

WATERFORD ZONING/BUILDING PERMIT APPLICATION

P.O. Box 56, Lower Waterford Vermont 05848

Town Office 802-748-2122-Zoning Ext. 18

Residential structures and uses only, instructions on the back side of this form

1) Application # _____ Tax Parcel # _____

2) Applicant/Owner: _____ Phone: _____

Mailing Address: _____

3) Property Location: _____

4) Zoning District _____ Lot Size _____ Flood Plain? _____ Wetlands? _____

Nature of Construction: _____ NEW _____ RENOVATION _____ ADDITION _____ HOME OCCUPATION _____

ACCESSORY STRUCTURE _____ OTHER (explain): _____

5) Explain type of work or proposed use (be specific):

Dimensions of structure(s): Length: _____ Width: _____ Height: _____

6) Setbacks: From front (road): _____ From rear: _____ From side: _____ From side: _____

7) Amount of off-street parking *if applicable*: (1 space = 10' x 20'): _____

Number of: Stories _____ Rooms _____ Bathrooms _____ Bedrooms _____ Basement _____

Garage: Stories _____ Attached or Detached? _____ Deck/Porch: _____

8) Is an access permit required? Yes _____ No _____ (If yes, attach copy of approved permit)

9) Is a "work in the right-of-way" permit required? Yes _____ No _____ (If yes, attach copy of approved permit)

10) Is a septic document required? Yes _____ No _____ (If yes, attach copy of approved permit)

The application fee (\$110 new dwelling, \$85 additions and accessory structures) and site plan must be included with this form for processing.

The undersigned hereby applies for a permit for the above-mentioned use on the basis of the representations contained herein. I understand that this application will not be accepted if all required information has not been provided and I shall allow the Zoning Administrator access at reasonable times to ensure compliance with this permit and its conditions. The permit shall be deemed void if any of the information presented is found to be misrepresented. Activities authorized by this permit shall be completed within **two years**. This permit does not relieve applicant's duty to obtain all necessary "State and Local" permits. Right of Appeal: The applicant or any other interested person may appeal any decision of the Administrative Officer within 15 days of the date of such a decision by filing a written Notice of Appeal with the Development Review Board and a copy thereof with the Zoning Administrator. **This permit shall not take effect until time for such appeal has passed.**

Signature of Applicant: _____ Date: _____

Is your site plan attached? _____ Have you signed your application form and check? _____

For Office Use Only

Date received: _____ Received by: _____

Fee paid: _____ Received by: _____

Date of inspection: _____

Referred to Development Review Board: _____ Date of Decision: _____

Further explanation:

Date approved: _____ Effective date of permit: _____

Date denied: _____ Pursuant to Section(s): _____ of the Town of Waterford Zoning Bylaw.

Signed: _____
 Zoning Administrator

Instructions for this form. Zoning questions can be complicated and no one expects a layman to have all the answers, call your Zoning Administrator if you have any questions 802-535-7571. Most of the information required on this form is generated by the Town and we are your best resource for information such as your parcel number, zoning district, flood plain and wetlands information. You should be certain of the location of your project and its dimensions before you apply for a permit, any required state or local access permits and potable water supply and wastewater permits must be in place before a permit may be issued, call District Seven Environmental Board at 751-0125 to speak to a state permit specialist. You are required to file a site plan which should include a line drawing of your lot, the locations of existing structures, major natural features and the locations of your proposed structures. Setbacks are measured from the point of the building nearest that side property line, if you have any doubts about setback measurements call your Zoning Administrator to make an appoint for a site visit who will come to your site and certify your proposed setbacks. Some uses and structures and any variance from the Waterford Zoning Bylaw will require public hearings conducted by the Development Review Board, it is highly recommended that you obtain the required DRB approvals before you pay for the zoning permit.

Instructions and explanations for this form:

- 1) Leave application number and tax parcel number blank, the ZA will fill those in for you.
- 2) We need the name of both the applicant and the property owner if different from the applicant.
- 3) Please give us the 911 address for the property you are obtaining a permit.
- 4) Ask the Zoning Administrator for the land use zone and a wetlands floodplain determination.
- 5) In general please name your project, i.e. shed, storage barn, garage, house and a simple description, i.e. 2 car, 2 story, storage. Use the lines provided for the actual dimensions.
- 6) Setbacks are the number of feet from the property lines to your structure, use or project, in Waterford the minimums are 50' front, 35' side and rear in the IND-COM and RR zones, 35' front, 25' side and rear in the VIL zone. If your project does not meet the minimums you must obtain approvals from the DRB in a public hearing.
- 7) Parking requirements apply to new dwelling construction, home occupations and residential businesses.
- 8) If your project requires a new driveway or road cut you will require an access permit, obtain the required form from the Town Clerk and set up an appointment with the Road Foreman for a site visit.
- 9) If your project requires that you work in or block the public right of way for any substantial amount of time you must obtain a work in right of way permit, please contact the Road Foreman for further details.
- 10) Any new residential dwelling will require a wastewater permit except where exempt for primitive camp, additions featuring additional bedrooms over the permitted number in an existing wastewater permit will require an amendment and some home occupations and residential services will require an amendment or letter of non-requirement, please contact your Zoning Administrator for details.