

**ZONING PERMIT APPLICATION**
**Application #:**  
**Date Received:**

A zoning permit is required prior to ALL land development, including but not limited to the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure, any excavation or filling for a commercial purpose, or any change in the use of any structure or land. If the application is found to be complete, the Administrative Officer will issue a decision or refer the application to the Development Review Board within 30 days. Incomplete applications will not be processed. **An ACCURATE plot plan, preferably drawn to scale, or a survey map for subdivisions, must be submitted in conjunction with this application (see page 3).**

SUBJECT PROPERTY INFORMATION			
Property Address/Location: _____			
Current Use: _____			
Tax Map ID Number: ____ -- ____	Deed Reference: Volume: _____ Page: _____		
Zoning District: _____	<b>Building permit</b> <input type="checkbox"/>	<b>Variance</b> <input type="checkbox"/>	<b>Subdivision</b> <input type="checkbox"/>
<div style="text-align: center; background-color: #f2f2f2; margin-bottom: 5px;">PROPERTY OWNER</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Name: _____</div> <div style="width: 40%;">Phone: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Street: _____</div> <div style="width: 40%;">City: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Email: _____</div> <div style="width: 20%;">State: _____</div> <div style="width: 20%;">Zip: _____</div> </div>			
<div style="text-align: center; background-color: #f2f2f2; margin-bottom: 5px;">APPLICANT INFORMATION (IF DIFFERENT FROM PROPERTY OWNER)</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Name: _____</div> <div style="width: 40%;">Phone: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Street: _____</div> <div style="width: 40%;">City: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Email: _____</div> <div style="width: 20%;">State: _____</div> <div style="width: 20%;">Zip: _____</div> </div>			

PROPOSED DEVELOPMENT	
Describe proposed construction/alteration, additions, accessory structures, etc.	Est. Cost*: \$ _____ <small>*Required field</small>
Describe proposed use(s), i.e. single-family home, retail, office, etc.	

ZONING ADMINISTRATOR DECISION	
Application is: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> Referred to DRB	Fee Paid: \$ _____
Reason for decision: _____	
Signature _____	Date _____

# ZONING PERMIT APPLICATION

## FEE SCHEDULE

Zoning Permit Application Fee.....	<b>\$50.00</b>
Review by the Development Review Board (DRB): subdivisions, ADU's, variance.....	<b>ADD \$40.00</b>
"After the fact" permits.....	<b>ADD LATE FEE \$15.00</b>
Subdivisions require Conditional Use Review by the DRB.....	see above
Appeal Decision of Zoning Administrator.....	<b>\$30.00</b>

### APPLICANT SIGNATURE REQUIRED

I certify that, to the best of my knowledge and belief, all information provided in this application is accurate and that all work shall be completed, and the property used, in accordance with this application and plot plan.

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

This permit becomes effective following a **15 day appeal period** from the date of approval. An interested person may appeal any decision of the Zoning Administrator to the Development Review Board within 15 days of such decision. Refer to Section 1007.1 of the Peacham, VT Zoning and Flood Hazard Regulations, Adopted 2/28/17.

This permit does not relieve the applicant of the responsibility of obtaining other permits required by the State of Vermont.

This application if approved will serve as the Zoning Permit.

**PERMIT EXPIRES 1 YEAR FROM DATE OF APPROVAL.**

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## PLOT PLAN

An **ACCURATE** plot plan, preferably drawn to scale, must be submitted in conjunction with this application and must include all of the information listed below. Drawings must be no larger than 11" x 17" or may be submitted digitally. A survey map prepared and certified by a land surveyor duly licensed by the Board of Land Surveyors established under 26 V.S.A. § 2541 is required for subdivision applications and will be a requirement for final approval and recording.

