



APPLICATION FOR ZONING PERMIT INFORMATION

CONSTRUCTION: Building construction or alteration may commence and land or structures may be devoted to a new or changed use within the town only after a zoning permit has been duly issued by the Zoning Administrator and **not before and shall not take effect until the expiration of a 15 day appeal period.**

(a) APPLICATION: The application for a zoning permit must be complete in all respects, including sewer/septic and driveway cut, if applicable, (otherwise it will be returned to you for completion) and must be accompanied by **five (5) copies** of each page and shall show the dimensions of the lot to be built on and/or survey, location of the building and accessory buildings with setbacks and other information as maybe necessary to determine compliance with this regulation.

SITE PLAN APPROVAL: The owner and/or applicant shall submit seven (7) sets of the site plan and supporting data in drawn form and accompanied text (See Section 802).

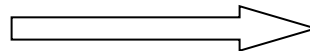
(b) FLOOD HAZARD: An application for a permit for land development in a flood hazard area shall contain a notation that the land development for which the permit is sought is located in a regulated flood hazard area.

FEE(s): See attached **Fee Schedule**.

ISSUANCE OF PERMIT: The Zoning Administrator shall only issue the zoning permit if the fee is paid and the application and sketch plan have been properly completed, and other requirements of the zoning regulations complied with. The Zoning Administrator will notify you in writing of his/her decision to either grant your application for a zoning permit or to deny it. In the event of a denial, the reason for such denial shall be specifically set forth. The Zoning Administrator shall send any notice to you to the address contained on the application.

APPEALS: In the event you feel aggrieved by any decision of the Zoning Administrator, you may file an appeal with the Development Review Board by notifying the Secretary of the Development Review Board of your election to make an appeal. The Notice of Appeal must be filed with the Secretary of the Development Review Board within 15 days of the date of such decision or action of the Zoning Administrator. **You must also file a copy of the Notice of Appeal with the Zoning Administrator.**

OVER



APPEALS TO THE ENVIRONMENTAL COURT: An appeal from a final decision in a regulatory proceeding in which the final hearing before the appropriate municipal panel was held on or after July 1, 2004, shall be taken by filing with the clerk of the Environmental Court a notice of appeal, with fees, by certified mail or other means within the time provided in Rule 4 of the Rules of Appellate Procedure. The appellant shall at the same time mail a copy of the notice of appeal to the clerk or other officer of the appropriate municipal panel.

NOTE:

The Zoning Ordinance and the Subdivision Regulations may be found at www.castletonvermont.org.

Any questions contact Karen Oakman Zoning Administrator at 802-468-5319 x 208 or email at zoning@castletonvt.org.

OFFICE HOURS:

Tuesday 12:30pm to 4:00pm and Thursday 12:30 pm - 4:00 pm and by appointment for evenings or weekends.

PERMIT # _____
APPEAL # _____

Town of Castleton

263 Route 30 North Bomoseen, VT 05732

ZONING PERMIT APPLICATION

PLEASE PRINT CLEARLY

A Applicant/Property Owner(s) _____
Mailing Address _____
Property Location _____ Phone (H) _____ (W) _____
Tax Map # _____ Block # _____ Lot # _____ **Email:** _____

.....
B ZONING PERMIT REQUEST:

Current Use of Property: _____

Proposed Use of Property: _____

Check all that apply: New Structure _____; Addition _____; Alteration _____

Describe Structural Change(s): _____

Lot Size: _____ Town Highway Name: _____

Setbacks: Structure to Road/ROW _____ ft; To Center of Road _____ ft;

Rear Property Line _____ ft; Parking Spaces _____ ft (if applicable)

Facing Structure (from street/road): Left side line _____ ft; Right side line _____ ft

Dimensions of Proposed Building: Length _____ ft; Width _____ ft; Height _____ ft;

TOTAL (outside footprint) area of all structures on property _____ sq. ft

Check One: Full Cellar _____; Crawl _____; Slab _____; Partial Cellar _____; Piers _____

.....
C I understand that this permit will be issued on the basis of the representations herein. I understand that I must abide by all state and local laws and ordinances and that this permit does not constitute any form of state permit. I understand that this permit is void if its issuance is based on my misrepresentations or those of my agents, or if construction does not commence within 12 months of date of issue or completion of construction within 2 years permit becomes null & void.

I understand that approval of any part of this permit does not constitute any warranty of any kind and I waive any and all claims against the town and/or its agents arising out of contract or tort.

Signature of Owner(s)/Agent _____ Date _____



FEE SCHEDULE

New Construction – Complete the following:

Page 1 -

- A- Name, Address, Phone, Etc.
- B- Current Use & Description of Construction
- C- Signature of Owner(s), or Authorized Agent (if applicable)

Page 3 –

Draw as accurately as possible a depiction of construction footprint and height view, include setbacks on all sides (N, S, E & W) and indicate the road, street, etc. structure is facing.

Page 4 -

Complete Municipal Sewage Disposal or On-Site Permit Application:
Contact the Dept. of Environmental Conservation, Drinking Water and Groundwater Protection Division at 802-786-5900 for state Wastewater Permit Application.

ADDITIONS/ALTERATIONS, etc.

Page 1 - Complete the following Sections

- A- Name, Address, Phone, Etc.
- B- Current Use & Description of construction

C- Signature of Owner, or Authorized Agent/Agency form must be signed

Page 3 – Complete

FEES: (All fees must be included at the time of permit submission)

Application - \$35.00 plus \$0.10 per square foot of development.

Referrals & Appeals - Zoning Admin Decision - \$300.00; Conditional Use - \$400.00;

Variance - \$400.00; Site Plan Review - \$200.00 (Commercial Properties)

On-Site Septic Permit - \$50.00 (plans must be attached)

Driveway Cut - \$50.00

Municipal Sewer Connection - See Schedule of Rates & Fees (plans must be attached)

Recording Fee - \$15.00 (recording of permit into the Castleton Land Records)

Note: Construction prior to permit application submittal will be charged an additional Administrative Fee of \$200.

SUBDIVISION: (Major, Minor or Simple Parceling)

Page 1 - Complete the following:

A- Name, Address, Phone, Etc.

B- Current Use & number and size of lots

C- Signature of Owner, or Authorized Agent Form (if applicable)

In lieu of page 3 – Submission of the appropriate documents per the Subdivision Regulations.

FEES:

Application	\$ 35.00
Recording Fee	\$ 15.00
*Major/Minor/Simple Parceling	\$150.00 per lot
Mobile Home Park	\$100.00 per home lot
Recording Fee for Mylar (all sizes)	\$25.00

*Mylar's **must** be recorded with the Town Clerk after approval by the Zoning Administrator or Development Review Board (See Subdivision Regulations)

MAKE ALL CHECKS PAYABLE TO: TOWN OF CASTLETON

NOTE:

In all cases above, please see the Zoning Administrator to verify the completeness for each section.

Where appropriate, all fees and department approval signatures must be obtained prior to finalizing by Zoning Administrator.

Castleton's Zoning Ordinance & Subdivision Regulations may be viewed on our website: [Zoning Ordinance | Town of Castleton VT \(castletonvermont.org\)](https://www.castletonvermont.org/zoning-ordinance)

NAME _____

PARCEL# _____

APPEAL# _____

SIGNATURE _____

PERMIT# _____

