

APPLICATION FOR ZONING PERMIT

TOWN OF WARREN

Office of Planning, Zoning & 911

PO BOX 337

WARREN, VT 05674-0337

(802) 496-2709, Ext 24 FAX (802) 496-2418, Email: zoning@warrenvt.org

APPLICATION NO. _____ GRAND LIST NO. _____

1. APPLICANT: NAME _____

ADDRESS _____

TELEPHONE _____

2. LAND OWNER: (If different from Applicant)

NAME _____

ADDRESS _____

TELEPHONE _____

3. LOCATION OF PROPERTY: _____

4. ZONING DISTRICT: _____

INSTRUCTIONS:

Please provide all of the information requested in this application (items 1-19 and sketch plan). Read the Land Use & Development Regulations and familiarize yourself with requirements for building and development in the Town of Warren. Failure to provide all required information will delay the processing of this application. Projects other than a 1 or 2 family residences or agricultural uses require additional 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the "Town of Warren" according to the fee schedule attached herein. 50% of the fee is refundable if the application is withdrawn prior to issuance of the permit.

The undersigned hereby applies for a Zoning Permit for the use described in pages 1-4 of this application, to be issued on the basis of the representations made herein, all of which the applicant swears to be true. ALL PROPERTY OWNERS MUST SIGN THIS APPLICATION.

SIGNATURES OF ALL PROPERTY/LAND OWNERS DATE

SIGNATURES OF ALL PROPERTY/LAND OWNERS DATE

Date received at the Town Clerk's Office: _____ Fee received: _____

Date deemed complete and processed by the Zoning Administrator: _____

5. LEGAL INTEREST IN PROPERTY: _____

6. DATE PROPERTY ACQUIRED: _____

7. DEED IN RECORDED BOOK: _____ AND PAGE: _____ OF LAND RECORDS

8. SIZE OF PROPERTY IN ACRES: _____

9. FRONTAGE ON ROAD(S): _____

(If property fronts on more than one road please include each frontage measurement individually.)

10. EXISTING USE OF PROPERTY AND DATE USE STARTED: _____

11. DESCRIPTION OF WORK TO BE DONE: _____

12. PROPOSED NEW USE OF PROPERTY: _____

13. DIMENSIONS OF PROPOSED AND EXISTING BUILDING(S):

PROPOSED: LENGTH: _____ WIDTH: _____ HEIGHT: _____

NO.OF STORIES: _____ TOTAL SQUARE FOOTAGE: _____

EXISTING: LENGTH: _____ WIDTH: _____ HEIGHT: _____

NO. OF STORIES: _____ TOTAL SQUARE FOOTAGE: _____

14. SETBACKS FROM ROAD(S) AND/OR STREAM(S): _____

PROPERTY LINES: FRONT: _____ REAR: _____ SIDE(S): _____, _____

15. DESCRIBE TYPE OF WATER SYSTEM: _____

16. A Health Permit is required from the Health Officer for new single and two-family residences and/or additions that significantly increase the septic requirements of single or two-family residences (additions of bedrooms, etc.). The Health Permit for sewage disposal systems MUST BE OBTAINED BEFORE THIS ZONING PERMIT CAN BE PROCESSED. Please attach a copy of the Health Permit to this application and provide information noted below. Please see Health Ordinance for more details. Copies are available at the Town Clerk's Office.

Health Permit No: _____ Date Approved: _____

System Designer: _____ No. of Bedrooms: _____

17. ESTIMATED COST OF CONSTRUCTION: _____

18. COMPLETE THE SITE PLAN ON PAGE 4 OF THIS APPLICATION (YOU MAY ATTACH A SEPARATE SHEET), PROVIDING ALL REQUIRED INFORMATION.

19. USE THIS SPACE BELOW TO PROVIDE ANY OTHER INFORMATION YOU FEEL IS RELEVANT FOR THIS APPLICATION.

PLEASE NOTE THE FOLLOWING REGARDING THIS PERMIT APPLICATION:

This application cannot be processed until all requested information is submitted in clear and readable form. You may attach addition 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 (2) years from the date of issuance.

An extension for a permit may be requested prior to the expiration date of the issued permit.


If information contained in an issued permit changes (e.g. size of proposed structure) an amended application must be submitted with in 15 days of the change to the Zoning Administrator.