1" = 50'

# ZONING PERMIT APPLICATION

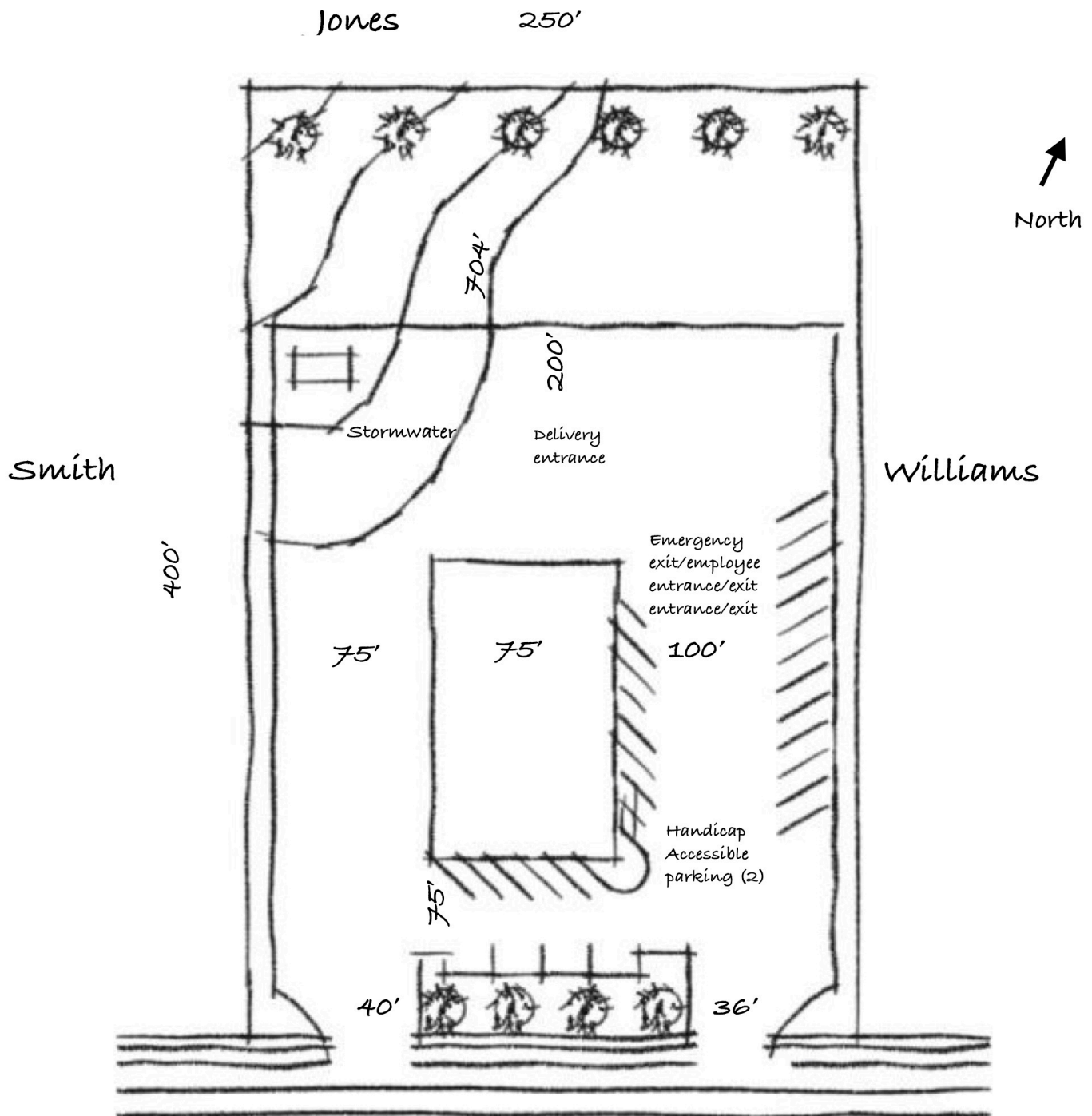
## PLOT PLAN and SUPPORTING INFORMATION CHECKLIST (see sample plot plan attached)

