

Administrative Use Only

Application/Parcel ID#: \_\_\_\_\_

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

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

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

Check# \_\_\_\_\_/By whom: \_\_\_\_\_

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

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

TaxMapNumber: \_\_\_\_\_

**ZONING PERMIT APPLICATION**  
**TOWN OF READSBORO, VERMONT**

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

**1 APPLICANT:**

Phone: ( ) -

Name: \_\_\_\_\_

email address: \_\_\_\_\_

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 Page: \_\_\_\_\_

Lot#: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

**4 HOW IS THE PROPERTY USED NOW?**

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

number of dwelling units: \_\_\_\_\_

non-residential square feet: \_\_\_\_\_

residential 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 dimensions, number of stories and square footage of gross floor area for all construction.

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



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

- Accessory structures with up to 100 square feet of floor area
- Accessory structures greater than 100 square feet of floor area
- New residential construction single dwelling unit (1 units).
- New residential construction duplex dwelling unit (2 units)
- New residential construction multi dwelling unit (3 units or more).
- Residential addition/alteration/renovation.
- Non-residential addition/alteration/renovation.
- New Non-residential construction
- 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.
- 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 - Requires Site Plan Review & public hearing with the Development Review Board.
- Variance request
- Waiver to dimensional requirements request (lot size, setbacks, road frontage)
- Home Occupation - Provide Zoning Administrator with description of Home Occupation in writing.

**7. ZONING INFORMATION - may be obtained with assistance from: [zoning@readsborovt.org](mailto:zoning@readsborovt.org)**

- a. What zoning district is the property located in? \_\_\_\_\_
- b. Dimensional Requirements:

	<u>Required</u>	<u>Existing or Proposed</u>	<u>Comments</u>
<u>Lot Size:</u>			
<u>Frontage:</u>			
<u>Front Setback from Centerline of the highway</u>			
<u>Rear Setback:</u>			
<u>Left Side Setback:</u>			
<u>Right Side Setback:</u>			

**8 SIGNATURES AND AUTHORIZATIONS :**

Signing of this application authorizes the Zoning Administrator to enter onto the premises for the purpose of verifying information presented in sub section 5 on this permit application.

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 any new construction without an approved State of Vermont Wastewater System & Potable Water Supply Permit and a Road Access Permit for access onto State or Town Roads. Applicants are hereby notified that additional Federal, State, or Local permits may be required including but not limited to VT Dept. of Health Lodging or Food License, Wetlands, Stormwater, or ACT 250. A copy of all required permits must accompany the Zoning Permit Application. Failure of the Zoning Administrator to recognize the need for any federal, state, or local permits does not relieve the applicant from the requirements to obtain them.

**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 can be found at: <https://next.axisgis.com/ReadsboroVT/> and is located at the Town Office.**

**Name:**

**Mailing Address:**

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

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

\_\_\_\_\_  
**Name:** \_\_\_\_\_

\_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_

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

**Comments:** \_\_\_\_\_

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

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

**For Administrative Use Only:**

Zoning Administrator Action

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

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

\_\_\_\_\_  
(initial by Admin. Officer)

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

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

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

**Development Review Board Action:**

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

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

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

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

Decision: \_\_\_\_\_

(Approved, denied, approved  
with conditions)

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

**The Zoning Permit shall take effect 15 days after being issued and is valid for 2 years from the date of approval**

## SITE PLAN

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

- Construction of a residence
- Addition to a residence (examples: deck, porch, building expansion)
- Construction of a non-residential building
- Addition to a non-residential building
- An accessory building/structure (examples: garage, shed, barn)
- A ground sign
- Conditional Use
- Variance
- Waiver to dimensional requirements
- 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 **with dimensions**, easements and rights of way
4. Proposed site grading and location of proposed structures **with dimensions**, 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 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 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.



Town of Readsboro, Vermont, Zoning Permit Application Fee Schedule	Application Fees		
	Current Fee Schedule		
	Base Fees		Square Footage Fees In Addition To Base Fee
Residential Building- Single dwelling unit / primitive camp - New	\$ 100		\$ 0.05
Residential Building- Duplex dwelling unit - New	\$ 200		\$ 0.05
Residential Building- multi dwelling unit - New	\$ 100	per unit	\$ 0.05
Residential Building -Additions / Alterations	\$ 50		\$ 0.05
Accessory Building - up to 100 Square feet	\$ 25		\$ 0.05
Accessory Building - over 100 Square feet	\$ 50		\$ 0.05
Non-Residential Building- New	\$ 200		\$ 0.05
Non-Residential Building -Additions / Alterations	\$ 75		\$ 0.05
Certificate of Completion (free if part of active zoning permit)	\$ -		\$ -
Certificate of Compliance & Site Inspection	\$ 70		\$ -
Change of Use Permit (Development Review Board)	\$ 250		\$ -
Conditional Use Permit (Development Review Board)	\$ 250		\$ -
Appeals to Development Review Board	\$ 250		\$ -
Zoning Variance - (Development Review Board)	\$ 250		\$ -
Waiver to Dimensional Requirements (Development Review Board)	\$ 250		\$ -
Interpretation of Zoning ordinance or map (Development Review Board)	\$ 250		\$ -
Signs	\$ 40		\$ -
<b>Other Permit Application Fees Schedule</b>			
Access Permit - (Town Road Foreman/Board of Selectman)	\$ 70		\$ -
Access Permit - Recreational vehicles (Town Road Foreman/Board of Selectman)	\$ 35		\$ -
Land Subdivisions	\$ 250		\$ -

Any application that requires the DRB requires both the permit fee to construct plus the \$250 DRB fee.

Example:

A new single dwelling unit house with 2000SF of floor space that requests a waiver to the dimensional requirements as it is too close to the road.  
 $\$100 \text{ base fee} + (2000 * \$0.05 \text{ SF fee}) = \$200 \text{ permit fee to construct} + \$250 \text{ DRB fee} = \$450 \text{ total fees due.}$

Please note that any application that requires either a waiver & conditional use, or any other combination of two DRB items will only be charged one \$250 fee.