



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

Dear Applicant,

The attached application is required for any development in the Town of Weathersfield. Please carefully review all of the attached pages and complete the forms to the best of your ability. On the following page, contact information is provided to help you obtain the most commonly required State permits. It is advised that you apply for any required State permits, or determine what State permits may be necessary, before submitting this application.

The zoning bylaws were created by citizen planners and reflect the interests, desires, and long-term vision for Weathersfield based on the input of residents. The majority of applications made to the Land Use Administrator's office are issued within a few days of the application's receipt, or sometimes on the same day for smaller projects. If you are uncertain about any aspect of your application, the office of the Land Use Administrator is available via e-mail or telephone to help provide clarification.

Certain applications require a more complete review by the Zoning Board of Adjustment. The review process takes approximately one to two months, depending on the circumstances of each individual application, and requires public notification, hearings, and other procedural steps mandated by Vermont State Law.

Feel free to reach out to the Land Use Administrator's Office at any time as you plan your project. The Land Use Administrator can be reached at either landuse@weathersfield.org or by telephone at (802) 674-2626. It is advised that you contact us in advance to pre-schedule a time to discuss your application.

Sincerely,

Ryan Gumbart
Land Use Administrator
Town of Weathersfield



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landuse@weathersfield.org

List of Useful Contact Information

VT Agency of Natural Resources – Springfield Regional Office Permit Specialist (for septic, water, wastewater)

Rick Oberkirch (802) 279-4747

Rick.Oberkirch@vermont.gov

<http://dec.vermont.gov/ps-springfield>

VT Department of Public Service – Commercial/Residential Building Energy Standards

(these standards apply to the majority of new buildings, and financial incentives up to \$3,500 may be provided)

Energy Code Assistance Center: (855) 887-0673

Residential: http://publicservice.vermont.gov/energy_efficiency/rbes

Commercial: http://publicservice.vermont.gov/energy_efficiency/cbes

VT Department of Health (Demolitions, Renovations, Lead, Asbestos, Radon, Contamination, etc.)

(800) 439-8550

HUD Form 309 (for installation of new manufactured homes)

<https://www.hud.gov/sites/documents/309.pdf>

VT Agency of Transportation – District 2 (Brattleboro) (for work within public right of way on state highways – for local roads, contact **Weathersfield Town Clerk**)

Joe Ruzzo

District Transportation Administrator

(802) 254-5011

Joseph.Ruzzo@vermont.gov

VT Department of Public Safety, Division of Fire Safety – Springfield Regional Office (for PUBLIC BUILDINGS, includes rental homes/units)

(802) 885-8883

<http://firesafety.vermont.gov>

The Town of Weathersfield currently recommends considering the installation of a Knox-Box to facilitate access to properties by emergency services. For further information on the use of Knox-Box devices in Weathersfield, please visit <http://www.knoxbox.com/> or contact the **West Weathersfield Volunteer Fire Department** at (802) 263-5655, or the **Ascutney Volunteer Fire Department** at (802) 674-6869.

Town of Weathersfield
Land Use Permit Application / Notification

Town of Weathersfield, ATTN: Land Use, P.O. Box 550, Ascutney, VT 05030
 (802) 674-2626 | landuse@weathersfield.org

