



# ZONING PERMIT APPLICATION

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

Hearing #: \_\_\_\_\_

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: \_\_\_\_\_

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

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

### Applicant Information:

Applicant Name: \_\_\_\_\_

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

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

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

### Project Information:

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

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

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 (see back page for info)  The Permit Fee (see back page for info) ←

### 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	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 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: _____

