



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482
 www.shelburnevt.org 802-985-5118

GENERAL APPLICATION FORM*

* Also available in alternate formats in accordance with the Americans With Disability Act.

PLEASE SUBMIT THIS FORM TO START THE REVIEW PROCESS

No land development may be commenced in Shelburne without a zoning permit being issued by the administrative officer. No such permit may be issued except in conformance with Town regulations, the provisions of the Vermont Planning and Development Act, and any conditions of approval applicable to the property subject to the application. Land development shall mean the division of a parcel into two or more parcels; construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any building or other structure or of any mining, excavation, or landfill; any change in the use of any building or other structure or land; or extension of use of land.

Typically, structures regulated by zoning bylaws must meet height, setback, lot size, and other requirements. Uses other than one and two family homes must comply with Site Plan Review and/or Conditional Use review Requirements. Additional requirements (such as historic preservation and design review) may apply depending on a property's location. Pursuant to 24 V.S.A. § 4413(d), farm structures, excluding dwellings, and uses constituting Accepted Agricultural Practices (as defined by the State of Vermont) are exempt from local permitting requirements. However, farmers intending to erect a farm structure must notify the municipality of the intent to build a farm structure, and abide by setbacks.

All uses not authorized by the bylaw are prohibited. A use is the specific purpose for which land or a building or a portion thereof is designated, arranged, or intended, or for which it is or may be occupied or maintained. Information submitted with the application may be relied upon by the administrative officer to determine compliance with the zoning bylaw and therefore must be accurate and complete.

The Town does not resolve disputes regarding the location of property boundaries. By signing this form, the applicant warrants he or she has adequate knowledge of the location of any relevant property boundaries to demonstrate compliance with Town bylaws.

APPLICANT/PROPERTY OWNER INFO

APPLICANT			PROPERTY OWNER (if different)		
Name (please print)			Name (please print)		
Business name			Business name		
Mailing address			Mailing address		
City	State	Zip	City	State	Zip
Email			Email		
Phone			Phone		
Signature			Signature		

Form continues on reverse side...

FOR OFFICE USE ONLY

Date received	by	Referral (s)	by
	by	Forms offered	by
GAF #	by	Hearing date	

GENERAL APPLICATION FORM

PROPERTY INFO

PROJECT LOCATION	ZONING/ RECORDING
Street/Number	Zoning Districts
Parcel ID	Overlay Districts
Lot number	Volume/Page

EXISTING CONDITIONS

CURRENT <u>USE</u> OF SITE				EXISTING <u>STRUCTURES</u> ON SITE			
Residential (check or fill applicable boxes)		Non Residential (check or fill applicable boxes)		Residential structures (check or fill applicable boxes)		Non Residential structures (check or fill applicable boxes)	
Single family residence		Retail		# of primary structures		# of primary structures	
Two family residence		Office		# of accessory structures		# of accessory structures	
Multi family residence		Manufacturing		Sq ft of primary		Sq ft of primary	
Other _____		Food service		Sq ft of access.		Sq ft of access.	
Total number units		Educational/Institutional		Legal Water/Sewer/ROW Easements circle below			
Total number bedrooms		Other _____		Any easement on property?			
Existing Non Conformities / use or lot Yes/No/ Not Sure				Existing Non Conformities / structure Yes/No/ Not Sure			
Is existing <u>use</u> allowed under bylaw?				Does structure comply with setbacks?			
Is property an existing <u>small lot</u> ?				If not, what year was it built?			

