



P.O. Box 91 Starksboro, VT 05487  
 Zoning Phone: 802-453-2768  
 www.starksborovt.org/zoning

## ZONING PERMIT APPLICATION

A Zoning Permit is required **prior** to any land development, as defined in the Starksboro Land Use & Development Regulations. Contact the Zoning Administrator prior to filing this form to confirm your permitting requirements and fees.

### Site Information:

Physical Address of Property: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Overlay District?: \_\_\_\_\_ Lot size (acres): \_\_\_\_\_

### Property Owner(s) Information (see definition next page):

Property Owner(s) Name: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant Information (see definition next page):

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Information:

Description of Project: \_\_\_\_\_

### ACKNOWLEDGEMENTS:

The Administrative Officer has 30 days to act on a complete permit application. Permit approvals will be effective at the end of the 15-day appeal period. **No construction is allowed during the appeal period.** The applicant or an interested party has the right to appeal this permit decision within 15-days of issuance to the Starksboro Development Review Board. Local, state, and federal regulations may apply to projects and additional local, state and federal permits may be required. **It is the applicant's responsibility to acquire additional local, state, and federal permits.** If those regulations are not as restrictive as the Starksboro Land Use & Development Regulations, the Starksboro Regulations will apply. Please contact the State of Vermont Permit Specialist (802-477-2241) for more information on state permits. Any work in the Road or Highway Right-of-Way requires a Town or State Driveway/Access permit be filed with the Zoning Administrator. All residential projects must comply with the Vermont Residential Building Energy Standards. All representations made on application forms, drawings, and attachments are binding. Failure to build according to the approved zoning permit application is a violation of the Starksboro Land Use & Development Regulations. The Administrative Officer shall have the right to conduct inspections at any time during construction. A Certificate of Occupancy is required for new single-family home.

Signatures: The undersigned hereby certifies the information within this application to be true and accurate, and accepts the acknowledgements as noted above and in the Starksboro Land Use and Development Regulations.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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

### OFFICE USE BELOW ONLY

Date received: \_\_\_\_\_ Date Application Deemed Complete \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Paid via: Check # \_\_\_\_\_ CC \_\_\_\_\_ Online \_\_\_\_\_

## PERMIT DECISION

**Decision:** DENIED/ APPROVED / REFERRED TO DRB

Zoning Administrator signature: \_\_\_\_\_ Cert. of Occupancy req? ☐ Yes ☐ No

Date of Signature: \_\_\_\_\_ Date Zoning Permit takes effect: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

Zoning Administrator's Comments: \_\_\_\_\_

**TOWN CLERK'S OFFICE** Received for Record: \_\_\_\_\_ A.D. \_\_\_\_\_ at \_\_\_\_\_ o'clock AM / PM

And Recorded in Book \_\_\_\_\_ page \_\_\_\_\_ Attest: \_\_\_\_\_ Town Clerk/Assistant Town Clerk

**Review Checklist to be completed by the applicant:****Type of Project** (check all that apply): ☐ New Construction ☐ Change in Use ☐ Addition/Alteration ☐ Sign☐ Accessory Dwelling Unit ☐ Home Business ☐ Renovation ☐ Other: \_\_\_\_\_**Related Prior DRB Approval Numbers #** \_\_\_\_\_**For New Structures or Additions:****Total new square footage:** \_\_\_\_\_ **Size in ft:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_**Total Lot Coverage** \_\_\_\_\_ %**Project setbacks:** Show distance from the property boundaries in feet on an attached diagram (see next page).**Show any of the following conditions and / or note if the property is located within these protection areas:**

- |  |   |
|--|---|
| <input type="checkbox"/> Floodplain                    | <input type="checkbox"/> 50 feet from a waterbody, stream, etc. |
| <input type="checkbox"/> Wetlands (Class I or II)      | <input type="checkbox"/> Water Source Protection Area           |
| <input type="checkbox"/> Steep Slopes (20% or greater) | <input type="checkbox"/> Conservation Easement lands            |

