



## ZONING PERMIT APPLICATION

A Zoning Permit is required **prior** to any land development, as defined in the Starksboro Land Use & Development Regulations. Additional local permits and approvals, such as Conditional Use Review and Site Plan Review, may be required to file the Zoning Permit. After-the-fact permits are charged at 3x the original permit fee.

**Site Information:**

Physical Address of Property: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Overlay District?: \_\_\_\_\_ 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: \_\_\_\_\_  
 \_\_\_\_\_

**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 Starksboro 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 Starksboro Land Use & Development Regulations, the Starksboro Regulations will apply. Please contact the State of Vermont Permit Specialist (802-477-2241) for more information on state permits. Please contact the Starksboro Road Foreman regarding Right-of-Way and Access permits. All residential projects must comply with the Vermont Residential Building Energy Standards. 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 Starksboro Land Use & Development Regulations. The Administrative Officer shall have the right to conduct inspections at any time during construction. A Certificate of Occupancy is required for new single-family home.

Signatures: The undersigned hereby certifies the information within this application to be true and accurate, and accepts the acknowledgements as noted above and in the Starksboro Zoning Regulations.

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

## PERMIT DECISION

**Decision:** DENIED/ APPROVED / APPROVED WITH CONDITIONS LISTED BELOW

Zoning Administrator signature: \_\_\_\_\_ Cert. of Occupancy req?  Yes  No  
 Date of Signature: \_\_\_\_\_ Date Zoning Permit takes effect: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_  
 Date the Application was received by Staff: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Check #: \_\_\_\_\_  
 Zoning Administrator's Comments: \_\_\_\_\_

**TOWN CLERK'S OFFICE** Received for Record: \_\_\_\_\_ A.D. \_\_\_\_\_ at \_\_\_\_\_ o'clock AM / PM  
 And Recorded in Book \_\_\_\_\_ page \_\_\_\_\_ Attest: \_\_\_\_\_ Town Clerk/Assistant Town Clerk

**Review Checklist TO BE COMPLETED BY THE APPLICANT:**

**Type of Project** (check one):  New Construction  Change in Use  Addition/Alteration  Sign  Accessory Dwelling Unit  
 Home Business  Renovation  Other: \_\_\_\_\_

**Related Prior Approvals** (Permits, Subdivision, Conditional Use, Site Plan) # \_\_\_\_\_

**Total new square footage:** \_\_\_\_\_ **Size in ft:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

**Wastewater** permit, amendment, or waiver info (from State of Vermont):

**Project setbacks:** Distance from the property boundaries (ft):

Right: \_\_\_\_\_ Left: \_\_\_\_\_ Rear: \_\_\_\_\_ Front: \_\_\_\_\_ Lot Coverage \_\_\_\_\_ %

**\* With this completed application form please submit:**  A Diagram  The Permit Fee \*

**Does the property have any of the following conditions or is located within particular protection areas:**

- |  |   |
|--|---|
| <input type="checkbox"/> Floodplain                    | <input type="checkbox"/> 50 feet from a waterbody, stream, etc. |
| <input type="checkbox"/> Wetlands (Class I or II)      | <input type="checkbox"/> Water Source Protection Area           |
| <input type="checkbox"/> Steep Slopes (20% or greater) | <input type="checkbox"/> Conservation Easement lands            |

\* Permit Fee: See Zoning Fee Schedule

ZA to confirm fee prior to submission of completed application

**Additional notes:**