PROJECT INFO

NATURE OF PROJECT	Yes / No	PROPOSED CONSTRUCTION		
Does project involve <u>renovation</u> of existing structure?		Number new <u>primary</u> structures		
Does project involve <u>change of use</u> within existing structure/space?		None proposed	Commercial structure	
Does project involve structural addition or change to site to allow <u>expansion of use</u> ?		Residential structure	Other structure	
Does project involve modification, replacement, or installation of a <u>sign</u> ?		Number new <u>accessory</u> structures		
Does project involve site work or <u>excavation</u> of area > 1,000 square feet?		None proposed	Detached garage/shed/barn	
Do you wish to establish <u>home occupation</u> ?		Fence	Attached garage	
Do you wish to <u>subdivide land</u> or <u>change boundaries</u> or <u>modify mobile home park</u> ?		Attached deck/porch/steps	Pool (in/above ground)	
Do you wish to create or change <u>utility connections</u> (water, sewer) ?		Detached deck/arbor	Seawall	
Do you wish to change <u>parking</u> ?		Driveway/patio	Tennis court	
Do you wish to change exterior <u>lighting</u> ?		Pond or Dam	Other _____	
Do you wish to cut <u>Lakeshore vegetation</u> ?		Is project located in <u>Flood Hazard Area</u> ?		

Form continues...



GENERAL APPLICATION FORM

WATER SUPPLY/ WASTEWATER DISPOSAL CHANGES

Water Supply Changes	Yes/No	Wastewater System Changes	Yes/No
Does project propose new municipal water connection?		Does project propose new municipal waste water connection?	
Does project propose change in municipal water connection?		Does project propose modified municipal waste water connection?	

OTHER

Is any portion of project located within 500' of Town boundary?

PLEASE COMPLETE ADDITIONAL FORMS AS ADVISED BY PLANNING OFFICE GUIDELINES

NOTIFICATIONS

Applicability. A permit is required prior to building, or preparing land to build, within the Town of Shelburne or change the use of a property. A permit is required to construct the following: a fence; a shed; a dormer, a skylight, a new roof (*if plywood is replaced*), a new or expanded building, etc. A building permit is not required for minor exterior repairs (*unless adding or moving doors or windows*) or residential interior renovations (*unless adding, deleting, or moving walls or doors or creating new living area within a house, garage, etc.*).

Zoning Bylaws. All applications for zoning permits are must demonstrate compliance with the Town of Shelburne's Zoning Bylaws. Landowners are strongly encouraged to consult with Town staff and/or review the sections of the Zoning Bylaws applicable to their proposed development prior to designing a building or site improvement and prior to applying for a building permit.

Appeal Period. Under state law (24 VSA § 4449) a zoning permit may be appealed up to fifteen (15) days after the permit issue date. No permit issued shall take effect until the time for appeal has passed.

Permit Posting. Under state law, a zoning permit must be posted within view from the public right-of-way most nearly adjacent to the subject property until the time for appeal in section 4465 of this title has passed. If your permit has been issued by you have not received a copy of your permit in the form for posting, contact the Planning and Zoning office.

Wastewater Disposal. The Town no longer has jurisdiction over wastewater disposal systems (although as noted below, the Town does allocate the sewage treatment capacity provided by local wastewater treatment plants). To obtain a permit for a new or modified wastewater permit, applicants should contact the Wastewater Management Division of the Vermont Agency of Natural Resources.

Municipal Sewer Allocation - (\$16.31 per gallon per day). Selectboard approval is required for any new sewage treatment allocation. The one-time fee charged for sewage treatment capacity is \$16.31 per gallon of daily flow. Contact the Planning & Zoning Office if you have questions about the sewer allocation process.

State of Vermont Permit(s). State permits may be required for this project. You are hereby directed to call (802) 879-5676 to speak to the state Permit Specialist before beginning any construction.

Street Address. Any required E911 street address (for new or undeveloped lots) is assigned at the time a Zoning Permit is processed. If you have questions about the assignment of street addresses, contact Planning & Zoning (Ph. 985-5118).

Permit Expiration. A zoning permit is typically valid for two (2) years from the issue date (See Zoning Bylaw Article XX, Section 2040.1, Zoning permits, if additional information is needed)

Road Excavation. A Road Excavation/Road Right of Way Excavation Permit is required prior to digging within a public road right of way.

Driveway Culvert. Contact Paul Goodrich (ph. 985-5123) for culvert (pipe) sizing prior to installing a driveway.

SUBMIT