**Other regulatory permits** (note NA if not applicable):**State Highway Right-of-Way Access Permit Number:****Town Driveway/Right-of-Way Access Permit Number:****State Water / Wastewater Permit Number :****State Stormwater Discharge Permit Number:****Prior or New State Act 250 Permit Number(s):****State Building Construction Permit Number:****Definitions:**

**Property Owner** (also referred to as "owner" or "landowner" or "Owner of Record" or "developer"): Name of Person(s) or Entities noted as the Owner of the Parcel on the current Grand List or most recent Warranty Deed Filing. If multiple names are provided, all must be noted and must sign all applications. If an Entity is noted (i.e. Star Farms, LLC), then the contact information for the person authorized to represent the entity must be provided.

**Applicant:** The person(s) or entity or firm authorized by the Owner to submit the application, act on the Owner's behalf in all matters relating to the application, and be responsible for communications between the Town and the Owner. If the person(s) or entity or firm submitting the application and acting on the Owner's behalf does not wish to be is not listed as the Applicant, then a separate letter of authorization signed by the Owner must accompany the application allowing this party to act on the Owner's behalf.

**Site Diagram Base Plan Hint:**

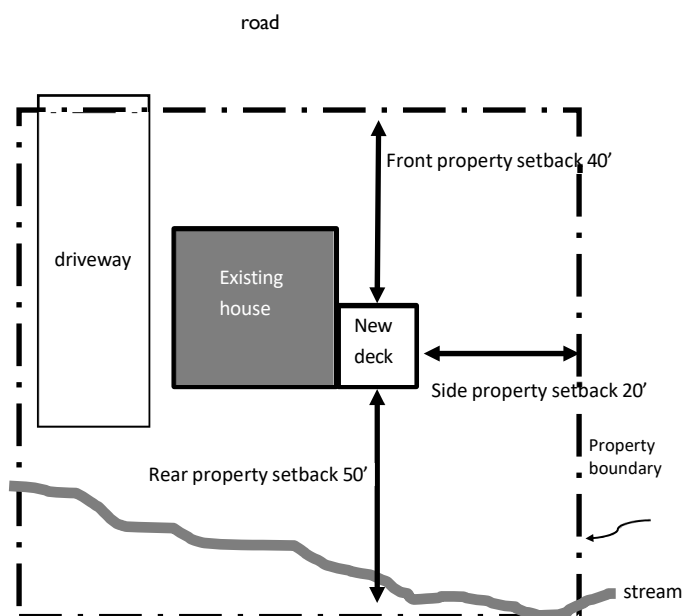
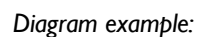
If you do not have a survey or map of your property to sketch a site diagram on, you can go online to the Vermont Parcel Map Viewer Program (see link at [www.starksborovt.org/zoning](http://www.starksborovt.org/zoning)). Type your Parcel Number into the search bar (193 - last 5 digits of your SPAN number from your tax bill, example 193-10454). Click on the Print icon at the bottom of the screen. In the Print dialog box that appears, click on Print, then click the Results tab. Print the map that appears in the pop-up window using your browser's print commands. Use this diagram to sketch your proposed project and attach in lieu of the diagram sheet on the next page.

Diagram:

Please include a sketch of the proposed development. You may use the space below to sketch your plan or provide a professionally prepared plan.

Include the following property information: boundary lines and rights-of-ways, setbacks, surface waters and wetlands, dimensions of existing and proposed structures, existing /proposed accesses (curb cuts) driveways and parking areas, existing /proposed utilities, existing / proposed water and wastewater systems. Additional information may be required depending on the nature of the project.

Diagram:

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin gray lines. There are 20 columns and 20 rows of squares, creating a total of 400 square units. The grid covers the entire area of the page, leaving no margins or additional markings.