

Administrative Use Only

Application Number:/Property ID #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Permit Fees: \_\_\_\_\_

Filing Fees: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

## ZONING PERMIT APPLICATION TOWN OF READSBORO, VERMONT

**All sections must be completed. Incomplete applications will not be considered.**

### 1. APPLICANT

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
Street City State Zip

### 2. PROPERTY OWNER

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
Street City State Zip

### 3. PROJECT LOCATION: \_\_\_\_\_

Deed - Book: \_\_\_\_\_ Page: \_\_\_\_\_

Tax Map Description - Book: \_\_\_\_\_ Page: \_\_\_\_\_ Lot#: \_\_\_\_\_

### 4. HOW IS THE PROPERTY USED NOW?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

number of dwelling units \_\_\_\_\_  
commercial square feet \_\_\_\_\_

industrial square feet \_\_\_\_\_  
public assembly/facility square feet \_\_\_\_\_

Please describe any accessory structures that are on the property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. WHAT WORK IS PLANNED UNDER THIS PERMIT? (New construction, addition, subdivision, installation or change of sign, change of use). Please be specific. Application must include number of stories and square footage of gross floor area for all construction.

\_\_\_\_\_  
\_\_\_\_\_

**6. PLEASE CHECK WORK BELOW THAT APPLIES:**

- Accessory structures with less than 100 square feet of floor area and lacking a permanent foundation, electricity, or other utility connections require a Zoning Permit.
- New residential construction (1 or 2 units)
- New residential construction (3 units or more)
- Residential addition/alteration/renovation
- Non-residential construction/addition/alteration
- Subdivision or boundary line adjustment (Site Plan 2.5.1) For applications involving subdivision of land or a boundary line adjustment a survey plat meeting the requirements of 27 V.S.A. § 1403 and the rules of the Board of Land Surveyors, stamped by a Registered Land Surveyor licensed to practice in Vermont or equivalent.
- Signs
- Change of use: from residential to non-residential, or non-residential to residential; or from one non-residential use to another non-residential use
- Conditional Use - A use permitted in a particular zoning district i.e., Home Industry, Health Care Facility, campground (see Pages 32 & 33 in Readsboro Zoning Bylaw Article 2.4.4 for Permitted uses in each zoning district). Requires Site Plan Review & public hearing with the Development Review Board.
- Appeals of Decision by Zoning Administrator to the Development Review Board
- Variance request (Bylaw Article 2.4.2)
- Home Occupation – See Pages 19 & 20 , Article 3, section 3.2.3 a – f and Page 31 Article 4 Section 4.1.4 - Provide Zoning Administrator with description of Home Occupation in writing.

**7. ZONING INFORMATION - may be obtained with assistance from: Robert Matte at 802-423-5068 or email: rmatte73@gmail.com**

a. What zoning district is the property located in? \_\_\_\_\_

b. Dimensional Requirements:

\*If this is an Appeal to the Development Review Board please skip this question and go to 7c.

	Required	Existing or Proposed	Comments
Lot Size:	_____	_____	_____
Frontage:	_____	_____	_____
Setback from Right-of-Way:	_____	_____	_____
Rear Setback:	_____	_____	_____
Left Side Setback:	_____	_____	_____
Right Side Setback:	_____	_____	_____

c. If this is an Appeal to the Development Review Board please answer the following two questions:

Provision of the Zoning Bylaw in Question: \_\_\_\_\_

Reason for Appeal: \_\_\_\_\_

**8. ESTIMATED COST OF IMPROVEMENTS \$ \_\_\_\_\_**

**9. SIGNATURES AND AUTHORIZATIONS**

**Signing of this application authorizes the Zoning Administrator, Assessors, or any other authorized personnel to enter onto the premises for the purpose of verifying information presented.**

The undersigned hereby certifies that the information submitted in this application regarding the property is true, accurate and complete and that I (we) have full authority to request approval for the proposed use of the property and any proposed structures. I (we) understand that any permit will be issued in reliance on the above representations and will be automatically void if any are untrue or incorrect

Signature of owner(s) of property: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Signatures of applicant(s) other than property owner:  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

This information must be submitted with a Site Plan (for subdivisions a survey is required that meets the standards set by the State of Vermont) if required, other required forms and an application fee. Your site plan must contain all the information listed below. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

No Zoning Permit Application will be accepted for a new residential or commercial construction until Septic System Permit has been inspected and approved the State of Vermont and an Access Permit for curb cuts on State or Town Roads has been approved by Readsboro’s Superintendent of Public Works and/or the Selectboard prior to construction. A copy of both permits must accompany the Zoning Permit Application.

**NOTE:** Failure to develop your property in accordance with your application and any conditions of this permit may result in an enforcement action and may affect your ability to sell or transfer clear title to your property.