<p><u>Applicant</u></p> <p>Name _____</p> <p>Name _____</p> <p>Mailing Address _____</p> <p>Town, ST, Zip _____</p> <p>Telephone _____</p> <p>E-mail _____</p>	<p><u>Landowner (if different)</u></p> <p>Name _____</p> <p>Name _____</p> <p>Mailing Address _____</p> <p>Town, ST, Zip _____</p> <p>Telephone _____</p> <p>E-mail _____</p>
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<p><u>Property Information</u></p> <p>911 Address _____</p> <p>Parcel ID _____</p> <p>Lot Size _____</p> <p>Road Frontage _____</p> <p>Existing Use _____</p>	<p><u>Project Information</u></p> <p>Proposed Use _____</p> <p>Area of Development (sq. ft.) _____</p> <p>Height of Structure _____</p> <p>Zoning District _____</p>
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<p><u>Permit Application - Development Type</u> <i>See district use table in Zoning Bylaws</i></p> <p><input type="checkbox"/> Change of Principal Use</p> <p><input type="checkbox"/> New Principal Structure</p> <p><input type="checkbox"/> New Accessory Use</p> <p><input type="checkbox"/> New Accessory Structure</p> <p><input type="checkbox"/> Alterations to Existing Structure</p> <p><input type="checkbox"/> Planned Unit Development (PUD)</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Boundary Line Adjustment</p> <p><input type="checkbox"/> Highway Access</p> <p><input type="checkbox"/> Zoning Board Use Determination</p>	<p><u>Notification – Exempt from Permitting</u> <i>See Section 6.2.2 Exemptions in Zoning Bylaws</i></p> <p><input type="checkbox"/> Minor Structure</p> <p><input type="checkbox"/> Agricultural Structure</p> <p><input type="checkbox"/> Residential Care or Group Home</p>
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Project Description

Please describe as specifically as possible how the property will be used, the dimensions of any proposed lots or buildings, and square footage allocated to each use.

Required Reviews, Forms, and Fees

To be filled out by Land Use Administrator

Review by Planning Commission – PC

Review by Zoning Board of Adjustment – ZBA

- Administrative Review Form
 - Principal Use : \$100 + \$0.05 x _____ sq.ft. new construction
 - Accessory Use: \$30 + \$0.05 x _____ sq.ft. new construction
 - After-the-fact: (Standard fees) x 2
 - Permit Amendment: \$100 **or** \$30 + \$0.05 x _____ sq.ft. new construction
 - Permit Renewal: \$30

- Highway Access Form: \$30

- Boundary Line Adjustment Form
 - Administrative Review: \$40
 - Access Approval - PC: \$75

- Subdivision Review Form – PC \$200 + \$50 per lot

- Planned Unit Development Review Form
 - Sketch Plan Review - PC: \$100
 - See applicable ZBA Reviews below
 - Final Plat Review - PC: \$100 + \$50 per lot

- Zoning Board of Adjustment Review Form
 - Conditional Use Review: \$200 x _____ sq.ft new construction
 - Variance Hearing \$200
 - Flood Hazard Review \$200
 - Site Plan Review
 - New: \$170
 - Amendment: \$100
 - “Other Use” Determination \$200
 - Appeal by Permittee FREE
 - Appeal by Interested Party \$95

- Town Clerk Recording Fee \$15**

Permit Fee Total: _____

Town of Weathersfield
Administrative Review Form

Town of Weathersfield, ATTN: Land Use, P.O. Box 550, Ascutney, VT 05030
(802) 674-2626 | landuse@weathersfield.org

Staff Use Only

Permit #: _____

Fee Collected:

Completion Date: _____

Decision: Approved | Denied | 30-day Default

Zoning Bylaw - 6.2.5 Effective Date

No zoning permit shall take effect until the time for appeal under Section 6.8 has passed, or in the event that a notice of appeal is properly filed, until final adjudication of the appeal.

Appeal by/ Effective Date: _____

Zoning Bylaw - 6.2.7 Permit Expiration

Permits expire one year from the effective date if the permitted project has not been started and five years from the effective date if the project has been started but not completed, unless other longer times have been approved in the permit. Permits may be renewed, but such renewal shall take into account any subsequent adopted amendments to these Bylaws. Reactivation of a previously permitted use which has been discontinued for more than one year shall require the issuance of a new permit.

Permit Expiration Date: _____ if project has not been started.

Permit Expiration Date: _____ if project has been started.

