

Address of property: _____ Parcel ID (last 5 digits of SPAN): _____

Property Owner (see Page 2): _____

Property Owner _____

Mailing Address: _____

Signature of Owner: _____ Date _____

Signature of Owner: _____ Date _____

Applicant (see Page 2): _____

Mailing Address: _____

Phone: _____ Email: _____

Signature of Applicant: _____ Date _____

Application Type (check all that apply):

☐ **Variance** (per section 422)

Specific relief requested: _____

☐ **Waiver** (per section 423)

Specific relief requested: _____

☐ **Site Plan Review** (per section 424, "S" designation in Use Table, or other Section).

Project description and Zoning Permit #: _____

☐ **Conditional Use Review** (per section 425, "C" designation in Use Table, or other Section)

Project description and Zoning Permit #: _____

☐ **Subdivision** (per Section 426). Pre-application meeting date : _____

_____ Minor _____ Major Total # Lots _____

☐ **Planned Unit Development** (per Section 427). Pre-application meeting date: _____

☐ **Appeal of decision by Zoning Administrator** (per section 421)

Permit # or other decision being appealed: _____

☐ **Other (specify)** _____

- Before the application can be deemed complete, the property owner or applicant must submit with this application the applicable fees and appropriate pertinent information as required by the Starksboro Land Use and Development Regulations. Once the application is deemed complete by the Zoning Administrator or DRB, the Town has 60 days to warn a public hearing. See Page 2 and 3 for required submittals and other information.

Administrator/DRB use only

DRB Application Number: _____ Fee Paid: _____ Date Deemed Complete: _____

Warning Public Notice date: _____ Final Hearing date: _____ Date of decision: _____

DRB Chair: _____ DRB Clerk/ZA: _____

Zoning office notes: _____

Application Information and Instructions

Definitions:

Property Owner (also referred to as "owner" or "landowner" or "Owner of Record" or "developer"): Name of Person(s) or Entities noted as the Owner of the Parcel on the current Grand List or most recent Warranty Deed Filing. If multiple names are provided, all must be noted and must sign all applications. If an Entity is noted (i.e. Star Farms, LLC), then the contact information for the person authorized to represent the entity must be provided. If the Owner is a Trust, an authorization letter from a Trustee must be provided if the contact person is not a Trustee noted in the Land Records.

Applicant: The person(s) or entity or firm authorized by the Owner to submit the application, act on the Owner's behalf in all matters relating to the application, and be responsible for communications between the Town and the Owner. If the person(s) or entity or firm submitting the application and acting on the Owner's behalf does not wish to be listed as the Applicant, then a separate letter of authorization signed by the Owner must accompany the application allowing this party to act on the Owner's behalf.

Site Plan: An accurately scaled site plan of the property that includes; existing property and zoning district boundaries, features and proposed structures and setbacks, including locations of septic systems, well, driveway and parking areas, streams, ponds, wetlands, drainage patterns and topography, utilities, public and private roads, easements and any other information that the ZA or DRB may deem necessary for the review of the application. For projects requiring erosion control and or stormwater management, detail drawings may be required. The ZA may require a plan(s) prepared by a professional consultant, depending on the complexity of the project.

Plat: A drawing(s) prepared per V.S.A. 27, Chapter 17, and stamped by a licensed professional to include:

1. Existing and proposed boundaries, principal structures, drives, and permanent benchmarks and monuments.
2. Deed references for the parcel and abutting parcels
3. Any existing or proposed easements and rights-of-way.
4. Zoning district boundaries if crossing the parcel.
5. Building rights calculations.
6. Proposed building envelopes.
7. DRB and Town Filing signature titleblocks.

Draft Plats are to be submitted in 18" x 24" paper format. Final Plats for recording are provided on 18" x 24" Mylar.

Application Submittals Checklist:

The following must be provided with this application and fee for it to be deemed complete:

Variances (Section 422) and Waivers (Section 423):

1. Site plan(s) (see above definition).
2. A complete description of the proposed project, and the relief requested from the bylaws. The description should include any construction sequence and timing, along with any mitigating measures if being proposed to limit impacts to surrounding properties.
3. A brief written response to each of the review standards listed in either Sections 422 or 423.
4. A list of abutters, with owner's names and addresses verified from the current Grand List.
5. Letters of support from abutters directly impacted by the variance or waiver request.

Site Plan Review (Section 424) and Conditional Use Review (Sect. 425):

1. A completed Zoning Permit Application and fee.
2. Site plan(s) (see above definition).
3. A complete description of the proposed project. The description should include any construction sequence and timing, along with any mitigating measures if being proposed to limit impacts to surrounding properties.
4. A brief written response to each of the review standards listed in Sections 424 or 425.
5. If applicable, evidence of review of the project by a State Permit Specialist for compliance with any State Regulations.
6. A list of abutters, with owner's names and addresses verified from the current Grand List.

Subdivisions (Section 426) and Planned Unit Developments (Section 427):

1. Note that a Pre-Application meeting with the ZA and/or DRB is required before filing these applications.
2. Site plan(s) (see above definition).
3. Draft Plat(s) (see above definition).
4. A complete description of the proposed project. The description should include any construction sequence and timing, along with any mitigating measures if being proposed to limit impacts to surrounding properties.
5. A brief written response to each of the review standards listed in Sections 426 or 427.
6. As applicable, evidence of review of the project by a State Permit Specialist for compliance with any State Regulations.
7. A list of abutters, with owner's names and addresses verified from the current Grand List.

Appeals:

1. A cover letter with a written description of your grievance and proposed remedy.
2. A copy of the original application, decision, or permit.
3. Evidence that you have status as an interested party in the matter.