SKETCH PLAN

Please include 2 copies of the sketch of your project, drawn to scale, indicating all listed information. You

may use the space provided bellow or attach a separate sheet no smaller than 8½” x 11”

- Location of existing and proposed structures
- Dimensions of all structures (including roof overhangs)
- Property lines and dimensions
- 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
- Other important information relevant to the application
- Septic tank location
- Leach field location
- Location of water source
- Indicate wooded or open areas
- Location of utilities
- Locations of rives & streams
- Outside storage areas
- Location of dumpster
- Lighting plan & fixture sheet



Permit Number# _____

Please complete all applicable fee(s) calculations and enclose a check for the total amount upon submission of completed applications. Make checks payable to: Town of Warren, **ADOPTED JANUARY 2009**

Please complete all applicable fee(s) calculations and enclose a check for the total amount upon submission of completed applications. Make checks payable to: Town of Warren

BUILDING PERMITS - ZONING ADMINISTRATION FEES

Note: # of Finished Floors may also be calculated as total finished square footage, which would include all usable space, garages, finished basements, finished attics, etc.

RESIDENTIAL CONSTRUCTION FT² Include Existing Structure & Additional FT²
(Initial or addition), mobile home, single/two, or multi-family dwelling and garages

Under 2001 ft²

_____ ft². X _____ # FINISHED FLOORS ÷ 100 X \$ 20.00 = _____ + \$ 150. = _____

OVER 2001 ft²

_____ ft². X _____ # FINISHED FLOORS ÷ 100 X \$ 30.00 = _____ + \$ 250. = _____

DECKS AND SMALL PORCHES, UNDER 101 ft² \$75 (EACH) = _____

DECKS AND SMALL PORCHES, 101 ft² AND UP
_____ SQ' ÷ 100 X \$10.00 = _____ + \$ 100 = _____

OUTBUILDING: BARNs, SHEDS(NO FOUNDATION)
(LESS THAN 200 ft² \$ 75 = _____

(GREATER THAN 200 SQ'):
_____ ft². X _____ # Floors ÷ 100 X \$15.00 = _____ + \$200 = _____

RE-ISSUE OF PERMIT WITH NO CHANGE \$75 = _____

POOL OR POND = _____

OTHER \$75 = _____

AMENDMENT: CHANGE IN ft²

_____ ft² X _____ # FINISHED FLOORS ÷ 100 X \$30.00 + \$100.00 = _____

RENOVATION:

MINOR- LESS THAN 500 ft².OR LESS THAN 10K (USE SF OR VALUE WHICHEVER IS GREATER)

1.50/ \$1,000.00 OF VALUE: +100.00 _____ = _____

OR ft². _____ X _____ # FINISHED FLOORS ÷ 100 X \$15.00 = _____ + \$100 = _____

MAJOR - GREATER THAN 500 ft². OR GREATER THAN 10K (USE SF OR VALUE WHICHEVER IS GREATER)

2.00/ \$1000.00 OF VALUE, _____ + 200.00 = _____

OR _____ ft² X _____ # FINISHED FLOORS ÷ 100 X \$20.00 = _____ + \$350 = _____

HOME OCCUPATION \$75 = _____

LETTER OF PERMIT STATUS OR CERTIFICATE OF ZONING COMPLIANCE \$ 75 = _____

CHANGE OF USE OR ADDITION OF USE \$150 = _____

LATE FEE (CONSTRUCTION BEFORE PERMIT) 150% ADDITIONAL TO ABOVE = _____

APPLICATION FOR ZONING PERMIT

COMMERCIAL CONSTRUCTION

(Initial or addition), hotel, motel, lodge, club, time-share, condominium, restaurant, nightclub, etc.

