

Zoning Permit Application

TOWN OF WESTFORD, VERMONT

Please Print Clearly Zoning District: _____ Tax Map Number: _____ Permit Number: _____

Landowner(s) - as recorded in Grand List

Name: _____ Email: _____
 Address: _____ Phone #: _____

Applicant(s) (if different from Landowner)

Name: _____ Email: _____
 Address: _____ Phone #: _____

Location of Property: _____ Acreage: _____

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Project area is in Water Resource Overlay (WRO). | Square footage of slope disturbed: _____ |
| <input type="checkbox"/> Project area is in Flood Hazard Overlay (FHO). | Square footage of ledge disturbed: _____ |
| <input type="checkbox"/> Project will impact slope 25% or greater. | Total square footage disturbed: _____ |
| <input type="checkbox"/> Project will impact ledge outcroppings. | Total square footage disturbed: _____ |
| <input type="checkbox"/> Project will result in site disturbance $\geq 30,000$ sf. | |
| <input type="checkbox"/> Project will result in impervious surface $\geq 15,000$ sf. | |

Permit Requested For:

- New Structure
- Additions, Remodeling
- Change of Use
- Administrative Amendment
- Boundary Line Adjustment
- Excavation/Fill
- Sign
- Other: _____

Existing Land Use:

- Residential
- Agricultural
- Commercial
- Home Occupation
- Silviculture

Proposed Land Use:

- Residential
- Agricultural
- Commercial
- Home Occupation
- Silviculture

Describe Existing Structure and/or Use:

Describe Proposed Structure and/or Use:

STRUCTURE: Height: _____
 Square Footage 1st Floor: _____
 2nd Floor: _____
 Basement: _____
 Attic: _____
 Garage: _____
 Porches, Decks: _____
Total Square Feet: _____
 Estimated Construction Cost: _____

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

Does your project involve new construction, addition, alterations, renovations, or repair to a structure that is heated and/or cooled?

- YES *Vermont Residential/Commercial Building Energy Standards (RBES/CBES) apply.*
- NO

VT Wastewater and Potable Water Supply Permit # _____ (N/A if none required)

Potential Bedrooms allowed _____ Existing Bedrooms _____

Town or VTRANS Access permit (attach copy or write Not Applicable if none required) _____

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

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. The Agency of Natural Resources has developed a tool called the Permit Navigator to help you determine what permits you may need for a project on a single parcel. Permit Navigator can be accessed at <https://dec.vermont.gov/permitnavigator>.

Display the permit notice in a location visible from the public right of way until the 15-day appeal period has ended.
No development should take place during appeal period.
Any development during appeal period is done at owner's own risk.
This Zoning Permit EXPIRES three years after the date of approval.

Zoning Permit Application Checklist:

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, or by the State for a curb cut onto Route 128 or 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 (dwelling units only).

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.
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Please Note – State law

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/cbes

DO NOT WRITE IN THIS BOX – Office Use Only

Administrative Decision

Completed Application Received: _____

Date Permit Denied (See Attached Note 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? _____

Harmony Cism Zoning Administrator _____ Date Issued/Approved: _____