

**TOWN OF SHAFTSBURY  
ZONING PERMIT APPLICATION**

Permit Number: \_\_\_\_\_

Name of Landowner: \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_

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

Builder: \_\_\_\_\_ Telephone: \_\_\_\_\_

Physical Location of Property: \_\_\_\_\_  
(E-911 address and distance to nearest intersection)

Parcel ID# \_\_\_\_\_ Zoning District: \_\_\_\_\_ Lot Size: \_\_\_\_\_

PROPOSED USE: New Construction: \_\_\_\_ Addition: \_\_\_\_ Accessory Bldg: \_\_\_\_ Other: \_\_\_\_

Cost of Project \_\_\_\_\_

PERMIT USE: Residential: \_\_\_\_ Other: explain, \_\_\_\_\_

TYPE OF STRUCTURE: (if building and not a new home) \_\_\_\_\_

(addition, trailer, roadside stand, garage, fence, etc.)

Dimensions: Length: \_\_\_\_ft Width: \_\_\_\_ft Height: \_\_\_\_ft # of Stories: \_\_\_\_ Total Square Ft: \_\_\_\_

NEW HOUSE: Building Type: \_\_\_\_\_ (Colonial, Ranch, Split-level, Modular, Mobile Home, etc.)

Length: \_\_\_\_ft Width: \_\_\_\_ft Height: \_\_\_\_ft. # Baths: \_\_\_\_ Total Sq Ft: \_\_\_\_ # Of Bedrooms \_\_\_\_

POOL: In Ground \_\_\_\_\_ Above Ground \_\_\_\_\_ Pool Size: \_\_\_\_\_

SIGN: Width: \_\_\_\_ft Height: \_\_\_\_ft Total Square

Footage: \_\_\_\_\_

\*A plot plan showing your property and the proposed project must be drawn on the grid paper attached to the Application. Separate sheets may be used for clarity.

\*A floor plan for each level of construction showing all rooms, their uses and the overall size of the project.

**Show distance to property lines for all buildings on plot plan-see instructions.**

By affixing my/our signatures below, I/we understand and agree that a Certificate of Occupancy and/or full compliance must be obtained prior to using/occupying this structure, or addition. Furthermore, permission is granted to the Zoning Administrator and/or Listers for access to the property for inspection purposes.

I hereby certify that all statements contained herein and in all accompanying documents are true and correct, to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by the Town of Shaftsbury:

Received for record this \_\_\_\_\_ day of \_\_\_\_\_ AD200\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ minutes \_\_\_\_\_ M. and

Recorded in Book: \_\_\_\_\_ Page: \_\_\_\_\_ Attest: \_\_\_\_\_ Town Clerk

Action Taken: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Referred to DRB \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature: Zoning Administrator \_\_\_\_\_ DRB Chariman \_\_\_\_\_

**Fee Schedules:**

Applications for a zoning permit shall be filed with the Administrative Officer with the required fee\*

**PROJECT:**

**FEE:**

0 to 599 sq ft	\$ 25.00
600 to 1,099 sq ft	\$100.00
1,100 to 1,499 sq ft	\$225.00
1,500 to 1,999 sq ft	\$325.00
2,000 to 2,999 sq ft	\$525.00
3,000 sq. ft and over	\$500.00 plus \$35.00 for every additional 500 sq ft or fraction thereof.

- Communication: A permit fee of \$150.00 applies to tower structures and \$150.00 for each antenna array.
- Signs: A permit fee of \$40.00 applies as a minimum for all signs.
- Demolition Permit \$ 30.00
- Variance \$100.00 plus \$50.00 for each variance requested .
- For Commercial and Industrial construction, conditional uses, and other projects requiring approval by the Shaftsbury Zoning Board of Adjustment or Planning Commission, there is a basic fee of \$100.00, plus that entailed from the above project cost fee schedule.
- Appeals to the DRB must be accompanied by a fee of \$50.00.
- Conditional Use Permit – Home Occupation \$ 50.00
- Conditional Use Permit – Commercial Use \$ 100.00
- **\$50 for any unlisted item not covered by this fee structure (Open-sided buildings, Barns for animals and etc.)**
- Permits are valid for one year and construction must be completed within one year. Up to two extensions may be granted by the Shaftsbury Zoning Administrator, when accompanied by a \$25.00 fee for each extension.
- All permits are contingent upon approval of all applicable State Permits.

**DUE TO THE NECESSARY WORK INVOLVED, ALL FEES WILL BE RETAINED WHETHER A PERMIT IS GRANTED OR DENIED.**

**ANY LAND DEVELOPMENT, INCLUDING, THE DIVISION OF A PARCEL OF LAND, THE SITE PREPARATION, CONSTRUCTION, RECONSTRUCTION, CONVERSION, STRUCTURAL ALTERATION, RELOCATION, ENLARGEMENT, RAZING OR REMOVAL OF AND BUILDING OR OTHER STRUCTURE, OR AND EXTENSION OF THE USE OF THE LAND IS PERFORMED AND A PERMIT HAS NOT BEEN OBTAINED WILL BE CHARGED TWICE THE NORMAL PERMIT FEE THAT WOULD HAVE BEEN APPLIED OR \$100.00 PLUS FEE, WHICH EVER IS MORE.**

**A Driveway Access permit may be required for your project. This is obtained through the Zoning Administrator from the DRB**

\*All fees include the Zoning Administrator fee (\$10.00), and the Town Clerk recording fee (\$10.00).

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**Instructions for Filing a Zoning Permit Application:**

1. The landowner MUST sign the application.
2. Be sure to give enough details, such as box number, distance to a cross road, or other identifiable land mark so the property can be located by the Administrator.
3. A plot plan must be drawn on the back of the first page of the Zoning Permit Application. A plot plan is a sketch showing an outline of the property and location of any buildings. Show distance to property lines for all buildings.
5. Occupancy Certificates are required. If your permit is for a building or addition, you must notify the Zoning Administrator when construction is complete. The Occupancy Certificate will then be issued provided the building agrees with the description in the application. Certain land use applications will require a Certificate of Occupancy as well.
6. Effective November 8<sup>th</sup>, 1988, all permits expire one year from the date they are issued. You may obtain a one year extension if you apply for it before the expiration date of the original permit. If a permit expires prior to the substantial completion of your project, a new application and filing fee will be required.
7. Interested parties may appeal any decision of the Zoning Administrator within fifteen (15) days of such decision. No permit issued shall be in effect until the 15 day appeal period has ended.