_____ ft² X _____ # FINISHED FLOORS ÷ 100 X \$ 40.00 = _____ + \$500 = _____

OUTBUILDINGS, PRIMATIVE GARAGE, RECREATIONAL BUILDING(UNHEATED), DECK

_____ ft² X _____ # FINISHED FLOORS ÷ 100 X \$30.00 = _____ + \$300 = _____

OUTDOOR FACILITY

TENNIS COURT, POOL, REG. GOLF COURSE, POND \$200 / UNIT OR HOLE = _____

OTHER: 200 EA. = _____

RE-ISSUE WITH NO CHANGE \$100 = _____

AMENDMENT:

CHANGE IN ft²
_____ ft² X _____ # FINISHED FLOORS ÷ 100 X \$40.00 + \$200.00 = _____

OTHER PROJECTS & RENOVATIONS:

MINOR- LESS THAN 500 ft².OR LESS THAN 10K (USE SF OR VALUE WHICHEVER IS GREATER)

3.00/ \$1,000.00 OF VALUE : _____ + \$ 100 = _____

OR ft². _____ X _____ # FINISHED FLOORS ÷ 100 X \$15.00 = _____ + \$ 200 = _____

MAJOR - GREATER THAN 500 ft². OR GREATER THAN 10K (USE SF OR VALUE WHICHEVER IS GREATER)

5.00/ \$1000.00 OF VALUE, _____ + \$400 = _____

OR _____ ft² X _____ # FINISHED FLOORS ÷ 100 X \$40.00 = _____ + \$500 = _____

SIGNS \$75 = _____

LATE FEE (CONSTRUCTION BEFORE PERMIT) 150% OF TOTAL FEE ADDED TO ABOVE = _____

OTHER:

CERTIFICATE OF ZONING (SPECIFIC PERMIT) COMPLIANCE \$75 = _____

CERTIFICATE OF ZONING COMPLIANCE (GENERAL CONDITION, NO INSPECTION): \$75 = _____

CERTIFICATE SUBDIVISION COMPLIANCE INSPECTION \$100.00 / LOT, # OF LOTS _____ = _____

ROAD CUT PERMIT \$100 = _____

RE-ISSUE OF LOST PERMIT \$ 50 = _____

ADMINSTRATIVE REVIEW (by Administrative Officer):

Residential Fee – 250.00 Plus Warning Fee 60.00 & 10.00/ Abutter
Notification by Staff = _____

Commercial Fee – 500.00 Plus Warning Fee 100.00 & 20.00/ Abutter
Notification by Staff = _____

DEVELOPMENT REVIEW BOARD FEES

PUD (PRD) REVIEW *	\$800	_____
LOT LINE ADJUSTMENT	\$250	_____
SUBDIVISION - MINOR	\$400/LOT	_____
SUBDIVISION - MAJOR	\$800/LOT	_____
REVISION TO AN APPROVED PLAT	\$400/LOT	
REVISION TO PRD/PUD	\$500	
AMENDED APPLICATION (PRIOR TO PLAT FILING) 50% OF REGULAR FEE		_____
ROAD SIGNS AS REQUIRED FOR SUBDIVISION ROADS \$130.00/SIGN		_____
CONDITIONAL USE & VARIANCE, RESIDENTIAL - ORIGINAL OR AMENDED	\$225/EA.	_____
CONDITIONAL USE & VARIANCE, COMMERCIAL - ORIGINAL OR AMENDED	\$500/EA	_____
CHANGE OF USE	\$200	_____
APPEAL OF ZONING ADMINISTRATOR'S DECISION	150.00	_____
APPEAL OF ZONING ADMINISTRATOR'S OF NOTICE OF VIOLATION	100.00	_____
PLUS LEGAL NOTICE (SEE BELOW)		
STAY OF ENFORCEMENT: NO CHARGE		
LATE FEE (USE BEFORE DRB APPROVAL) 200% ADDITIONAL TO ABOVE		
LEGAL NOTICES:		
MINOR SUBDIVISIONS & RESIDENTIAL CU'S	50 EA. HEARING	_____
MAJOR SUBDIVISIONS & COMMERCIAL CU'S	\$70 EA. HEARING	_____
RESEARCH AND DOCUMENT PRODUCTION FEES \$75/HR PLUS COPIES		
LEGAL FEES SEE APPENDIX A COPIES OF TOWN REGULATIONS		
LAND USE & DEVELOPMENT REGULATIONS	\$25	_____
TOWN PLAN	\$25	_____
TOTAL FEES DUE		_____
TOTAL FEES RECEIVED		_____

ALL TOWN OF WARREN MUNICIPAL AND SCHOOL PROJECTS ARE EXEMPT FROM FEES.