



# Town of Shelburne, Vermont

CHARTERED 1763

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Clerk/Treasurer  
(802) 985-5116

Town Manager  
(802) 985-5111

Zoning & Planning  
(802) 985-5118

Assessor  
(802) 985-5115

Recreation  
(802) 985-5110

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(802) 985-9550

## BUILDING PERMIT APPLICATION\*

### PART 1 - PLANNING & ZONING REVIEW

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

#### Items To Consider Before Applying For A Building Permit

1. **Applicability.** Generally a building permit **is required** prior to building, or preparing land to build, within the Town of Shelburne. A building permit is required to construct the following: 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 designing a building or site improvement and 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.**
3. **On Site Wastewater Permit.** A waste water permit is needed prior to the issuance of a building permit for the following types of building permits:
  - a. A new house or building with an unapproved on-site wastewater system design;
  - b. An expansion to an existing house with a failed on-site wastewater system;
  - c. A renovation to an existing house to increase the number of bedrooms. (*Unless the landowner can demonstrate the projected wastewater flow from the additional bedroom(s) will not exceed the design capacity requirements of the existing on-site wastewater system*; or
  - d. Any change in a building or use which will result in an increase in the flow of wastewater in excess of the design capacity of the existing on-site wastewater system.
4. **Municipal Sewer Allocation - (\$16.31 per gallon per day).** Selectboard approval is required for new sewer allocation. Contact the Planning & Zoning Office if you have questions about the sewer allocation process.
5. **State of Vermont Permit(s).** Contact the State of Vermont District 4 Environmental Board (ph. 879-5614) and/or the Department of Labor & Industry (ph. 828-2300) for information regarding State of Vermont development permits.

## 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*).
- \* **Street Address.** A street address (*for new or undeveloped lots*) is assigned once the driveway is constructed and prior to the issuance of a Certificate of Occupancy. **Contact Planning & Zoning (Ph. 985-5118) to arrange an inspection.**
- \* **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*).
- \* **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.

## 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 is found below. This summary is for the convenience of the public and omits fees which are not typically needed for a building permit. **Additional fees may be required.** (*Please contact the Planning & Zoning Office if a complete list of development fees is needed*).

	<u>Fee Estimate</u>	<u>For Office Use</u>
<b>1. <u>Planning &amp; Zoning Plan Review (Residential &amp; Nonresidential Use):</u>.....</b> <b>a. <u>New Building (whichever cost is greater):</u></b> <b>Commercial and industrial use:</b> (1)     \$210 minimum; or <b>(1) \$320 minimum; or</b> (2)     \$.135 / square foot. <b>(2) \$.135 / square foot.</b> <b>b. <u>Additions/Alterations/Accessory Structures (whichever cost is greater):</u></b> (1)     \$27.00 minimum; or (2)     \$.135 / square feet.		#100-2601
<b>2. <u>Public Water (Residential &amp; Nonresidential Use - Charged to new customers connecting to the Shelburne Water System):</u></b> <b>a. <u>Connection fee:</u></b> ¾ inch and smaller service lines: \$900..... For 1 inch service lines: \$1,000 For service lines larger than 1 inch: \$700 plus actual cost of meter and associated connections.		#300-2003
<b>3. <u>Public Sewer (Residential &amp; Nonresidential Use):</u></b> <b>a. <u>Aid in Expansion fee:</u></b> \$16.31 gallons/day Gallons per day as determined by the Environmental Protection Rules Dated August 16, 2002..... ( <i>Residential uses typically 210 gallons per day or \$3,425.10</i> ) <b>b. <u>Residential Use Inspection fee:</u></b> \$50 dollars..... <b>c. <u>Nonresidential Use Inspection fee:</u></b> \$75 dollars.....		Sewer Capacity #400-2000  #200-2251 #200-2251
<b>4. <u>Recreation Impact Fee:</u></b> <b>a. <u>Single Family Dwelling:</u></b> \$1,282.23 (\$1,864.00 - \$581.77 credit)..... <b>b. <u>Multi-Family Dwelling (fee per unit):</u></b> \$738.33 (\$1,017.00 - \$278.67 credit)		Recreation #500-1600-29.50
<b>5. <u>CVU Expansion Impact Fee:</u></b> <b>a. <u>Single Family Dwelling:</u></b> \$2,528.51 (\$3,015.00-\$486.49 credit)..... <b>b. <u>Multi-Family Dwelling:</u></b> \$ 813.88 (\$1,044.00-\$230.12 credit)		CVU Fee #500-1600-16.75
<b>6. <u>Recording Fee:</u>.....</b>	<b>\$10.00</b>	Recording Fees #100-2125
<b>Total Estimated Fee (check payable to "Town of Shelburne") :</b>		

