

**TOWN OF WESTFORD, VERMONT**  
**Zoning Permit Application**

*Please Print Clearly* Zoning District: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Landowner(s) - as recorded in Grand List

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Reach Phone #: \_\_\_\_\_

Applicant(s) (if different from Landowners)

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Reach Phone #: \_\_\_\_\_

Location of Property: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Water Resource Overlay (WRO)? \_\_\_\_ Yes \_\_\_\_ No; Flood Hazard Overlay (FHO)? \_\_\_\_ Yes \_\_\_\_ No  
Will this project impact slope 25% or greater? \_\_\_\_ Yes \_\_\_\_ No. If yes, what square footage disturbed? \_\_\_\_\_  
Will this project impact ledge outcroppings? \_\_\_\_ Yes \_\_\_\_ No. If yes, what square footage disturbed? \_\_\_\_\_  
Total disturbed area on lot? \_\_\_\_\_ Total impervious surface? \_\_\_\_\_

**Current Land Use:** Residential: \_\_\_\_ Agricultural: \_\_\_\_ Commercial: \_\_\_\_ Home Occupation: \_\_\_\_  
Request Permit For: New Structure \_\_\_\_ Additions, Remodeling \_\_\_\_ Change of Use \_\_\_\_ Admin. Amend. \_\_\_\_  
Estimated Cost \_\_\_\_\_ Describe Structure and Use: \_\_\_\_\_

**Residential Building Energy Standards (RBES) Did you receive the manual?** \_\_\_\_ (write Not Applicable if none required). \*Applies to all new residential construction including additions, alterations, renovations, and repairs.

**VT Wastewater and Potable Water Supply Permit #** \_\_\_\_\_ (write Not Applicable if none required) Potential Bedrooms allowed \_\_\_\_ Existing Bedrooms \_\_\_\_\_

**Town Access permit** (attach copy or write Not Applicable if none required) \_\_\_\_\_

**STRUCTURE:** height: \_\_\_\_; Square Footage 1<sup>st</sup> Floor \_\_\_\_; 2<sup>nd</sup> Floor \_\_\_\_; Basement/Attic \_\_\_\_; Garage \_\_\_\_;  
Porches, Decks \_\_\_\_ Total Square Feet: \_\_\_\_\_

**SETBACKS:** Front \_\_\_\_ Side \_\_\_\_ Rear \_\_\_\_ (No construction zones), OR \_\_\_\_ Follow building envelope depicted on approved subdivision plat. (All development shall occur within this area).

**These signatures attest that all the information provided with the application is accurate and it is understood that it is unlawful to occupy or use the space applied for until a Certificate of Occupancy is issued.**

\_\_\_\_\_  
Signature of Applicant      Date signed      Signature of Landowner      Date signed

**Notes: Display the permit notice in a location visible from the public right of way until the 15-day appeal period has ended. This Zoning permit EXPIRES three years after the date of approval.**

**\*\*Administrative Amendments:** Administrative Officer may only approve upon finding that the proposed amendment conforms to all applicable provisions of these regulations and is not a material change.

**State Permits:** Applicant or permittee must identify, apply for, and obtain required state permits for this project prior to any construction. Regional Permit Specialist, Jeffrey McMahon 802-477-2241; jeff.mcmahon@vermont.gov.

**DO NOT WRITE BELOW THIS LINE – Office Use Only**

**Administrative Decision**

Completed Application Received: \_\_\_\_\_ Date Permit Valid: \_\_\_\_\_  
Date Permit Denied (See Reverse Side for Cause) \_\_\_\_\_  
This decision may be appealed by any legally interested party up to and including: \_\_\_\_\_  
Date permit expires: \_\_\_\_\_ Application Fee Paid: \_\_\_\_\_  
Certificate of Occupancy required? \_\_\_\_\_ RBES required? \_\_\_\_\_

Kate Lalley Zoning Administrator \_\_\_\_\_ Date Approved: \_\_\_\_\_

**TOWN OF WESTFORD, VERMONT**  
Instructions for Applying for a Zoning Permit

**NEW HOME:**

- \_\_\_\_\_ Zoning permit application and fees
- \_\_\_\_\_ Site plan showing property boundaries, building footprint, North Arrow, driveways; rights-of-ways, easements; parking spaces.
- \_\_\_\_\_ Floor plans
- \_\_\_\_\_ Access permit - Must be approved by the Selectboard for a curb cut onto a town road, by the State for a curb cut onto Route 128 and Route 15. (The state approval must be recorded in the Westford Land Records.)
- \_\_\_\_\_ Septic – State approval must be recorded in the Land Records; a set of plans must be submitted with the Zoning Permit application. Indicate the location of the septic tank, drain field and the well location.
- \_\_\_\_\_ **Certificate of Occupancy** before occupied or used in whole or in part.

**ADDITIONS, OTHER STRUCTURES, EXCAVATION /LANDFILL, CHANGE OF USE:**

- \_\_\_\_\_ Zoning permit application and fees
- \_\_\_\_\_ Floor plans of existing and proposed structure(s) with accurate dimensions.
- \_\_\_\_\_ Site plan showing setbacks from road right of way, side and rear property lines, driveway, well and septic area, if applicable.
- \_\_\_\_\_ **Certificate of Occupancy** before occupied or used in whole or in part.

**HOME OCCUPATION**

- \_\_\_\_\_ Zoning permit application and fee.
- \_\_\_\_\_ On separate sheet, explain the nature of your proposed business in as much detail as possible. See Section 301 in the Westford Land Use and Development Regulations.

**Please Note – New State law**

**Beginning 01 July 2013, a completed and signed Energy Code Certificate MUST be RECORDED with the Westford Town Clerk before a Certificate of Occupancy can be issued by the Zoning Administrator.**

Vermont's building Energy Codes — the Vermont Residential Building Energy Standards (VT-RBES) and Vermont Commercial Building Energy Standards (VT-CBES) — are minimum standards of energy efficiency that apply to any new residential construction, renovations, alterations, and repairs to the exterior building envelope.

The Energy Code Assistance Center provides toll-free assistance at 1.855.887.0673. Requirements for residential (RBES) and commercial (CBES) are noted on the Public Service Department website:

[http://publicservice.vermont.gov/topics/energy\\_efficiency/rbes](http://publicservice.vermont.gov/topics/energy_efficiency/rbes)

[http://publicservice.vermont.gov/topics/energy\\_efficiency/cbes](http://publicservice.vermont.gov/topics/energy_efficiency/cbes)