

Development Application

Required for all applications, Zoning, Building and Public Works.



Applicant Information					
<u>Project</u> Address		Lot size?	Detached, Single Family Home?	Y / N	
Applicant Name					
Address		City	State	ZIP	
Phone		Email			
Is the Applicant the Owner of the property?		Y / N	If No, fill out below.		
Owner Name					
Address		City	State	Zip	
Phone		Email			
<u>Mail all permit materials to: Owner or Applicant (circle one)</u>					

Project Information (See staff for assistance if necessary)			
Zoning District:		Neighborhood:	
Design Control District:		River Hazard Area:	
National Register of Historic Places:			
<input type="checkbox"/> New Principal Building <input type="checkbox"/> Major Renovation* to existing principal building. <input type="checkbox"/> New Tenant or Use <input type="checkbox"/> Accessory structure > 2000ft ² <input type="checkbox"/> Accessory structure taller than 24ft <input type="checkbox"/> Construction Cost Estimate: _____		<input type="checkbox"/> Parking spaces added. How many? _____ <input type="checkbox"/> Are new lots being created? _____ <input type="checkbox"/> Any work within the City Right of Way <input type="checkbox"/> Additional bedrooms? <input type="checkbox"/> Any change in the water or sewer service? <input type="checkbox"/> Will fill be placed on the property? How much fill will be added? _____	

*Extensive alteration work on exterior shell of the building, and may include additional work on primary structural components, mechanical, electric and plumbing systems, and/or site work. Typically, the extent and nature of the work is such that the building cannot be used for its intended purpose while the work in in progress.

Project description

Site plan

Is a site plan attached showing existing and proposed conditions? Y / N
 The minimum requirements for a site plan are; property lines, street, existing and proposed structures, setbacks from property lines of proposed structures, applicant’s name, date, scale and north arrow. (See “green sheet” for features required if applicable.)

Project information

Does your project involve new construction, addition, alteration, renovation or repair to a structure?	Y / N	If yes, you may have to record a Vermont Residential/Commercial Energy Standards (RBES or CBES) Certificate in the Land Records prior to receiving your Certificate of Compliance/Occupancy. Contact Energy Code Assistance Center at (855) 887-0673 or online at http://publicservice.vermont.gov/topics/energy_efficiency/rbes .
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Disclaimer and Signature

The undersigned hereby request(s) a permit for land development as described above and certifies that the information presented is true and correct to the best of my knowledge. I understand that the permit runs with the land and that compliance is ultimately the property owner’s responsibility. I understand that if more information becomes available to staff additional review and fees may be required. 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) printed: Signature: Date:

(Applicant) printed: Signature: Date:

This application is for Local City of Montpelier Permits. Your project may also require State permits. We recommend that you contact the following State agencies early in your project planning: (brochures available in the Planning Department)

Department of Environmental Conservation (DEC) – (802) 505-5367
Vermont Department of Labor – (802) 828-4000

For Office Use Only

Attachments Required	Fees	Fees received
Building Basic		
Building Major		
Zoning Admin.		
River Hazard		
Waiver/Variance		
Conditional Use		
Site Plan		
Sign		
Public Works		
Design Review		

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