## Land Owner(s) & Applicant/Builder/Agent Information:

**(Provide information below for all of the applicable Interested Parties for your building permit)**

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. **Applicant Name(s)** \_\_\_\_\_  
*(Complete Only if the applicant is not the property owner)*

Address: \_\_\_\_\_  
*(Mailing address)*

Telephone #: \_\_\_\_\_ Fax No. \_\_\_\_\_  
*(Day time Phone)*

3. **Signature(s): By Signing this document the land owner(s) and/or applicant(s) acknowledge the information provided in this application and submitted in support of the application is true and correct. (An applicant may sign the application if a "Property Owner Authorization Letter" is submitted)**

\_\_\_\_\_  
*(Signature(s) required from legal owners of the property)*

4. **Builder/Agent Name:** \_\_\_\_\_  
*(Complete Only if the person submitting the application is not the property owner or the Applicant)*

Address: \_\_\_\_\_  
*(Mailing address)*

Telephone #: \_\_\_\_\_ Fax No. \_\_\_\_\_  
*(Day time Phone)*

**Property Information:**

1. **Property Location:** \_\_\_\_\_  
*(Street Address -- not P.O. Box)*

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

3. **New Structures:** Provide measurements from the centerlines of nearest intersections/driveways:  
\_\_\_\_\_ feet from \_\_\_\_\_  
\_\_\_\_\_ feet from \_\_\_\_\_

## New Building or Building Addition\*

\*(Complete this Section only if constructing a new building or building addition)

### 1. Building Dimensions & Area:

*(New construction only)*

Footprint Length \_\_\_\_\_ ft.

Footprint Width \_\_\_\_\_ ft.

Height \_\_\_\_\_ ft.

New Square Feet \_\_\_\_\_ ft<sup>2</sup>.

### 2. Building & Lot Coverage:

*(Existing & New construction)*

Building Coverage: \_\_\_\_\_ %

*(Not required for Rural 1 District)*

Lot Coverage: \_\_\_\_\_ %

*(Not required for Rural 1, Residential 1, Residential 2 Residential 3 or Village District)*

### 3. Minimum Building Setbacks:

*(Distance From Building to Property Line)*

Front \_\_\_\_\_ ft.

\_\_\_\_\_ Side \_\_\_\_\_ ft.

*(North, South, East or West)*

Rear \_\_\_\_\_ ft.

\_\_\_\_\_ Side \_\_\_\_\_ ft.

*(North, South, East or West)*

### 4. Lot Frontage: \_\_\_\_\_ feet

*(A boundary of a lot along a public street, waterway, private road or right of way approved by the Planning Commission.)*

## Water Supply

*(Check 1 or 2)*

1. \_\_\_\_\_ A new water connection or a change to an existing water connection (*public or private water source*) is not proposed.

**OR**

2. \_\_\_\_\_ **Public\*** \_\_\_\_\_ **OR** \_\_\_\_\_ **Private**  
*(Town water)* *(Private water source, well, etc.)*

\*(Submit Building Application Part II)

## Wastewater Disposal

*(Check 1, 2 or 3)*

1. \_\_\_\_\_ Changes are not proposed to the building or to the use which will increase the amount of wastewater disposal. I/We are not: Constructing a new building with a wastewater system; Adding a bedroom (if residential); or (if nonresidential) otherwise changing or expanding the building or use which will increase the flow of wastewater.

**OR**

2. \_\_\_\_\_ **Public\*** Allocation: \_\_\_\_\_ gpd Total # Bedrooms \_\_\_\_\_  
*(Town Sewer)* *(Gallons per day approved by Town Selectboard)* *(If Residential Use)*

\*(Submit Building Application Part III)

**OR**

3. \_\_\_\_\_ **Private\*** Capacity: \_\_\_\_\_ gpd Total # Bedrooms \_\_\_\_\_  
*(On-site system)* *(Design capacity expressed in gallons per day)* *(If Residential Use)*

\*(On-Site Wastewater permit #) \_\_\_\_\_ . *(See page 1 for further information)*

## Occupancy Information



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

**A. Exterior and/or Interior Renovations Only (No New or Expanded Buildings or Structures):**

\_\_\_ **Elevation(s), floor plan(s), etc.;** Provide an elevation, floor plan, etc. that graphically shows the proposed improvements (i.e. new or relocated doors, windows or walls). Appliances, kitchen cabinets, furniture, etc. **are not** required on the sketch;