Is your project subject to the **Residential / Commercial Building Energy Standards**? Yes No

If yes, you must record a Vermont Residential/Commercial Energy Standards (RBES or CBES) Certificate in the Land Records prior to receiving your Certificate of Compliance/Occupancy. Contact Energy Code Assistance Center at (855) 887-0673 to determine if you need to follow these standards.

Does your project involve any **demolition and/or renovation**? Yes No

If yes, you must contact the Lead and Asbestos Regulatory Program at (800) 439-8550 prior to demo/renovation.

Does your project involve the installation or removal of a **new manufactured/mobile home**? Yes No

*If yes, you must provide a copy of **HUD Form 309**. Installation must comply with the HUD Permanent Foundations Guide for Manufactured Housing. A bill of sale must be obtained from the Weathersfield Town Clerk.*

Does your project involve work within a **Town or State right of way**? Yes No

If yes, you must obtain Highway Access permit approval from the Town of Weathersfield and/or Vermont Agency of Transportation at (802) 279-1152.

Will your project involve connecting to **municipal water**? Yes No

If yes, you must contact the Town Manager at (802) 674-2626.

Does your project involve construction of / change of use to or from being a **public building**? Yes No

If yes, you must contact the Vermont Department of Public Safety, Division of Fire Safety. A public building is any building that the public has the occasion to enter EXCEPT for owner-occupied, single-family dwellings, registered home day cares, and working farms, but INCLUDING single family homes becoming rentals.

Does your project involve a **new home / business, change in # of bedrooms / change in use**? Yes No

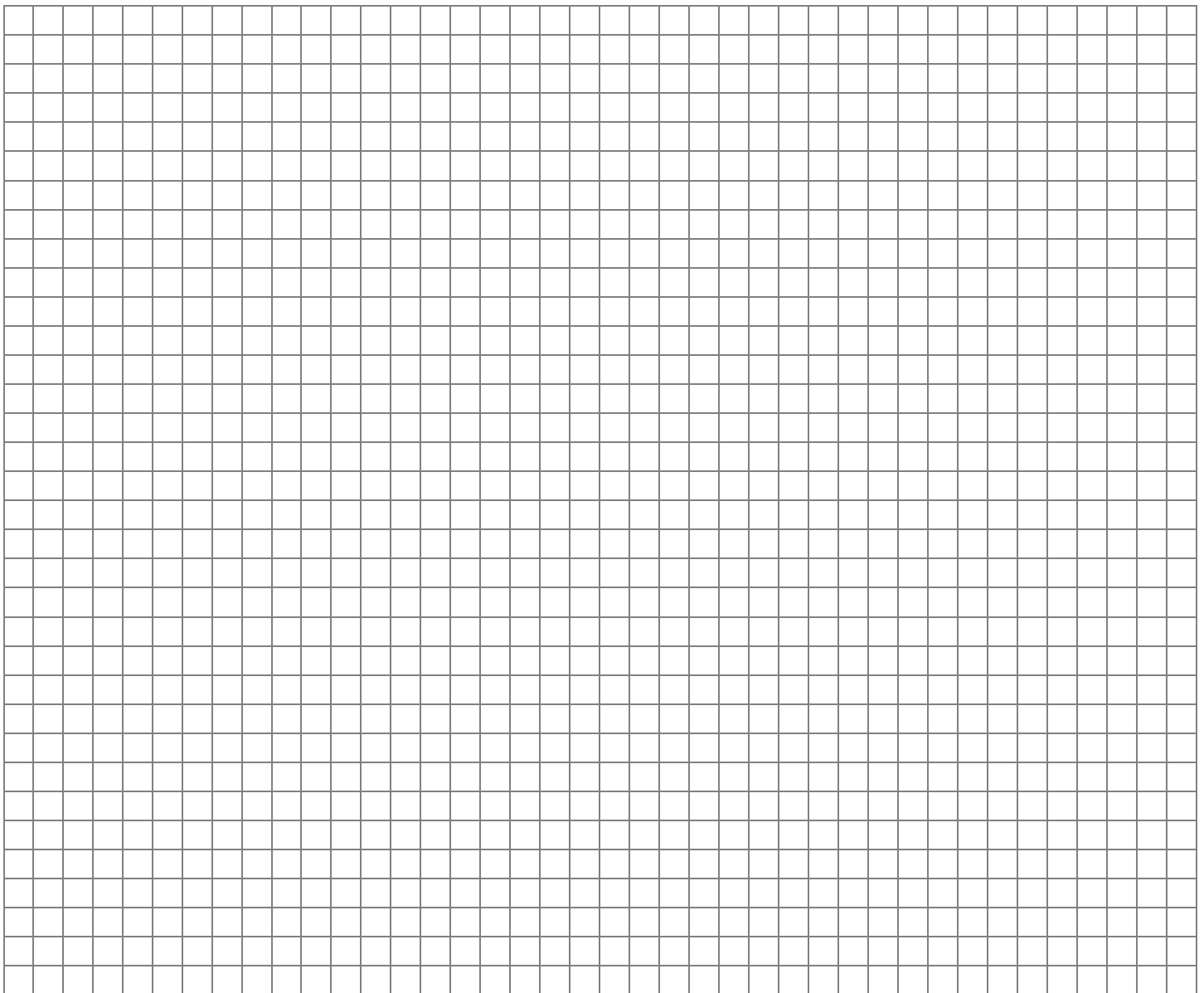
If yes, contact the local Water/Wastewater Permit Specialist at (802) 279-4747, or the State Water/Wastewater Division, Springfield Office at (802) 289-0603.

