

Application #:.....Date Received:.....Fees: Zoning.....  
Parcel #:.....Zoning District.....DRB:.....  
Special Zoning Areas:.....Newspaper.....  
 Approved (or  Denied) by ZA on.....Total.....  
 Referred to DRB because.....  
Meeting Date(s).....  
Decision.....  
Comment.....

Owner.....Phone.....  
(If not owner, letter from owner authorizing agent status is required) E-mail.....  
Mailing Address.....Easements?.....  
Location of Property (E-911 address).....Flood Plain?.....  
Existing Use and Occupancy.....Wetlands?.....  
Name of Business (if applicable).....Public Building?.....

**Application is made to**

- erect
- repair
- alter
- extend
- remove
- change use
- other

- one family dwelling
- commercial/bus
- light industrial
- accessory building
- industrial
- sign
- other

Description of proposed use and/or structure.....

**Site Plan**

- Enclosed
  - On next page
- (Show dimensions listed below on the site plan)

**Roads: (some have restrictions)**

- Private
- Town
- State
- Scenic Route 100
- Not Applicable

**Type of Construction:**

- Foundation.....
- Exterior Walls.....
- Roofing.....
- Estimated Cost of Construction:.....

Lot Size/Acreage of Lot:.....Frontage along Road.....  
(i.e., 100x200; 20,000 sq.ft.; 1/2 acre, etc.)

After construction of the proposed structure, what will the setback be on the  
Front Side (from road centerline).....Left Side.....  
Right Side.....Rear.....  
Nearest streambank/riverbank/pond.....% grade/slope from development to bank.....

**Existing Structures/Use:**

Existing square footage.....Total:.....  
Height of tallest structure:.....

**Proposed Structures:**

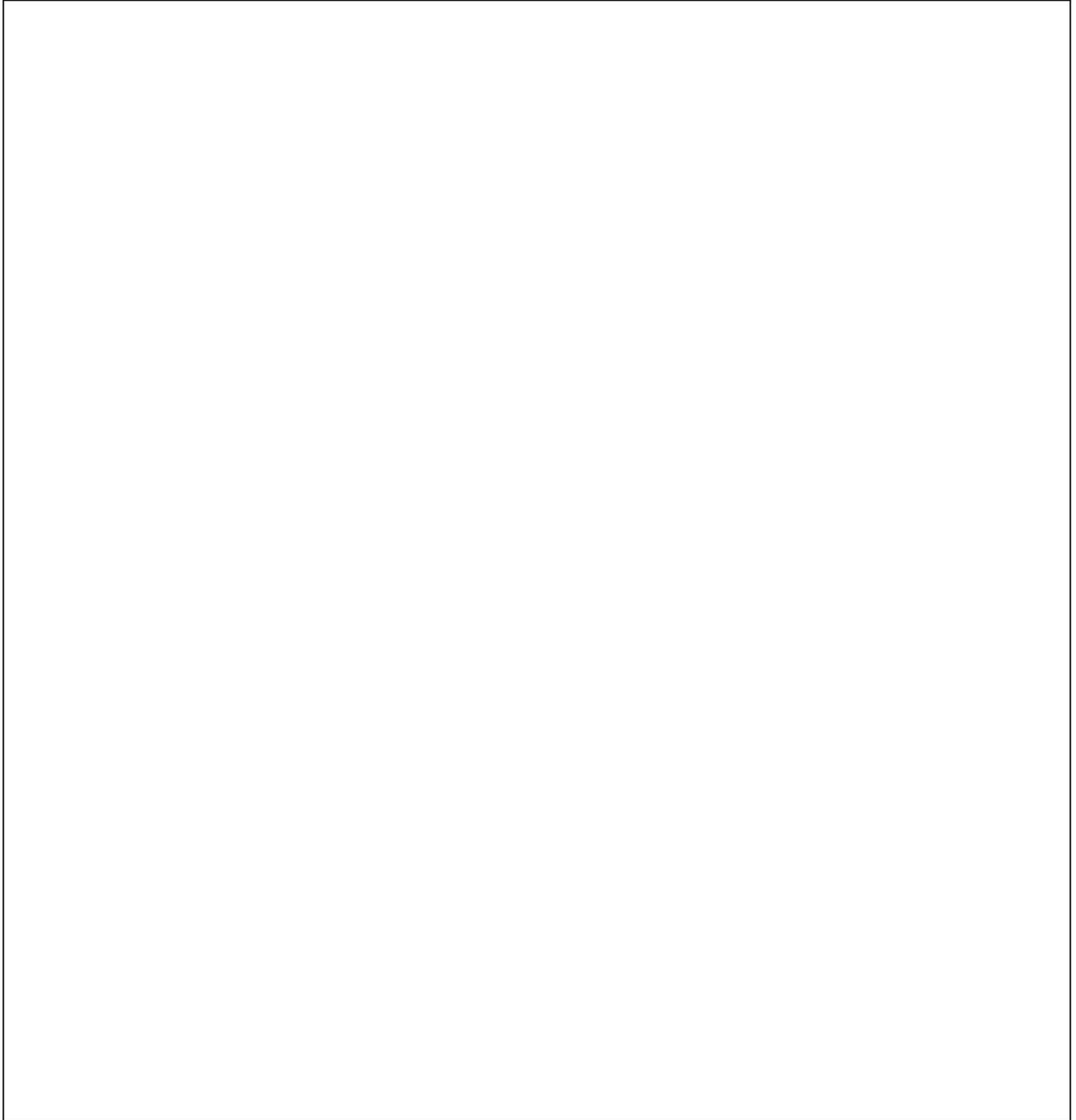
**Proposed use:** (ie, garage, shed, barn, etc.) **Square footage:** (exclude attics < 7 1/2' high and below-grade basements):  
.....Height:.....; 1<sup>st</sup> floor:.....2<sup>nd</sup> floor.....3<sup>rd</sup> floor.....Total:.....  
.....Height:.....; 1<sup>st</sup> floor:.....2<sup>nd</sup> floor.....3<sup>rd</sup> floor.....Total:.....  
.....Height:.....; 1<sup>st</sup> floor:.....2<sup>nd</sup> floor.....3<sup>rd</sup> floor.....Total:.....  
**Total proposed square footage:** .....

