

**TOWN OF LONDONDERRY  
ZONING PERMIT APPLICATION**

Date \_\_\_\_\_ Grand List ID # \_\_\_\_\_  
Permit # \_\_\_\_\_ Permit Fee \_\_\_\_\_ Recording Fee \_\_\_\_\_  
Parcel Address \_\_\_\_\_ Number of Acres \_\_\_\_\_  
Owner \_\_\_\_\_ Tel # \_\_\_\_\_  
Name Address  
Applicant \_\_\_\_\_ Tel # \_\_\_\_\_  
Name Address  
Zoning District \_\_\_\_\_

**Purpose of Permit:** (Describe what you want to do, ie; construct dwelling, conduct home occupation, build pond etc.)

**Estimated Value of Proposed Work** \_\_\_\_\_

**Access Permits**

For all new construction applicant must obtain an Access Permit and 911 # from the Selectboard for access to a town road, or the Vt. Department of Transportation for access to Route 11 and 100. A copy of this permit must be attached to this application.

**Drawings Must Be Submitted – Complete & Legible**

- A. On a separate sheet draw sketch of your land showing: (i) lot measurements, (ii) access to public road or approved right of way, (iii) abutting land owners including addresses, (iv) proposed structure with dimensions, number of stories and height. (v) measurements from proposed construction to all sides of lot, (vi) location of existing buildings, driveway, well and septic systems.
- B. Water courses, wetlands, flood hazard & shoreline areas and slopes in excess of 10%, if any, must be indicated on the sketch.
- C. For dwellings and additions, please attach floor plan with measurements for all stories and indicate bedrooms, baths, kitchen, family rooms, etc. Architectural plans are welcome but not required.

**State Permits:** Owner/applicant is solely responsible for obtaining all required state permits.

**Owner/Applicant Certification**

The owner/applicant hereby affirms that the information presented in this application is true, accurate and complete and the owner understands that if approved, the application, the zoning permit and attached conditions will be binding on the property and will become effective 15 days after date of approval.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send to Zoning Administrator, P.O. Box 118 So Londonderry VT 05155  
Permit fee: Check payable to Town of Londonderry - Recording fee payable to Town Clerk

## INSTRUCTIONS

Please provide all of the information requested in this application including a sketch plan. Read the Land Use & Development Regulations and familiarize yourself with requirements for building and development in the town. Failure to provide all required information will delay the processing of this application. Projects other than one or two-family residences or agricultural uses require other information in addition to that requested here. Consult the regulations for application requirements. Submit one copy of this application and a check made out to the town according to the town fee schedule.

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### 1. APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### 2. LANDOWNER (if different than applicant)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### 3. PROPERTY

Location: \_\_\_\_\_  
Date Acquired by \_\_\_\_\_  
Current Owner: \_\_\_\_\_  
Deed Recorded in Book #: \_\_\_\_\_ Page #: \_\_\_\_\_  
Size (acres): \_\_\_\_\_  
Road Frontage: \_\_\_\_\_  
(If property fronts on more than one road, please include each frontage measurement).  
Existing Use: \_\_\_\_\_  
Date Use Started: \_\_\_\_\_

### 4. PROJECT

Description of \_\_\_\_\_  
Work to Be \_\_\_\_\_  
Done: \_\_\_\_\_

Proposed New Use: \_\_\_\_\_

Dimensions of Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Existing Building # Stories: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Dimensions of Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Proposed Building # Stories: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Setback Distance: \_\_\_\_\_

Property Line Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_

Water/Sewer/Septic: \_\_\_\_\_

Construction Cost: \_\_\_\_\_

Other Information: \_\_\_\_\_

**5. SKETCH PLAN**

Please include a copy of the sketch of your project, drawn to scale, indicating all listed information. Attach a separate sheet no smaller than 8 1/2" x 11"

- Location of existing and proposed structures
- Dimensions of all structures (including roof overhangs)
- Existing and proposed structures setbacks
- Easements and/or right-of-way
- Names of abutting properties
- Existing & Proposed curb cuts & driveways
- Existing & proposed streets, sidewalks, curb cuts
- Signs, fences, stone walls
- Leach field location
  - Indicate wooded or open areas
- Location of utilities
- Locations of rivers & streams
- Outside storage areas
  - Location of dumpster
  - Lighting plan & fixture sheet
- Other relevant information

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**PLEASE NOTE THE FOLLOWING INFORMATION ABOUT THIS PERMIT APPLICATION**

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This application cannot be processed until all requested information is submitted in clear and readable form. You may attach additional sheets to this application.

If a permit is granted on the basis of this application:

1. An interested person may appeal any decision made by the Zoning Administrator within 15 days of the date of issuance.
2. The permit shall not take effect until the appeal period has passed.

A permit granted on the basis of this application will be voided in the event of misrepresentations of the information contained herein or if construction is not substantially complete within two years from the date of issuance.

The undersigned hereby applies for a Zoning Permit for the use described in this application on the basis of the representations made herein. I hereby represent to the best of my knowledge the information provided in this application is true and correct.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures of all property owners

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

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**FOR OFFICE USE ONLY**

Use this space for information necessary to process application in your municipality, such as application number, date received, fee paid, zoning district, action tracking, special conditions, etc.

## B. Referrals For Permit Applications, Review, Approval and Appeal

| REQUESTED ACTION  | APPLICATION TO             | REVIEW REQUIREMENTS                                  | APPEAL 1             | APPEAL 2              |
|---|----------------------------|--|----------------------|-----------------------|
| Permitted use decision                                  | ZA                         | § 4443   | ZBA/DRB              | Env. Court<br>§ 4464  |
| Permitted use other than 1 or 2 family dwelling         | ZA                         | Site plan review by PC/DRB may be required § 4407(5) | Env. Court<br>§ 4471 | Supreme Ct.           |
| Agricultural exemption                                  | ZA                         | § 4495   | ZBA/DRB              | Env. Court            |
| Permitted use with no Frontage on public road           | ZA                         | Access approval by PC § 4406(2)                      | Env. Court<br>§ 4471 | Supreme Ct.           |
| Certificate of occupancy                                | ZA                         | § 4443   | ZBA/DRB              | Env. Court            |
| Conditional use Court                                   | ZBA/DRB                    | § 4404 A-H   |                      | Env. Court<br>Supreme |
| Change in non-conforming use or non-complying structure | ZBA/DRB                    | § 4408   |                      | Env. Court<br>Supreme |
| Variance Ct.  | ZBA/DRB                    | § 4468   |                      | Env. Court<br>Supreme |
| Stay of enforcement                                     | ZBA/DRB                    | § 4466   |                      | Enc. Court            |
| Planned residential or unit development                 | PC/DRB                     | § 4407 (3), (12)                                     | Env. Court           | Supreme Ct.           |
| Design control district approval                        | Design Review Bord, PC/DRB | § 4407 (6)   | Env. Court           | Supreme Ct.           |
| Subdivision approval                                    | PC/Drb                     | § 4414   | Env. Court           | Supreme Ct.           |
| Proposed zoning amendment PC                            |                            | § 4403,4404 & 4443 (d)                               | Env. Court           | Supreme Ct.           |

Note: All citations are to 24 V.S.A. Chapter 117.

ZA: Zoning Administrator  
 PC: Planning Commission  
 ZBA: Zoning Board of Adjustment

DRB: Development Review Board  
 Env. Court: Environmental Court  
 Supreme Ct.: Supreme Court