

**ACKNOWLEDGEMENTS:** 

## **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:		Applicant Information:	
Property Owner Name:		Applicant Name:	
Owner Mailing Address:		Applicant Mailing Address: _	
Phone:		Phone:	
Email:			
Project Information:			
Description of Project:			

• 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

Permit #	

Review Ch	ecklist TO BE COMPLE	TED BY THE APPLICANT:						
Type of Pro	oject (check one): 🗆 N	New Construction ☐ Change	e in Use 🗆 Ado	lition/Alteratio	n □ Sign			
Digsafe #: Related Prior Approvals (Subdivision, Conditional Use, Site Plan) #								
Total new	square footage:	Length x Width x Hei	ght (ft):					
-	backs: Distance of pro	pject from the property bou	ındaries (ft): Ri	ght:				
Lot Covera	ge% Estimated	d Cost of Construction:						
	→ With this	completed application for	m please subm	it: □ A Diagra	m □ The Permit Fee ←			
Does the p	roperty have any of t	he following conditions or i	s within partic	ular protection	areas:			
☐ Flood	olain							
□ Wetla	nds (Class I or II)							
□ Steep	Slopes (20% or greate	er)						
•	t from a shoreline	,						
	Source Protection Ar	ea						
	Schedule Pertaining							
<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 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)		
<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	website for <u>full fee</u>	schedule**	I			
	s	TAFF ACTION (TO BE CO	MPLETED BY	TOWN OF RI	CHMOND STAFF)—			
		ed by Staff: Fee: uts:						
	of Occupancy Require	ed: YES / NO urce Department Staff						
Comments	::							
Water Res	ources Department si	gnature:			Date:			
		Department Staff: Highway						
Comments	::							

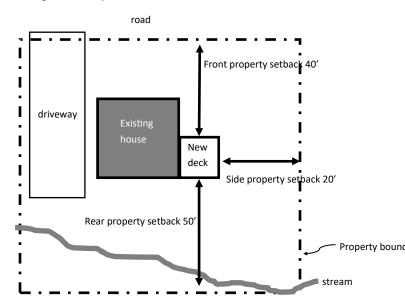
\_Date:\_\_

Department Head signature:

## 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:

