



# City of Montpelier

## Zoning Permit Application

Zone: \_\_\_\_\_

Z Permit Fee: \_\_\_\_\_

Building Permit: Y \_\_\_ N \_\_\_

Public Works: Y \_\_\_ N \_\_\_  
(223-9508)

Impact Fees: \_\_\_\_\_

### Department of Planning and Community Development

39 Main Street, City Hall, Montpelier, VT 05602, (802) 223-9506

E-mail: [planning@montpelier-vt.org](mailto:planning@montpelier-vt.org) Web: <http://www.montpelier-vt.org>

“No land, building or structure, in whole or in part, shall be developed, altered, occupied or used unless in conformity with the Zoning and Subdivision Regulations for the district in which it is located.”

Project Street Address: \_\_\_\_\_ Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

(All correspondence will be with the Applicant unless specified)

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

Owner of Record: \_\_\_\_\_ Construction Cost Estimate: \_\_\_\_\_ Days to completion: \_\_\_\_\_

**Required:** A plan drawn to scale, showing the dimension and location of the lot, existing and proposed structures, frontages and setbacks, driveways, sidewalks, rights-of-way and easements of record, and access points to public streets, and parking spaces. Include existing and proposed elevations, photos are sufficient.

#### Uses

Current Uses	Gross Area	*Net Area
<i>Single Family Home</i>	_____ ft. <sup>2</sup>	_____ N/A _____ ft. <sup>2</sup>
_____	_____ ft. <sup>2</sup>	_____ ft. <sup>2</sup>
_____	_____ ft. <sup>2</sup>	_____ ft. <sup>2</sup>
<b>Proposed Uses</b>		
_____	_____ ft. <sup>2</sup>	_____ ft. <sup>2</sup>
_____	_____ ft. <sup>2</sup>	_____ ft. <sup>2</sup>
_____	_____ ft. <sup>2</sup>	_____ ft. <sup>2</sup>
_____	_____ ft. <sup>2</sup>	_____ ft. <sup>2</sup>

\*Net Floor Area = (Gross Floor Area) less (elevator shafts, stairwells, hallways, utility rooms, bathrooms, storage rooms)

#### Dimensions

	Existing	Proposed
Lot Coverage	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Height of structure(s)		
_____	_____ ft	_____ ft
_____	_____ ft	_____ ft
Number of dwelling units	_____	_____
Setbacks from property lines	_____ ft (N) _____ ft (E)	_____ ft(S) _____ ft(W)
Lot Size _____		Lot Frontage _____

**Parking:** (Parking space measures 8 ½ ft. by 19 ft)

	Existing	Proposed
Number of unobstructed parking spaces	_____	_____

(Section 705 of the Zoning and Subdivision Regulations address parking. Additional information may be required dependent upon proposal.)

**This application is for a basic zoning permit.** It is intended to provide all the information the Administrative Officer needs to determine conformance with district standards and issue a permit directly. If additional approvals are required, supplemental forms must be completed which would be appended to this application, and additional procedures must be followed. The permit can be issued only after all applicable standards are met and necessary approvals are obtained.

**HOW TO AVOID DELAYS**

The Administrative Officer can meet with you to discuss your project, determine what approvals may be necessary, and help explain the process and the required application materials. Staff can also identify potential problems with your proposal before time and effort is expended by you, your contractors, staff, and others who might be involved.

Submit a complete application. Only when a complete application is submitted as determined by the Administrative Officer, can it be acted on by the Administrative Officer or referred to the Development Review Board.

Plan ahead. This step cannot be overemphasized. Investigate the necessary permits during the planning of your project and schedule accordingly. The Planning and Community Development office is not responsible for project delays if permits were not applied for in advance of beginning work.

We understand that changes in plans sometimes occur while the project is under way. If any changes to the approved plans are necessary, please let us know as soon as possible to avoid delays in completing your project.

**Signatures** The undersigned hereby request(s) a permit for land development as described above. I hereby certify that the information presented is true and correct to the best of my knowledge and belief. I understand that the permit runs with the land and that compliance is ultimately the property owner’s responsibility. I also understand that this permit, if issued, will be deemed null and void in the event any material information upon which it is based is found to be incorrect or misrepresented.

**Property Owner**

Name (**Print Clearly**): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Daytime): \_\_\_\_\_ Email \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant** (All correspondences will be to this person unless otherwise specified.)

Name (**Print Clearly**): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Daytime): \_\_\_\_\_ Email \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All activities approved by this zoning permit must be completed within 2 years of issuance.**

**APPEAL PERIODS AND EFFECTIVE DATE**

All actions or determinations made by the Administrative Officer regarding this zoning permit application may be appealed by you or an interested person to the Development Review Board during a 15-day appeal period. In addition, if Development Review Board approval is required, actions by the DRB may be appealed by you or an interested person to the Environmental Court during a 30-day appeal period, which begins upon the date their decision, is issued. **State law requires that the permit cannot take effect until all appeal periods have concluded without appeal. If appealed, the permit does not take effect until the appeal has been resolved.** Any activity subject to this permit commenced before the effective date is solely at the applicant’s risk.