

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 #: \_\_\_\_\_

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. Narrative Statement?

Please attach a narrative statement describing the character of the development and the reasons for the particular approach you have proposed.

5. Development Schedule?

Please attach a schedule indicating the approximate date when construction of the PUD, or phases of Development for the PUD can be expected to begin and be completed.

6. Qualitative Data

- What is the size of the parcel under consideration? \_\_\_\_\_ acres
- How many residential units are you proposing?  
 \_\_\_\_\_ Single Family Units \_\_\_\_\_ Multi Family Units
- How many non-residential uses are you proposing? \_\_\_\_\_ uses  
*A list of all proposed uses must be attached to this application*
- How much of the parcel will be covered with buildings and structures when all construction is complete and/or The PUD is fully developed? \_\_\_\_\_ %
- What will be the residential density when the PUD is fully developed? \_\_\_\_\_ %
- How much usable open space will be preserved when the PUD is fully developed? \_\_\_\_\_ acres
- How many parking spaces are provided? \_\_\_\_\_ spaces
- How many trips per day will be generated by the PUD when it is fully developed?  
 \_\_\_\_\_ car trips per day \_\_\_\_\_ Large truck trips per day
- How many employees will work at this site when the PUD is fully developed? \_\_\_\_\_ employees
- If a commercial project, how many shifts will work at this site? \_\_\_\_\_ shifts
- Are you proposing new or additional lighting? \_\_\_\_\_ Yes \_\_\_\_\_ No, if so please attach a description
- Will hazardous materials be stored on this site? \_\_\_\_\_ Yes \_\_\_\_\_ No, is so please attach a description

Permit Number:

Parcel Number:

**7. Site Plan-your application must include a site plan prepared by a licensed professional architect Or engineer. The plan must include all of the following:**

- Name and address of property owner and preparer of the site plan
- Date, True North Point, and Scale
- Existing site conditions, including 5 foot contours, water courses, flood plains, agricultural Overlay lands, wetlands, forest cover, and any unique natural features.
- Existing and proposed lot lines
- Existing and proposed utility systems, lighting systems and storm water drainage plans
- The location and size of all land areas to be conveyed dedicated or reserved as common open Space parks, recreation areas, etc.
- All existing and proposed pedestrian ways.
- All existing and proposed vehicular circulations systems, including off street parking areas, Service areas, loading areas and points of access to public rights of way.
- All proposed landscaping and grading
- The names and addresses of all abutting property owners

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

Base Fee (\$50)	\$ _____
Development Review Board Fee (\$100)	\$ _____
Surcharge for Major Subdivisions and PUD (\$50)	\$ _____
Recording Fee (\$15)	\$ _____

Total \$ \_\_\_\_\_

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**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?

**To determine if a State permit is required contact:**

**Springfield Regional Office: (802) 885-8848 or [Delores.kuhn@state.vt.us](mailto:Delores.kuhn@state.vt.us)**

**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