Building Coverage %.....(perimeter of floor space including porches, balconies, roof overhangs>30")

Lot coverage % .....(all ground cover including driveways, walkways, etc.)

# Parking spaces have.....need.....

**Site Plan:** The box below represents your property. Draw your existing buildings and proposed buildings here. Identify all existing and proposed buildings and all front, back, and side measurements from all buildings. Please provide a separate sketch showing the height of the building.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a site plan showing existing and proposed buildings and their measurements.

**THIS SECTION PERTAINS ONLY TO THOSE REQUESTS REQUIRING CONDITIONAL USE REVIEW BY THE DEVELOPMENT REVIEW BOARD:**

(Refer to Sections 5.2 and 5.3 of the Waitsfield Zoning Bylaws)

- 1. Application Requirements (5.2)
- 2. Conditional Use Review Criteria: Submit responses to each of the review criteria listed.
- 3. Stamped addressed envelopes for all abutters (list below)

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**THIS SECTION PERTAINS TO THOSE REQUESTS FOR DIMENSIONAL VARIANCE AND THEREFORE DEVELOPMENT REVIEW BOARD REVIEW:**

(Refer to Section 6.5 of the Waitsfield Zoning Bylaws)

- 1. Submit narrative with application.
- 2. Stamped addressed envelopes for all abutters (list below)

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**Other facts for the Development Review Board to consider:**

No Certificate of Occupancy/Compliance shall be issued for any use and/or structure unless constructed and completed in conformity with the representations contained in the application for the zoning permit.

The undersigned hereby applies for a Zoning Permit to be issued on the basis of the representations contained here, and to the best of his/her knowledge believes them to be true.

