



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/Treasurer
(802) 985-5116

Town Manager
(802) 985-5110

Zoning & Planning
(802) 985-5118

Assessor
(802) 985-5115

Recreation
(802) 985-9551

FAX Number
(802) 985-9550

BUILDING PERMIT APPLICATION*

(Residential Accessory Structures Only)

* Available in alternate format in accordance with the "Americans With Disability Act" ADA).

Items To Consider Before Applying For A Building Permit

Applicability. This application may only be used for residential accessory structures (i.e. fences, porches, pools, decks, shed, etc.) Use the regular building permit application for all other types of development. Generally a building permit **is required** prior to building, or preparing land to build, within the Town of Shelburne. A building permit is required prior to constructing the following improvements: a fence; a shed; a dormer, a skylight, a new roof (*only if plywood is replaced*), a new or expanded building, etc. A building permit is generally **not required** to construct: Residential exterior renovations (*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.*).

2. **Zoning Bylaws.** All building permits are required to comply with the Town of Shelburne's Zoning Bylaws. Therefore landowners are strongly encouraged to review the sections of the Zoning Bylaws applicable to their proposed development prior to applying for a building permit.

- a. **Overlay Districts.** The Zoning Bylaws contain Overlay Districts which cover specific areas of the Town of Shelburne. Landowners with property within an Overlay District must comply with the requirements of the property's zoning district and with the requirements of the Overlay district. Overlay Districts include:
- (1) **Neighborhood Overlay** (*applies only to Shelburne Heights and Harborwood Shores neighborhoods*);
 - (2) **Lakeshore Overlay** (*applies only to land within 500' of the shore of Lake Champlain*);
 - (3) **Floodplain and Watercourse Overlay** (*applies only to land identified as a special flood hazard on the National Flood Insurance Program maps*); and
 - (4) **Village Design Review Overlay** (*applies only to land designated as Village Design Review Overlay District on the Shelburne Zoning Map*). **Landowners within this Overlay must be reviewed by the Historic Preservation and Design Review Commission and approved by the Planning Commission prior to applying for a building permit.**

Information About Your Building Permit*

- * **Appeal Period.** A building permit may be appealed up to fifteen (15) days after the permit issue date according to VSA Title 24, Chapter 117.
- * **Permit Posting.** Display the building permit in a location visible from a public road right of way (*if possible*).
- * **Permit Expiration.** A building permit is valid for two (2) years from the issue date (*See Zoning Bylaw Article XVII, Administration and Enforcement, Section 1740.1, Zoning permits, if additional information is needed*).

Building Permit Fee Estimate*

* **Permit Fees.** Payment of fees is required prior to processing your building permit application. A summary of the typical building permit fees for a residential accessory structure is found below. **Additional fees may be required.**

Fee Estimate

1. Planning & Zoning Plan Review (Residential):..... _____ (#100-2601)
Additions/Alterations/Accessory Structures (whichever cost is greater):
 (a.) \$27.00 minimum; or
 (b.) \$0.135 / square foot.
2. Recording Fee:..... \$10.00 (#100-2125)

Total Estimated Fee: _____
 (Make check payable to the "Town of Shelburne")

Land Owner(s) Information:

1. **Land Owner(s) Name(s):** _____
 (Print the name(s) of all legal owners of the property)

Address: _____
 (Mailing address)

Telephone #: _____ Fax No. _____
 (Day time Phone)

2. **Signature(s):** By signing this document the land owner(s) acknowledge the information provided in this application and submitted in support of the application is true and correct.

 (Signature(s) required from legal owners of the property)

Property Information:

1. **Property Location:** _____ **Tax Map No.:** _____ - _____ - _____ . _____
 (Street Address -- not P.O. Box)

2. **Zoning District:** _____ **Lot Size:** _____ Ac.
 (Zoning Map available in Planning & Zoning Office)

New Building or Building Addition*
**(Complete this Section only if constructing or expanding a shed or porch)*

1. Building Dimensions & Area: Footprint Length _____ft. Footprint Width _____ft.
(New construction only)
 Height _____ft. New Square Feet _____ sq. ft.

2. Building & Lot Coverage: Building Coverage: _____% Lot Coverage: _____%
(Existing & New construction) *(Not required for Rural 1 District)* *(Not required for Rural 1, Residential 1, Residential 2, Residential 3 or Village District)*

Occupancy Information

Building Permit Request

(Check One)
 _____ New Construction
 _____ Addition/Alteration

Accessory Structures:

(Check all structures you propose to build)

_____ Outbuilding (Storage Shed)	_____ Porch (Enclosed)
_____ Pool (In ground)	_____ Porch (Open)
_____ Pool (Above ground)	_____ Fence
_____ Deck _____ (length x width)	Type _____
_____ Patio _____ (length x width)	Height _____
	_____ Other _____

Construction Information*
**(Indicate improvements for new Construction Only)*

1. Minimum Building Setbacks: Front _____ft. _____ Side _____ft.
(Distance From Building to Property Line) *(North, South, East or West)*
 Rear _____ft. _____ Side _____ft.
(North, South, East or West)

2. Estimated Cost: _____ **Construction Date:** _____
(Material & labor) *(Estimate of date construction will begin)*

3. Building Improvements:
(Check all improvements you propose to build)

Exterior Walls

_____ Siding
 Type _____
 _____ Wood Shingles
 _____ Brick
 _____ Stone
 _____ Stucco
 _____ Concrete Block

_____ Glass
 _____ Other
 Material _____

Insulation

_____ Full
 _____ Partial
 _____ None

Roofing

_____ Asphalt Shingle
 _____ Wood Shingle
 _____ Slate
 _____ Metal
 _____ Rolled

Sketch & Description

1. **Sketch:** Provide a sketch (**below or on a separate paper**) of the site plan and building improvements requested for this permit as follows:

- ___ **Property Boundaries;** Draw and dimension the property boundaries. The landowner(s) may need to hire a professional surveyor or other qualified person if he/she is unsure of the exact boundaries of the property. The Town of Shelburne is unable to determine property line locations;
- ___ **North Arrow;**
- ___ **Roads & Driveways;**
- ___ **Right-of-Ways & Easements; and,**
- ___ **Building Locations and Outside Footprint Dimensions;** Draw existing and proposed structures and provide the outside footprint dimensions;
- ___ **Building Setbacks;** Provide the distance of the front, side and rear yards as measured from the property line to existing structures and to new structure(s); and,
- ___ **Use(s)** (*i.e. shed, pool, house, garage, etc.*); Label the use(s) of each structure.

Description: Describe (**below or on a separate paper**) any proposed site improvements which **are not** listed on the “**Construction Information**” portion of the application or on the “**Sketch**” drawing above.

(7/1/09)