacement Mobile Home	<input type="checkbox"/>	Renovation/Addition to Existing Structure
<input type="checkbox"/>	Accessory Structure (garage, shed, etc.)	<input type="checkbox"/>	Fence or Wall
<input type="checkbox"/>	Site Alteration (ponds, septic systems, fill)	<input type="checkbox"/>	Pool (above-ground or in-ground)
<input type="checkbox"/>	Agricultural Exempt Construction (see 24 VSA §4495)	<input type="checkbox"/>	Change of Use (attach written description)
<input type="checkbox"/>	Accessory Dwelling	<input type="checkbox"/>	Home Occupation (attach written description)
<input type="checkbox"/>	Sign (attach drawing)	<input type="checkbox"/>	Development in Flood Hazard Overlay District
<input type="checkbox"/>	Removal/Deconstruction of Existing Structure	<input type="checkbox"/>	Other - specify
<input type="checkbox"/>	Deck or Porch	<input type="checkbox"/> Enclosed <input type="checkbox"/> Unenclosed	

Description of Proposed Activity (Attach additional pages as needed)		Fees	
		Residential \$30 or Square Feet X 0.20, whichever is greater:	
		Commercial \$30 or Square Feet X 0.30, whichever is greater:	
		Municipal Impact Fee (see Impact Fee Schedule):	
		Richmond Town Clerk Recording Fee, per page:	10.00
		Total Permitting, Impact, and Recording Fee:	
Total Square Footage Proposed	sq. ft.	Check Number or "cash"	Amount Remitted:

ADDITIONAL SUBMITTAL REQUIREMENTS:

- i. A site plan (sketch) must accompany this application showing all property lines, existing access, existing and proposed structure(s), wastewater disposal systems, and well locations. Distance from lot lines to any new construction must be shown.
- ii. When applicable, the applicant must present a State of Vermont Wastewater System and Potable Water Supply Permit or the demonstration of an exemption.

I certify the submitted information to be true and accurate.

NOTE: If signed by an agent, written delegation of authority must accompany this application.

Signature of Landowner: _____ Date: _____
Signature of Co-Applicant: _____ Date: _____

- WARNING: State permits may be required for this project. The applicant retains the duty to identify, apply for and obtain relevant state permits for this project, and is required to call 879-5676 to speak with Jeff McMahon, the regional Permit Specialist.
- An approved permit shall expire 24 months after the appeal period end date, unless commencement of the permitted activity is demonstrated. (Richmond Zoning Regulations §5.3.2) No construction is allowed during the appeal period.
- A Certificate of Occupancy is required for most structural and land uses or occupancy. Use/Occupancy for such projects shall not occur until a Certificate of Occupancy is issued. Call 434-2430 for an inspection upon project completion.

APPEAL: You have the right to appeal this decision to the Town of Richmond Development Review Board (Richmond Zoning Regulations § 8.4) within 15 days of the date of the decision.

Please Do Not Write Below This Line

Application Complete Date: _____
Application Decision Date: _____
Appeal Period End Date: _____

Is the proposed activity within 50 feet of a Class I or II wetland? Y ___ N ___
Is the parcel located with the Flood Hazard Overlay District? Y ___ N ___
Is the parcel located within 100 feet of the Flood Hazard Overlay District? Y ___ N ___

DECISION (circle one)		
Approved	Denied	Withdrawn

ZONING ADMINISTRATIVE OFFICER PERMIT NOTES:

Signature of Richmond Zoning Administrative Officer

Richmond, VT Town Clerk's Office
Received for Record _____ A.D. _____ At _____ o'clock _____ Minutes _____ M
And Recorded in Book _____ page _____ Attest: _____
Town Clerk