**Applicant is required to provide the names and addresses of adjoining property owners without regard to any public right of way. Information is located at the Town Office.**

Name	Address
_____	_____
_____	_____
_____	_____

Name	Address
_____	_____
_____	_____
_____	_____

If you have any questions, please call, Administrative Officer, Robert Matte at 802-423-5068 or email: [rmatte73@gmail.com](mailto:rmatte73@gmail.com)

\_\_\_\_\_ Agency of Natural Resources has reviewed the property in the Flood Plain Area

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date :** \_\_\_\_\_

**For Administrative Use Only:**

Administrative Officer Action

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

*(initial by Admin. Officer)*

Amount of Fee Paid: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

Development Review Board  
Action:

Notice of Hearing: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Decision: \_\_\_\_\_  
*(Approved, denied, approved with conditions)*

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
DRB Chair or Clerk

**SITE PLAN**  
**Readsboro Bylaw Article 2.5.1**

A Site Plan is required if the Applicant is requesting approval for one of the following:

- Construction of a residence
- Addition to a residence
- Construction of a non-residential facility
- Addition to a non-residential facility
- An accessory structure (examples: deck, garage, shed, barn)
- A ground sign
- Condition Use
- Variance
- Subdivision or boundary line adjustment: For applications involving subdivision of land or a boundary line adjustment a survey plat meeting the requirements of 27 V.S.A. § 1403 and the rules of the Board of Land Surveyors, stamped by a Registered Land Surveyor licensed to practice in Vermont or equivalent.
- 

The Site Plan must include:

1. Name, address, and signature of the property owner and applicant (if different from property owner); names and address of the owners of record of adjoining lands (including all property that is directly across a road or stream from the land under consideration); name and address of person or firm preparing map
2. Property lines, acreage figures, scale of map, north point, date
3. Existing contours and features, including structures, easements and rights of way
4. Proposed site grading and location of proposed structures, sewage disposal facilities, water supply and land use areas
5. Proposed layout of roads, driveways, walkways, traffic circulation, parking spaces
6. Existing trees, shrubs, and other vegetation to be preserved on the site
7. Proposed landscaping and screening
8. If the application is for a sign, clear and accurate indication of the size and location of the any size to be removed or installed.

## **Important Information For Applicants Appearing Before the Development Review Board**

The Development Review Board hears all applications brought before the Board by the Zoning Administrator

All applications before the Development Review Board requires Public Hearing notification in the newspaper at least 15 days prior to the hearing (\*exception is the application for subdivision which requires 7-day posted public notice but does not need to be posted in newspaper. Applicant will receive 7-day notice prior to the Development Review Board public hearing). \*The Applicant will receive a copy of the notice of the Public Hearing at least 15 days prior to the Development Review Board public hearing.

A decision will be issued to the Applicant within 45 days of the date of the final Public Hearing for Variances and Appeals and 45 days of the date of the final Public Hearing for Conditional Uses. A decision from the Development Review Board can be appealed to the Vermont Environmental Court within 30 days of issuance of a decision under Chapter 117, Title 24 of the Vermont Statutes Annotated, in accordance with the governing rules of procedure and the rules of the Vermont Environmental Court.

Below, please find additional information that pertains to the different types of hearings.

### **VARIANCES**

In accordance with Section 2.4.2 of the Readsboro Zoning Bylaw, the Development Review Board may grant Variances from provisions of a zoning regulation for a structure if findings of fact are found and they are specified in the Development Review Board's decision. The findings of fact are listed below and applicants are expected to address each point at the hearing before the Development Review Board.

Findings of Facts: *(for structures that are not primarily a renewable energy resource structures)*

1. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the Zoning Bylaw in the neighborhood or district in which the property is located, AND
2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Bylaw and that the authorization or Variance is therefore necessary to enable the reasonable use of the property, AND
3. That the unnecessary hardship has not been created by the appellant, AND
4. That the Variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, or be detrimental to the public welfare, AND

5. That the Variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the Zoning Bylaw and from the Town Plan.

Findings of Facts: *(for structures that are primarily a renewable energy resource structures)*

1. It is unusually difficult or unduly expensive for the appellant to build a suitable renewable energy resource structure in conformance with the regulations; and
2. The hardship was not created by the appellant; and
3. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare;
4. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the zoning regulation and from the plan.

**CONDITIONAL USES**

Pursuant to Section 2.4.4 of the Town of Readsboro Zoning Bylaw, you should be prepared to discuss the following issues by explaining how the proposed conditional use will not adversely affect:

1. The capacity of existing or planned community facilities;
2. the character of the area affected;
3. traffic on roads and highways in the vicinity;
4. any land use or land development regulations or ordinances of the Town of Readsboro then in effect;
5. the intrinsic capability of the land to support the use; and
6. utilization of renewable energy resources.

Approved by the Planning Commission 1/17/2013