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- ☐ North Arrow, indication of scale used, and date of plot plan.
- ☐ **Property Boundaries** – Drawn to scale with lot size/area noted. It is the responsibility of the landowner(s) to hire a professional surveyor or other qualified person if the exact boundaries of the property are unknown. The Town of Peacham is unable to verify property line locations. Adjoining property owners (abutters) should be noted on plan. For Subdivision applications the new lot boundaries need to be drawn with acreage of new lot(s) and remaining lot.
- ☐ **Roads and Driveways** – Location of abutting roads and existing and/or proposed driveway(s) with curb cuts noted.
- ☐ **Right-of-Ways & Easements** – Location of any public or private utility easements and location of any public or private rights-of-way and/or sidewalks.
- ☐ **Structure Locations and Dimensions** – Existing and proposed building footprints, specifying location, size (include ALL dimensions), and shape of any structures present on the site or proposed for construction, including ALL accessory structures. i.e. sheds, decks, fences, pools, etc. Building plans if available should be presented for review. Elevation drawings are required and must show the height of the building from the ground level. If the building will be on a slope, show the proposed height from the ground level at each corner.
- ☐ **Building Setbacks** – Provide the distance of the front, sides, and rear yard setbacks as measured from the property line or center of a right-of-way to ALL structures both existing and proposed. To determine the front setback, measure from the center line of the road or right of way.
- ☐ **Use(s)** (*i.e. single family house, garage, shed, restaurant, office, etc.*) – Label the use(s) of each structure.
- ☐ **On-Site Wastewater System** – Indicate the location of the On-Site Wastewater System. Provide Vermont Wastewater System and Potable Water Supply Permit # and any documentation.
- ☐ **Water Line Connection or Private Well** – Indicate the location of the proposed water line connection (*from building to Village water line*) **OR** indicate the location of the well/spring.
- ☐ **Special Flood Hazards Areas and Wetlands** – Indicate the location of any land affected by the application that lies within a flood hazard area or is listed in the National Wetlands Inventory / State of Vermont Wetland Inventory.
- ☐ For **subdivision** and other **conditional use permit applications**, provide a separate list of the names and addresses of all adjoining property owners (abutters) without regard to any public right-of-way.

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## SAMPLE PLOT PLAN



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## **NOTICE OF STATE PERMIT REQUIREMENTS**

**STATE PERMITS MAY ALSO BE REQUIRED FOR YOUR PROJECT.** To avoid unnecessary delays, you are required to contact the District 7 State Permit Specialist for the Agency of Natural Resources at (802) 505-5367.

- **A WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT** may be required for subdivision of land or construction, modifications, or changes in use of buildings and structures. Contact the DEC Wastewater Program at (802) 751-0130.
- For **ACT 250** information: Contact the District Coordinator, Kirsten Sultan at (802)751-0126 or [kirsten.sultan@vermont.gov](mailto:kirsten.sultan@vermont.gov).
- For Vermont Shoreland Protection Act: Contact: VT Agency of Natural Resources, Dept. of Environmental Conservation  
Email: [ANR.WSMDShoreland@state.vt.us](mailto:ANR.WSMDShoreland@state.vt.us)  
Phone: 802-490-6196

All residential projects must comply with the Vermont Residential Building Energy Standards (RBES). For **MANDATORY RESIDENTIAL ENERGY CODE REQUIREMENTS**: Contact the Energy Code Assistance Center at (855) 887-0673.

Per Act 175 some construction, deconstruction, or demolition projects are required to separate architectural waste materials for the purpose of recycling. For **ARCHITECTURAL WASTE RECYCLING REQUIREMENTS**: Contact James (Buzz) Surwilo at (802)-522-5056 or [james.surwilo@vermont.gov](mailto:james.surwilo@vermont.gov).

**STATE CONSTRUCTION PERMITS** are required on all public buildings. Contact the Barre Regional Office of the Vermont Division of Fire Safety at (802) 479-4434

**HIGHWAY ACCESS PERMITS.** A **STATE** highway access permit is required for all projects involving access to a state highway: Contact VTTrans Chief of Permitting Services, Craig Keller at (802) 279-1152 or [craig.keller@vermont.gov](mailto:craig.keller@vermont.gov). For **LOCAL** access permits, contact the Foreman of the Peacham Road Department.

**Note:** This is not intended to be a complete listing of all state regulatory programs. Please contact a State Permit Specialist for more information.

**ADDITIONAL PERMITS MAY BE REQUIRED.** To avoid unnecessary delays please contact the District 7 State Permit Specialist for the Agency of Natural Resources at (802) 505-5367 for information regarding State of Vermont development permits. All residential projects must comply with the Vermont Residential Building Energy Standards (RBES). A Compliance Certificate must be permanently displayed at the site, and a copy filed with the VT Dept. of Public Service and the Town. For more information contact the Energy Code Assistance Center at (855) 887-0673. A State Highway Access Permit is required for all projects involving access to a state highway. Additional municipal permits are required prior to connection to the Village water system and for new and/or modified driveways.