Site Plan Sketch

Draw an aerial view of the property described in this application showing:

- north arrow;
- all property lines;
- shape, size and location of all existing and proposed structures (principal and accessory) on the property with measurements to the closest property boundary lines;
- identify the structure uses;
- location of septic/sewer, water, and power utilities;
- identify access from Town or State Highway and road frontage distance;
- identify any deeded easements or rights-of-way;
- include any proposed signs;
- include any streams, water bodies, or wetlands.

If the scale is too small to show the required details after drawing all property lines, please use supplemental pages to map required details at a larger scale.

A large grid for drawing the site plan sketch. The grid consists of 30 columns and 30 rows of small squares, providing a scale for the drawing.

Land Use Administrator Signature: _____

Applicant Signature: _____

Landowner & Applicant Acknowledgements

By signing this form, the landowner(s) and applicant(s) described in this application (and their agents, assigns, and successors in interest) hereby apply for a permit to develop the project described in this application and accept the following:

- Applications will not be considered properly filed and vested for rights to review under any applicable laws until fees are paid in full and all items necessary to determine compliance with this bylaw are complete and submitted;
- Vermont law allows the Land Use Administrator 30 days to act on this application;
- All submissions are public record available for inspection and copy;
- All representations made in this application and the materials accompanying it are true and accurate to the best of my knowledge. Omission or misstatement of any material fact on this application (which would warrant refusing the permit or approval) shall be grounds for revoking the permit or approval;
- Private agreements (such as covenants, deed restrictions and easements) may apply, be more or less restrictive than Weathersfield's bylaws and may affect this project. By signing, I acknowledge that it is my responsibility to disclose and comply with these agreements;
- State and Federal regulations may apply, be more or less restrictive than Weathersfield's bylaws, and may affect this project. By signing, I acknowledge that it is my responsibility to obtain all required State and Federal permits;
- No development or work may commence until receipt of all applicable permits and approvals;
- If this application is approved, I must post the Zoning Permit within view of the public right-of-way most nearly adjacent to the subject property until the period in which an appeal may be filed has expired; and
- **Reasonable access to the subject property is to be granted to the Land Use Administrator, designees, and the Listers Office for the purpose of establishing compliance with this permit and for the purpose of determining what, if any consequence the development will have on the property's assessment.**

Landowner Signature: _____

Date: _____

Applicant Signature: _____

Date: _____