**PLEASE NOTE THAT THIS APPLICATION DOES NOT AUTOMATICALLY QUALIFY YOU FOR A STATE PERMIT. CONTACT THE STATE PERMIT SPECIALIST AT (802) 476-0195.**

Signature.....Phone(s).....Date.....

Please print your name legibly.....

If this request is to be reviewed by the Development Review Board, then the completed application must be received 25 days in advance of the meeting.

**INSTRUCTIONS**

Fill in all the blanks, preferably in ink. Applications can be acted upon by the Administrative Officer only if complete.

- All fees must be paid at the time of submittal. Site plans must accompany the application.
- If a question is not applicable, write N/A.

Application forms are considered self-explanatory; however, the following clarification may be of use:

**Location of Property:** E911 addresses or official street names (not P.O. Box, RD, or RR).

**Mailing Addresses:** Provide entire current mailing address including town and zip code.

**Name of Business:** If a customer is looking for you, what he or she will reference.

**Application is made to:** Check one from each column.

**Road:** Scenic, Route 100, Private, Town, State: may have special restrictions.

**Lot Size/Acreage of Lot:** Square feet or acreage (1 acre = 43,560 square feet or 208' x 208').

**Street Frontage:** The road/street the building faces.

**Setbacks:** Side and rear measured from the existing/proposed building(s) to the property lines or top of streambank, front measured from centerline of road.

**Dimensions of building(s):** Length and width.

**Building coverage %:** Total square feet of structures divided by square feet of lot. See by-laws for exemptions.

**Site Plan/Plot Plan:** Space available on last page, or attach:

- |   |   |
|---|---|
| √ Draw to scale and show scale. Show north arrow. | √ Show parking area.                                    |
| √ Show dimensions of lot.                         | √ Show well/connection to town water.                   |
| √ Show location & dimensions of all buildings.    | √ Show septic system.                                   |
| √ Differentiate proposed buildings.               | √ Show distance between buildings.                      |
| √ Show distances from all buildings to lot lines. | √ Show natural features: waterways, slopes, woods, etc. |
| √ Show landscaping plans.                         | √ Show driveway location & width                        |

**QUESTIONS? Call the Planning & Zoning Administrator at 802-496-2218**

**Or e-mail: [pza@madriver.com](mailto:pza@madriver.com)**

**Monday through Friday, 8:00 a.m. - 4:30 p.m.**

**Fee Schedule**

**Zoning Permit Applications\***

Residential additions, alterations, or accessory structures <u>less than</u> or equal to 250 sq. ft.	\$45
Residences, residential additions, alterations, or accessory structures <u>more than</u> 250 sq. ft.	\$.10 per sq. ft., \$65 minimum
Commercial structure, structural alterations, or other development	\$.10 per sq. ft., \$75 minimum
Change of Use with <u>no</u> structural alteration	\$75
Change of Use with structural alteration	\$75 + \$ .10 per sq. ft. of alteration
Ponds (require proof of State Permit if > 500,000 cubic feet of water)	\$50
Home Occupation	\$40
Quarry, Sand, Soil or Gravel Pit Excavation; Water Extraction	\$160
Parking lot with 10 or fewer spaces	\$75
Parking lot with 11 or more spaces	\$125
Pools	\$50
Sign	\$50
Boundary Line Adjustment	\$75
Renew permit prior to expiration	\$25
Amend existing permit	\$25
Certificate of Occupancy	\$25

**Development Review Board Applications\*\***

Conditional Use/Non-Conforming Use (Residential)	\$75	
Conditional Use/Non-Conforming Use (Commercial)	\$100	
Variance (Residential)	\$60	
Variance (Commercial)	\$85	
Appeals of ZA Decision	\$60	
Home Business	\$50	
Amendment to Site Plan	\$75	
Subdivision Sketch Plan Review	\$25	
Major Subdivision (Preliminary & Final Review)	\$175 per lot	P.U.D./P.R.D. (including site plan review) \$175
Minor Subdivision (Final Plan Review)	\$150 per lot	Amendment to P.U.D./P.R.D. \$75

**\*\*All DRB applications are subject to an additional flat fee of \$25 for warning in the newspaper.**