

**Town of West Windsor
Zoning Permit Application**

Locatable address of property _____

Tax map parcel # _____ Size of lot (acres/sq. ft.) _____

Legal Name of Land/Property owner _____

Mailing Address _____

Email _____ Phone number _____

Name of Applicant (if different from Landowner) _____

Mailing Address _____

Email _____ Phone number _____

Nature of Work

_____ **New house**

- 1. Dimensions: Length _____ Width _____ Maximum Height _____
- 2. Type (check one): Single family _____ Two-family _____ Multi-family _____
- 3. Setbacks from: Front _____ Rear _____ Side _____ Side _____
- 4. Attach a copy of your Wastewater System and Potable Water Supply Permit.
- 5. Attach a copy of your highway access approval.
- 6. Attach a sketch plan*.

_____ **Accessory New Construction (garage, shed, sign, fence, etc.)**

- 1. Dimensions: Length _____ Width _____ Maximum Height _____
- 2. Setbacks from: Front _____ Rear _____ Side _____ Side _____
- 3. Proposed use of structure _____
- 4. Will any portion of the structure be heated or cooled? Yes _____ No _____
- 5. Attach a sketch plan*.

_____ **Structural Exterior Alteration (addition, deck, etc.)**

- 1. Dimensions: Length _____ Width _____ Maximum Height _____
- 2. Setbacks from: Front _____ Rear _____ Side _____ Side _____
- 3. Proposed use of structure _____
- 4. Will any portion of the structure be heated or cooled? Yes _____ No _____
- 5. Attach a sketch plan*.

_____ **Other (change of use, home occupation, business, etc.)**

- 1. Describe _____
- _____
- _____

*A sketch plan, 8.5” x 11” or larger, drawn reasonably to scale, should show dimensions of the lot; location and size of existing and proposed structures, highway accesses, driveways, parking areas, easements, rights-of-way, water supplies and wastewater systems; and setbacks from property boundaries, surface waters and wetlands.

Important Information

- 1. If Site Plan Review, Flood Hazard Review, or Conditional Use Review is required, a Variance is requested, or Planned Unit Development approval is sought, the applicant will be asked to provide additional information.
- 2. State permits may be required for this project. The applicant is obligated to obtain all necessary state permits. Call 802-885-8850 to speak to the State Permit Specialist.
- 3. New construction, renovations, alterations, and repairs must meet the minimum energy efficiency standards specified in Vermont’s Building Energy Codes. Call 855-887-0673 (toll-free) to speak with someone at the Energy Code Assistance Center.
- 4. The West Windsor Zoning Regulations require the applicant to obtain a Certificate of Occupancy prior to the use or occupancy of any land or structure, or part thereof, for which a zoning permit has been issued. A Certificate of Occupancy cannot be issued until a Vermont Building Energy Standards Certificate, if required, has been recorded in the West Windsor Land Records.

Signature

The undersigned hereby requests the issuance of a zoning permit for the structure(s) and/or use(s) indicated above, based on the representations contained herein. Any permits issued shall be voided in the event of misrepresentation or failure to undertake construction within one year of the date of approval. Any substantive change of plans shall require amendment or re-application. Incomplete applications may be denied or returned.

In addition, by his/her signature below, the Landowner hereby grants permission for the Administrative Officer to enter the property for the purpose of determining compliance with all applicable zoning regulations.

Signature of Landowner _____ **Date** _____

Signature of Applicant _____ **Date** _____

FOR USE BY ADMINISTRATIVE OFFICER ONLY

Date application submitted to Administrative Officer _____
Amount of fee _____ Date fee received _____ Fee received by _____

Findings of Fact based on information provided with this application:

Zoning District _____

Proposed Use or Structure _____

Type of Use: Permitted Conditional Exempt

Is Site Plan Review required? (Y/N) _____

Is Flood Hazard Review required? (Y/N) _____

If yes, date information mailed/mailed to VT Floodplain Manager _____

Will any portion of any structure be heated or cooled? (Y/N) _____

If yes, was the applicant provided with RBES or CBES information? (Y/N) _____

Are there surface waters or wetlands on the property? (Y/N) _____

Is the applicant requesting a variance? (Y/N) _____ (if yes, provide variance application)

Application is: Complete Incomplete

If application is incomplete, what is missing? _____

Date of inspection _____

Actions taken based on findings:

Application is: Approved Denied

Referred to Development Review Board (DRB). Public Hearing Date: _____

Reason for Zoning Administrator's Action: _____

Date decision made/action taken: _____ Appeal Period Ends: _____

Signature _____

Administrative Officer

Delivered to Listers _____ Posted in Public Place _____

Filed in Zoning Records _____ Delivered to Town Clerk for recording _____

Blank Certificate of Occupancy issued with permit? (Y/N) _____

Date Certificate of Occupancy applied for _____

Have all required permits and approvals been received? (Y/N) _____

If required, has a VT Building Energy Standards Certificate been recorded? (Y/N) _____

Date of Inspection _____ Certificate of Occupancy: Approved Denied

An interested person may appeal any decision by the Administrative Officer within 15 days of the date of such decision by filing a notice of appeal with the Development Review Board at the Town Hall. This permit shall not take effect until the time for such appeals has passed.