**B. All Applications Other than Exterior and/or Interior Renovations listed above:**

\_\_\_ **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,**

\_\_\_ **Parking Spaces.**

**C. New or Expanded Structures (i.e. house, nonresidential building, shed, deck, pool, etc.):**

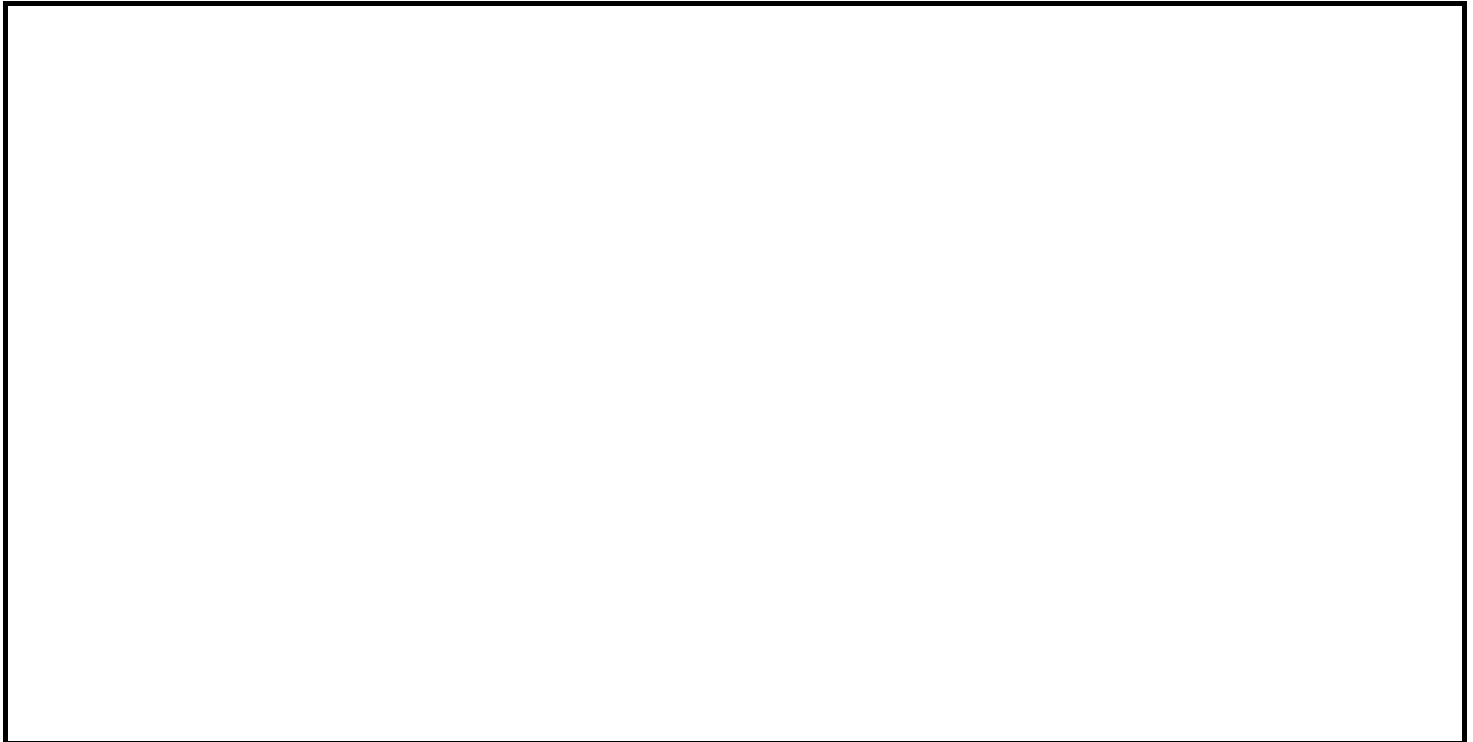
\_\_\_ **Building Locations and Outside Footprint Dimensions;** Draw existing and proposed structures and provide the outside footprint dimensions;

\_\_\_ **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);

\_\_\_ **Use(s)** (i.e. *single family house, garage, shed, restaurant, office, etc.*); Label the use(s) of each structure;

\_\_\_ **Sewer Line Connection or On-Site Wastewater System;** Indicate the location of the proposed sewer line connection (*from building to Town sewer line*) and pump station (*if proposed*), **OR** Indicate the location of the septic tank, drain field, and pump station (*if proposed*) for an On-Site Wastewater System; and,

\_\_\_ **Water Line Connection or Private Well;** Indicate the location of the proposed water line connection (*from building to Town water line*) **OR** Indicate the location of the well location.



**Description:** Describe (**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. (7/1/11)