



# Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482  
 www.shelburnevt.org 802-985-5118

## ACCESSORY STRUCTURE ZONING PERMIT APPLICATION\*

\* Also available in alternate formats in accordance with the Americans With Disability Act.

### PLEASE USE THIS FORM TO REQUEST ACCESSORY ZONING PERMIT

Certain structures requiring permits may be approved as "accessory" structures. An accessory structure is a structure on the same lot with and of a nature which is incidental and subordinate to the principal structure on the lot and which is typically associated with that principal structure. The accessory structure may be used to conduct accessory uses, which are uses incidental and subordinate to the principal use of the land or building and located on the same lot with the principal use.

Unlike many other zoning permits, Accessory Structure zoning permits often require no additional review such as Site Plan or Conditional Use review. In some instances, however, an Accessory Structure zoning permit can be issued only after Historic Preservation and Design Review approval has been granted. Other use and/or utility approvals may be required also. **Do not prepare and submit this application until you have submitted a GENERAL APPLICATION FORM and have received a GAF number.**

### APPLICANT INFO

<b>APPLICANT</b>	<b>PRIMARY CONSULTANT (If any)</b>
First Name (please print)	Name (please print)
Last Name (please print)	Mailing address
Signature	City State Zip
GAF Number	Email
Permit Request	Phone

### PROJECT INFO

Lakeshore projects	Yes / No	Other projects	Yes / No
Does project include Lakeside stairs?		Does project include recreational structure?	
Does project include Lakeside deck?		Does project qualify for reduced setbacks?	
Does project include non-exempt dock?		Is project subject to section 1900.11?	

Form continues on reverse side...



### FOR OFFICE USE ONLY

Date received	by	Referral (s)	by
Fee received	by	Forms offered	by
Permit #	by	Hearing date	

# ACCESSORY STRUCTURE ZONING PERMIT APPLICATION

Please provide or attach a concise description of your project:

## LOT INFO

EXISTING				PROPOSED			
Setbacks observed	Front:	Side:	Rear:	Setbacks observed	Front:	Side:	Rear:
<b>Frontage (Feet)</b>				Frontage (Feet)			
<b>Lot Coverage (SqFt)</b>				<b>Lot Coverage (SqFt)</b>			
<b>Building Coverage (SqFt)</b>				<b>Building Coverage (SqFt)</b>			
<b>Water Supply</b>				<b>Water Supply</b>			
<b>Wastewater</b>				<b>Wastewater</b>			
<b>Building Envelopes</b>				<b>New Building footprint (SqFt)</b>			
Was this lot created as part of a Planned Unit Development ?				<b>Floor area added/changed (SqFt)</b>			
Was this lot approved with building envelope?							

## CONFORMANCE WITH SPECIFIC CRITERIA

Certain Accessory Structure applications must demonstrate a project will conform with specific requirements.

If your project involves lakeshore stairs... Provide evidence that your project will comply with zoning bylaw section 1750.3.B. (e.g., stairs and landings no more than 4' in width; stairs generally no more than 1' above existing grade,)

If your project involves a lakeside decks... Provide evidence that your project will comply with zoning bylaw section 1750.3.C. (e.g., one lakeside deck per property; <= 200 square feet in size; no more than 2' above existing grade' >= 25' from 98' contour)

If your project involves lakeside dock... Provide evidence that your project will comply with zoning bylaw section 1750.3.F. and G. (e.g, dock is in compliance with federal and state requirements).

If project qualifies/is subject to review under 1900.11, on what date was approval granted?

If project qualifies/is subject to review as an Accessory Apartment, on what date was approval granted?

Form continues ...

# ACCESSORY STRUCTURE ZONING PERMIT APPLICATION

## ACCESSORY STRUCTURE PLOT PLAN CHECKLIST

An "Accessory Structure Plot Plan" must be submitted in conjunction with this application. The features depicted on such "Accessory Structure Plot Plan" must include the following:

- Name and address of the property owner.
- Address of the property (if different from the owner's address).
- Parcel Boundaries and dimensions (may use recent tax map as source of data for boundaries and dimensions if property not surveyed).
- Existing Building footprints and setbacks (may incorporate recent aerial photograph in lieu of footprints).
- Proposed Building footprints, specifying location, size and shape of any structures present on the site or proposed for construction as well as Proposed building Setbacks.
- Clear depiction of work to be done, including all changes that are proposed to the physical features of the site or existing structures, including drainage.
- Location of existing parking (location and dimensions) and proposed parking (location and dimensions).
- Abutting streets and property owners.
- Location of any public or private utility easements.
- Location of any public or private Rights of way and/or sidewalks.
- Trees and other landscape features which are to be installed, removed or changed by the proposed work.
- North Arrow, Indication of scale used, and Date of primary zoning plot plan.

The Administrative officer will review the application and issue a permit when it can be determined the proposal will comply with the bylaw. If the application is found to be complete, a decision will be made within 30 days. Any permit issued may indicate that approval is conditioned on compliance with all standards contained in the zoning bylaw.

[CLICK TO SUBMIT](#)