



# Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELburne ROAD SHELburne, VT 05482

## BUILDING/ZONING PERMIT APPLICATION\*

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

A zoning permit is required prior to commencing land development. A zoning permit will be issued when a project complies with all applicable sections of local bylaws and the applicant has received all other required local approvals (such as Site Plan review, Design Review, or Conditional Use Review). Please note these other approvals are not a substitute for a Zoning permit. Rather, they are preliminary actions that make issuance of a zoning permit possible.

APPLICANT/PROPERTY OWNER INFORMATION	
Applicant Name	Property Owner Name (If different from applicant)
Mailing Address	Mailing Address
City State Zip	City State Zip
Phone	Phone
Email	Email

PROPERTY INFORMATION	
Property Location:	Tax Map # or Lot #:
Zoning District:	Overlay District(s):
Lot Size (Acres):	Lot Frontage:
Was this lot created as part of a subdivision or PUD?	Name of subdivision or DRB approval date:

PROJECT INFORMATION
Please provide or attach a concise description of your project, including ALL proposed accessory structures.

PERMIT REQUEST and OCCUPANCY INFORMATION		
<input type="checkbox"/> Change in use	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition/Alteration
<b>Residential</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Apartment Building ____ # of Units <input type="checkbox"/> Residential Condo. ____ # of Units <input type="checkbox"/> Mobile Home	<b>Commercial</b> <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Warehouse <input type="checkbox"/> Commercial Building ____ # of Units <input type="checkbox"/> Other Use	
Total New Building Area: _____ ft <sup>2</sup> <b>or</b> Total Renovated Area: _____ ft <sup>2</sup>		
Estimated Cost (Material & labor):		
Building Coverage: _____% (Not required for Rural District)	Lot Coverage: _____% (MIX, COMM, COMM-S only)	Maximum Structure Height: _____ft.

### SITE PLAN AND ELEVATIONS CHECKLIST

A site plan and/or elevation drawings must be submitted in conjunction with this application and must include the following information: Drawings must be no larger than 11" x 17" or must be submitted digitally.

- Exterior and/or Interior Renovations Only** (*No new or expanded buildings or structures*)
- Elevation(s), floor plan(s), etc.** – Provide an elevation, floor plan, etc. that graphically shows the proposed improvements (i.e. new or relocated doors, windows or walls). Appliances, kitchen cabinets, furniture, etc. **are not** required on the sketch.
- OR
- New/Accessory Structures or Expansion of Existing Structures**
- North Arrow, Indication of scale used, and date of plot plan.
- Property Boundaries** – Draw and dimension the property boundaries. It is the responsibility of the landowner(s) to hire a professional surveyor or other qualified person if the exact boundaries of the property are unknown. The Town of Shelburne is unable to determine property line locations.
- Roads, Driveways, and Parking Spaces** – Location of abutting roads, existing and/or proposed driveway, and location of existing and/or proposed parking (location and dimensions; may use recent aerial photograph).
- Right-of-Ways & Easements** – Location of any public or private utility easements and location of any public or private rights-of-way and/or sidewalks.
- Building Locations and Dimensions** – Existing and proposed building footprints, specifying location, size, and shape of any structures present on the site or proposed for construction, including ALL accessory structures. i.e. sheds, decks, fences, pools, etc.
- Building Setbacks** – Provide the distance of the front, side, and rear yards as measured from the property line or edge of a right-of-way to all structures both existing and proposed.
- Elevation(s), floor plan(s), etc.** – Provide an elevation drawings that graphically show the proposed development, including structure heights.
- Use(s)** (*i.e. single family house, garage, shed, restaurant, office, etc.*) – Label the use(s) of each structure.
- Landscaping** – Trees and other landscape features which are to be installed, removed or changed by the proposed work including a including all changes that are proposed to the physical features of the site or existing structures, including drainage.
- Wastewater Line Connection or On-Site Wastewater System** – Indicate the location of the proposed wastewater line connection (*from building to Town wastewater line*) and pump station (*if proposed*), **OR** Indicate the location of the septic tank, drain field, and pump station (*if proposed*) for an On-Site Wastewater System.
- Water Line Connection or Private Well** – Indicate the location of the proposed water line connection (*from building to Town water line*) **OR** indicate the location of the well location.

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. Additionally all residential projects must comply with the Vermont Residential Building Energy Standards. A Compliance Certificate must be permanently displayed at the site, and a copy filed with the VT Dept. of Public Service and the Town. For more information contact the Energy Code Assistance Center at 855-887-0673. Further, by signing this application you hereby acknowledge your receipt of a copy of the applicable state building energy standards (residential and/or commercial) or that you have been provided with such standards in the past and do not require an additional copy.

