

**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, stonewalls
- 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 § 4464
Permitted use other than 1 or 2 family dwelling	ZA	Site plan review by PC/DRB may be required § 4407(5)	Env. Court § 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 § 4471	Supreme Ct.
Certificate of occupancy	ZA	§ 4443	ZBA/DRB	Env. Court
Conditional use Court	ZBA/DRB	§ 4404 A-H		Env. Court Supreme
Change in non-conforming use or non-complying structure	ZBA/DRB	§ 4408		Env. Court Supreme
Variance Ct.	ZBA/DRB	§ 4468		Env. Court 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

**Town of Londonderry, Vermont**  
**\*\*FREQUENTLY ASKED ZONING QUESTIONS\*\***

**Do I Need a Zoning Permit?**

The Londonderry Zoning Bylaw specifies what permits and approvals must be secured **before** a person or business may begin development activities. This FAQ is only a **summary** of zoning laws in Londonderry, the full version can be found on the Town's website ([www.londonderryvt.org](http://www.londonderryvt.org)) or at the Town Office. Anyone who wishes to make changes to his or her property or who has questions about the zoning district in which the property is located should contact the Town's zoning administrator (802 824-3356) before beginning work. The Zoning Administrator is here to help. Changes to one's property that are not permitted under the Zoning Bylaw may have to be modified or even undone at the expense of the property owner.

Activities **generally requiring a permit** include but may not be limited to:

- New buildings
- Building additions
- Porches, decks and similar structures
- Ponds
- Pools
- Accessory dwellings
- Signs
- Driveways
- Change of use
- Major grading
- Mixed use
- Subdivisions
- Boundary Line Adjustments
- Projects that increase total floor space or height
- Driveways
- Garages

A Zoning Permit is **not generally required** for the following:

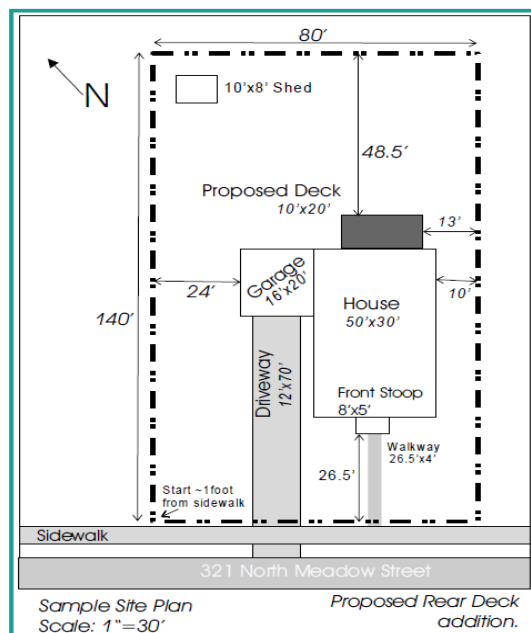
- The normal maintenance and repair of existing structures, utilities and infrastructure which does not result in any change to the footprint or height of a building, nor result in a change of use.
- Residential entry stairs (excluding decks and porches), handicap ramps, walkways, and fences or walls less than six (6) feet in height which do not obstruct public rights-of-way or interfere with corner visibility or sight distances for vehicular traffic.
- Minor grading and excavation associated with road and driveway maintenance (including culvert replacement and resurfacing), and residential lawn and yard maintenance (e.g., for gardens or landscaping).
- Outdoor recreational facilities on one's own property which do not involve or require the development, construction or use of structures or parking areas (e.g., walking, hiking, cross-country skiing and/or snow mobile trails).
- An accessory structure provided that it does not exceed a floor area of one hundred fifty (150) square feet and ten (10) feet in height, in a side or rear yard and at least five (5) feet from all property lines.
- Garage sales, yard sales, auctions or related activities not exceeding three (3) consecutive days, nor more than eight (8) days in any calendar year.
- A home office within a principal dwelling or attached garage which is carried on by a resident of that dwelling, and which involves no signs, public access or outdoor storage or displays.

**What is a Site Plan? Is a Site Plan required?**

A Site Plan is a to scale, bird's eye view of a property. A Site Plan is required for any development involving new buildings, building additions, driveways or parking changes, construction or enlargement of decks, patios, porches, change of use, etc. At minimum a Site Plan should include:

- The dimensions of the lot, including existing and proposed property boundaries;
- The location, footprint, and height of all existing and proposed structures and additions;
- The location and dimensions of existing and proposed accesses (curb cuts), driveways, and parking areas;
- The location of existing and proposed easements, rights-of-way, and utilities;
- Setbacks from property boundaries, road rights-of-way, surface waters, & wetlands;
- The location of existing and proposed water and wastewater systems.

Example of a site plan:



The Level of detail required in a Site Plan will be determined by the complexity of the permit being applied for.

### How do I determine my property boundaries?

- Recorded surveys and legal descriptions in deeds are the best references for property boundaries.
- The Town tax map is not a survey. Tax maps are a reference tool only.
- Applicants may need to obtain a survey in order to proceed with a zoning application.
- A survey completed by a registered surveyor is the most accurate depiction of boundary lines.
- It is the responsibility of the applicant to obtain accurate boundary line information for their application.

### What Is a Setback?

A “setback” (front, side and rear) is the horizontal distance from the property line to any structure or site improvement. The front yard setback is typically measured from the road right-of-way. When the location of the road right-of-way is unknown, the front yard setback can be measured 25 feet from the centerline of the road. The town’s zoning regulations also require setbacks from streams and wetlands.

### Can I build as soon as I obtain a zoning permit?

State law requires a fifteen 15-day appeal period after the permit is approved before construction can commence. In addition, you need to make sure that any other required permits from the town and/or state are obtained.

### Do I Need Any State Permits?

Permit Specialists are available in the Regional Offices to answer your questions about the State permit process. The Permit Specialist will advise you about needed state permits and will prepare a Project Review Sheet (PRS). The Project Review Sheet is a preliminary determination of not only environmental permits, but any state permits your project may need. It lists the agencies and departments and provides contact information. To contact the Permit Specialist serving the Town of Londonderry contact: [John Fay](#) | Permit Specialist, 100 Mineral Street, Springfield, VT 05156 Telephone: 802-279-4747 Email: [john.fay@vermont.gov](mailto:john.fay@vermont.gov)

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