



# ZONING PERMIT APPLICATION

Permit # \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Please review the Richmond Zoning Regulations and provide all the information requested in this application. Additional local permits and approvals may also be required (such as access permits, water & sewer allocations, E911 address assignments.) For information contact the Zoning Administrative Officer at 434-2430. Other federal, state and local permits or approvals may additionally be required, it is the duty of the applicant to obtain all relevant and applicable approvals. To inquire about State permits contact the State Permit Specialist at 477-2241.

Application Date: \_\_\_\_\_ Physical Address of Property: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ Owner Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Zoning District: \_\_\_\_\_ Is property in floodplain? \_\_\_\_\_ Size of property (acres)? \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Project Dimensions: Total new square footage: \_\_\_\_\_ Length x Width x Height (ft): \_\_\_\_\_

Project setbacks: Distance of project from the property boundaries (ft): Right: \_\_\_\_\_ Left: \_\_\_\_\_ Rear: \_\_\_\_\_ Front: \_\_\_\_\_

➔ With this completed application form please submit:  A Sketch Plan (see back page for info)  The Permit Fee (see back page for info) ◀

**NOTE:** The Zoning Officer has 30-days to act on a complete permit application. Once a decision is made, this permit 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. Upon approval the applicant is responsible for posting the provided "Z" poster within view of a public right-of-way. If a Certificate of Occupancy is required use or occupancy shall not occur until a Certificate of Occupancy is issued. An approved permit shall expire 24 months after the appeal period end date.

Signatures: The undersigned hereby certifies this information to be complete and true.

\_\_\_\_\_  
Applicant Signature Date Property Owner Signature Date

— DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY —

Application Complete Date: \_\_\_\_\_ Decision: APPROVED / DENIED / WITHDRAWN Zoning Fee: \_\_\_\_\_

Appeal Period End Date/ Permit Effective Date: \_\_\_\_\_ Certificate of Occupancy Required: YES / NO

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

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

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

