

Name of Person Applying for Permit: _____
 Applicant's Mailing Address: _____
 Applicant's Home Phone #: _____ Applicant's Business Phone #: _____
 Is the Applicant the owner of the property: _____ Yes _____ No. If "No" Then:
 Name of Property Owner: _____
 Property Owner's Mailing Address: _____
 Owner's Home Phone #: _____ Owner's Business Phone #: _____

Permit Number:

1. What is the 911 address of the Property? _____

2. What zoning district is the property in?

North Westminster Village _____ Westminster Station _____ Residential (2acre) _____
 Westminster West Village _____ Commercial _____ Rural Residential (5 acre) _____
 Westminster Village _____ Industrial _____ Resource Conservation _____

3. Is your property in on of the overlay districts?

Agricultural Overlay District? Yes _____ No _____
 Historic District? Yes _____ No _____
 Flood Protection District? Yes _____ No _____
 Ridgeline Protection District? Yes _____ No _____

If your property is in an overlay district we need additional information. Please call Town Hall for Assistance.

4. What do you want to build?

New commercial structure _____ Addition an existing comm. or industrial structure _____
 New industrial structure _____ Temporary Building _____
 Agricultural Building _____
 Other: _____

Parcel Number:

5. What is the property used for now?

The property is currently vacant _____ Professional Office _____
 Residential _____ Residence and Business _____
 Commercial or Industrial use _____ Agricultural _____
 Other: _____

6. How large is the parcel? _____ acres

7. Will the Proposed construction change how the property is used?

No, the property will be used for the same purpose as it is now _____

Yes, if approved, this construction will change the use of the property:

Please describe: _____

8. Setbacks (Please call town hall to find out how far back you need to be from your property line)

	Existing	Proposed
How far back is the construction from the center of the road?	_____ ft	_____ ft
How far back is the construction from your rear property line?	_____ ft	_____ ft
How far back is the construction from the side property line?	_____ ft	_____ ft
How far back is the construction from the side property line?	_____ ft	_____ ft

9. **Intensity** If this permit is approved:

How many people will be employed at this location after the construction is completed? _____ Employees/day

How many customers per day will frequent the business? _____ Customers per day

How many trucks and other delivery vehicles will visit the site per day? _____ per day

10. What is the estimated cost of construction? \$ _____

11. What are the dimensions of your construction?
_____ feet by _____ feet

Total square footage: _____ square feet

Height at tallest point: _____ feet

12. Are there any wetlands on your property? Yes _____ No _____

13. **Drawings** Drawings of the proposed construction prepared by a licensed professional engineer or architect must accompany this application. Exception: Plot plans for commercial expansions do not have to be prepared by a licensed professional engineer or architect unless requested by the Planning Commission. Please Refer to Westminster Zoning Ordinance Section 126 for Plot plan requirements

14. **Abutter Information** Please provide the following information for all parcels that border yours.

Name	Mailing Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

15. **Associated approvals:**

Do you have approval from the Road Commissioner for a new road access? _____ Yes _____ No _____ N/A

To determine if a State permit is required contact:
Springfield Regional Office: (802) 885-8848 or Delores.kuhn@state.vt.us

16. **Fees** *please call town hall with any questions about which fees apply to your project.*

Base Fee:
 For construction projects estimated to cost \$500 or less (\$25) \$ _____
 For all other projects (\$50) \$ _____
 Development Review Board Fee (\$100) \$ _____
 Surcharge for Major Subdivisions and PUD (\$50) \$ _____
 Recording Fee (\$15) \$ _____

Total \$ _____



Before signing your application:

- Have you answered all the questions in this application?
- Does your plot plan include all of the requested information?
- Have you provided all requested supplemental information?
- Have you included all abutter information?

I request a permit for the project described in the application, and grant the Town Officials permission to access my property for inspection purposes.

I understand that if I do not complete my project within the prescribed time I will need to apply for an extension or apply for a new permit.

I understand that any misrepresentation contained in this application, intentional or not, will invalidate my permit.

Applicant's Signature

Date

Land Owner's Signature

Date

YOUR RIGHT TO APPEAL

Any interested person, as defined in State Statutes, may appeal any decision of the Development Review Board to the Environmental Court within 30 days of such decision. Any decision of the Zoning Administrator may be appealed within 15 days of such decision.

ADMINISTRATIVE USE ONLY		
Received on: _____	Inspected on: _____	Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
ZA Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Referred to: <input type="checkbox"/> DRB <input type="checkbox"/> HRB	Date: _____
DRB Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		_____ Date
Permit Issued On: _____	_____	
	Administrative Officer Signature	Date