Additional permits may be required. Please contact the State of Vermont District 4 Environmental Board (879-5614 and/or the Department of Labor & Industry (828-2300) for information regarding State of Vermont development permits. A Road Excavation/Road Right of Way Excavation Permit is required prior to digging within A public road right of way. Please contact Paul Goodrich (*ph. 985-5123*) for culvert (pipe) sizing prior to installing a driveway.

**WATER SUPPLY** (Check One)

A new water connection or a change to an existing water connection (municipal or private water source) is not proposed.

Private (private water source, well, etc.)

Municipal (Town Water) **\*\*Complete PART 2\*\***

Water Superintendent Signature: \_\_\_\_\_

**WASTEWATER SUPPLY** (Check One)

Changes are not proposed to the building or to the use which will increase the amount of required wastewater disposal capacity.

Private (on-site system)  
Capacity (gpd): \_\_\_\_\_ Wastewater System & Potable Water Supply Permit # \_\_\_\_\_

Municipal (Town Wastewater)

Service Type Requested	Line Size Requested	Pump Station
<input type="checkbox"/> Residential	<input type="checkbox"/> 4 inch	<input type="checkbox"/> Existing*
<input type="checkbox"/> Commercial/Multi- Family	<input type="checkbox"/> Other _____	<input type="checkbox"/> Proposed**
<input type="checkbox"/> Industrial		<input type="checkbox"/> None
<input type="checkbox"/> Other		

*\*Provide the type and design specifications for the pump station.*  
*\*\*Provide the type and design specifications for the pump station and compare the existing and proposed wastewater flows.*  
*\*\*\*Provide the wastewater allocation calculations for any use other than single or two-family homes.*

Required Allocation (per State Wastewater Design Flows) (gpd): \_\_\_\_\_ Selectboard Approval Date: \_\_\_\_\_

State Wastewater System & Potable Water Supply Permit # \_\_\_\_\_

Special Circumstances: \_\_\_\_\_  
*(Explain any special circumstances pertaining to the connection of the site to the Town's Wastewater System)*

*For Office Use:*

Wastewater Connection: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Allocation Fee: _____	Site Inspection Fee: _____
Wastewater Superintendent Signature: _____		

**VERMONT STATE PERMITTING**

1.  Yes, I have contacted the State of Vermont DEC Water Supply Division.  
a. Vermont State Wastewater System & Potable Water Permit # : \_\_\_\_\_

2.  No, I have not contacted the State of Vermont DEC Water Supply Division.  
a.  Yes, I have received the Act 146 Disclosure Form.  
b.  No, I have not received the Act 146 Disclosure Form.

**PROPERTY OWNER SIGNATURE**

Signature	Date
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**BUILDING PERMIT FEE ESTIMATE**

Payment of fees is required prior to processing your building permit application. A summary of the typical building permit fees is found below. This summary is for the convenience of the public and omits fees which are not typically needed for a *building permit*. *Additional fees may be required. (Please contact the Planning & Zoning Office if a complete list of development fees is needed).*

1. Planning & Zoning Plan Review Fees

New Construction

- Residential Use: \$400 minimum or \$0.40 per square foot (whichever is greater)
- Commercial and Industrial Use: \$500 minimum or \$0.35 per square foot (whichever is greater)

Additions/Alterations/Accessory Structures

- All Use: \$50.00 minimum or \$0.30 per square foot (whichever is greater)..... \_\_\_\_\_

*For Office Use:*

#100-2601

2. Public Water Connection Fees

\*\*Complete Part 2\*\*

\_\_\_\_\_

#300-2003

3. Public Wastewater Fees

- Aid in Expansion fee: \$16.31 gallons/day..... \_\_\_\_\_  
*(Residential uses typically 210 gallons per day or \$3,425.10)*

*Wastewater  
Capacity  
#400-2000*

- Residential (Single and Two-Family) Inspection fee: \$50.00 per connection
- Nonresidential and Multi-Family Inspection fee: \$75.00 per connection..... \_\_\_\_\_

#200-2251  
#200-2251

4. Recreation Impact Fee

- Single Family Dwelling: \$1,434.45 (\$1,864.00 - \$429.55 credit)
- Multi-Family Dwelling (fee per unit): \$822.10 (\$1,017.00 - \$194.90 credit)..... \_\_\_\_\_

*Recreation  
#500-1600-29.50*

5. CVU Expansion Impact Fee

- Single Family Dwelling: \$2,579.94 (\$3,015.00-\$435.06 credit)
- Multi-Family Dwelling: \$849.84 (\$1,044.00-\$194.16 credit)..... \_\_\_\_\_

*CVU Fee  
#500-1600-16.75*

- 6. Recording Fee..... \_\_\_\_\_ \$10.00

#100-2125

**Total Estimated Fee (check payable to "Town of Shelburne"):** \_\_\_\_\_

**SUBMIT**

*For Office Use:*

Paid Check # \_\_\_\_\_

DRB Hearing # \_\_\_\_\_

CO Required