

Zoning Permit Application Form

This form must be submitted for all Land Development

Please Print Clearly

Applicant(s)

Name: _____

Address: _____

Town/State/Zip: _____

Phone: _____ Email: _____

Property Owner(s):

Check here if same as applicant

Name: _____

Address: _____

Town/State/Zip: _____

Phone: _____ Email: _____

Property Information

Zoning District(s):

Property Location/Address: _____

Date Purchased by Owner: _____ Deed Recorded in Book _____ Page _____

Property Size (acres): _____ Road Frontage (feet): _____

Existing Use of Property: _____

_____ Date Use started: _____

If Residential: Total # dwelling units _____ Total # of bedrooms _____

Proposed Land Development

**** May be left blank for Appeals of Zoning Administrator Decision ****

Permit Request is for: New Structure Addition/Remodeling, etc. Change of Use

Home Occupation Subdivision Other (explain) _____

Describe proposed project/land development in detail: _____

Estimated value of proposed work: \$ _____

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Comparison between Existing and Proposed Conditions

Dimensional Standards (All in feet, unless otherwise indicated)	EXISTING	PROPOSED	CHANGE
Bldg. length			
Bldg. width			
Bldg. height (feet & stories)			
Bldg. area (square feet)			
Bldg. setbacks Front yard*			
Side yard			
Rear Yard			
Lot size (acres)			
Lot Coverage (Square feet)			
Number of Parking Spaces			

* Per Section 411(E), front setback is measured from road right-of-way or 25' from centerline of road for roads with right-of-way of less than 50'. It is not measured from the edge of the travelled roadway.

For Changes of Use Only

Please list all existing and proposed uses	EXISTING Square Footage	PROPOSED Square Footage	CHANGE Square Footage

Drawings Must Be Submitted – Complete, Legible & to Scale

On a separate sheet (maximum of 11" X 17"), provide a sketch of the subject property showing:

- 1) Lot boundary measurements
- 2) Access to public road or private right of way
- 3) Names of abutting landowners
- 4) Existing & Proposed structure(s) with dimensions, number of stories, and height
- 5) Measurements from proposed construction to all sides of lot
- 6) Existing/proposed driveway, well and septic systems
- 7) Water courses, wetlands, flood hazard & shoreline areas
- 8) North arrow and dimensional scale

A sketch plan is not necessary if the proposal requires submittal of a Site Development Plan to the Development Review Board.

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Access Permits/Addresses

Any new, realigned or expanded driveway must obtain an Access Permit from the Londonderry Selectboard for access to a Town road, or the Vermont Department of Transportation for access to Route 11 or 100. A request for a new address must be directed to the Londonderry Town Clerk.

Certification

By signing below both the owner and applicant hereby affirm that the information presented in this application, and all supporting forms, plans and documents are true, accurate and complete, and agree that, if any such information is found by the Town to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

Permission is hereby granted by the property owner for the Town's Zoning Administrator and Development Review Board to inspect the property at mutually acceptable times to verify information provided in this application.

Applicant Signature: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____

[Check here](#) if owner is submitting a Letter of Authorization in lieu of signing above

For applications requiring approval from the Development Review Board, please complete and submit the applicable supplementary documents (Check boxes for each documents submitted):

- Site Plan Review (Requires Site Development Plan Checklist)
- Conditional Use Review (Requires Site Development Plan Checklist)
- Site Development Plan Checklist
- Appeal of Zoning Administrator Decision
- Request for Variance (Requires Appeal of Zoning Administrator Decision)
- Subdivision Review (Requires Site Plan Review and Site Development Checklist)

Fees

Applications are not considered to be complete until all applicable fees have been received as follows:

Zoning Permit (including signs)	\$75.00	Site Plan Review	\$150.00
Conditional Use Review	\$150.00	Variance Request	\$150.00
Appeal of Zoning Administrator Decision	\$150.00	Lot Line Adjustment	\$125.00
Subdivision Review – up to 3 lots	\$250.00		
Subdivision Review – 4 lots or more	\$250.00 + \$200/lot		
Planned Unit Development	\$250.00 + \$200/unit		

All fees (Except for recording fees) are **DOUBLED** for applications submitted "after-the-fact", i.e., when any element of Land Development has already taken place.

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Fees - continued

Fees for combined review shall be adjusted from the above schedule. Applicants shall pay the highest applicable initial review fee per the above schedule and a flat fee of \$75.00 for each additional review. For example: A 2-lot subdivision (\$250) requiring a variance (\$150) would pay a total review fee of \$325.00 (\$250+\$75). Zoning permit and recording fees are added to review fees.

In addition to all other fees, there is a \$15.00 Town Clerk recording fee for each page of a zoning permit, and \$25.00 for each page of a survey or subdivision plat (mylar).

Payment must be made by check, payable to: Town of Londonderry, Vermont

Applicants may be required to pay reasonable and customary costs for assistance provided by experts (engineers, planning consultants, etc.) requested by the Development Review Board, Selectboard or Planning Commission as part of the review process.

STATE PERMIT NOTICE

State of Vermont permits may be required for this project. The applicant or permittee retains the obligation to identify, apply for and obtain relevant state permits. Call 802-279-4747 to speak to the Regional Permit Specialist before beginning any earth work or construction.

DO NOT WRITE HERE - For Zoning Office Use Only

Fees Received: _____

Notes:

Application Deemed complete on: _____

ACTION TAKEN: Approved Approved with Conditions Denied

Referred to Development Review Board Other (see below)

Comments: _____

Signature: _____

Date: _____

Zoning Administrator