

TOWN OF PUTNEY
ZONING PERMIT APPLICATION

INSTRUCTIONS: Please provide all of the information requested in this application including a sketch plan. Read the Land Use & Development Regulations and familiarize yourself with requirements for building and development in Putney. Failure to provide all required information will delay the processing of this application. Projects other than one or two-family residences or agricultural uses require other information in addition to that requested here. Consult the regulations for applications requirements. Submit one copy of this application and a check made out to the Town of Putney according to the Town of Putney's fee schedule.

1. APPLICANT

Name: _____

Address: _____

Telephone: _____

2. LANDOWNER (if different from applicant)

Name: _____

Address: _____

Telephone: _____

3. PROPERTY

Zoning District: _____

Location: _____

Date Acquired by

Current Owner: _____

Deed Recorded In: _____

Book #: _____

Page #: _____

Parcel (Tax Map) ID #: _____

Size (acres): _____

Road Frontage: _____

(If property fronts on more than one road, please include each frontage measurement).

Existing Use: _____

Date Use Started: _____

4. PROJECT

Description of

Work to be done: _____

Proposed New Use: _____

Dimensions of
Existing Building

Length: _____

Width: _____

Height: _____

Stories: _____

Total Square Footage: _____

Dimensions of
Proposed Building

Length: _____

Width: _____

Height: _____

Stories: _____

Total Square Footage: _____

Setback Distance From
Property Lines:

Front: _____

Rear: _____

Side: _____

Setback Distance From
Center Lines of Streams: _____

Water/Sewer: _____

Construction Cost: _____

Other Information: _____

5. SKETCH PLAN

Please include a sketch of your project, drawn to scale. Attach a separate sheet no smaller than 8 1/2"x11". Please use attached sample sketch plan as a guide. The sketch must include:

- Location and dimensions of existing and proposed structures.
- Distance between structures and the property lines, center of roadways and rivers/streams.
- Location of driveways and parking areas.
- Location of well and septic system

PLEASE NOTE:

- Putney has a Highway Access Ordinance. No Zoning Permit will be issued until the highway access has been approved by the Highway Superintendent (if applicable).
- It is the obligation of the applicant to identify and obtain any permits required by the State of Vermont before beginning construction or commencement of a new or changed use. Please contact the State of Vermont Permit Specialist at (802)885-8850 for more information.
- A permit granted on the basis of this application will be voided in the event of misrepresentations of the information contained herein or if construction is not substantially complete within two years from the date of issuance.
- The State of Vermont has Residential and Commercial Energy Codes that must be followed. Codes require that builders file code certificates in the town land records within 30 days of completion of the project. The Vermont Residential Building Energy Code Handbook is available at the Town Office or online: http://publicservice.vermont.gov/topics/energy_efficiency/rbes

The undersigned hereby applies for a Zoning Permit for the use described in this application on the basis of the representations made herein. I hereby represent to the best of my knowledge the information provided in this application is true and correct.

Signatures of all property owners

Date

FOR USE OF ZONING ADMINISTRATOR

Application #: _____ Date Received: _____

Fee: _____ Rec'd: _____ Recording Fee (\$10) Rec'd: _____

Application referred to the DRB for the following review and approval: _____

Date: _____

Agricultural building exempt from local zoning () Agricultural application given Date: _____

Approved: _____ Denied: _____ Refer to DRB Decision: _____

Reason for denial: _____

Special conditions: _____

Signature of Zoning Administrator

Date

Any aggrieved person may appeal a decision by the administrative officer within 15 days of the date of the decision. This permit shall not take effect until the appeal period has passed.

Date Permit Effective: _____

Town of Putney

Development Permit Fee Schedule

A \$10.00 Recording Fee (separate from the Permit fee) is required with each Application or Group of Applications

A \$15.00 Filing Fee is required with each filing of a mylar copy of a survey

A. Zoning Permits - Each element of Land Development requires a separate fee		
1-	New Residential Structures or Additions	\$ 25.00
	* less than 250sq. ft of gross area	\$ 50.00
	*250-500 sq. ft	\$ 100.00
	* 500 sq. ft or greater	
2-	New Commercial, Industrial or Institutional Structures or Additions by gross area (\$100.00 min.)	\$ 2.00/100sq. ft.
		\$ 25.00
3-	Changes of Use	
B. Development Review Board		
1-	P.U.D./P.R.D./P.E.D. Review	\$ 200.00
		\$ 150.00
2-	Subdivision	\$ 250.00
	- over 4 lots	\$ 75.00
3-	All Other Applications	
C. Town Sewer Allocation		
1-	Residential and Institutional Uses	\$ 50.00
		\$ 100.00
2-	Commercial and Industrial Uses	\$ 100.00
		\$ 100.00
D. Town Water (new service request)		
		\$ 10.00
E. Sign Permits		

All fees must be submitted with the application, prior to consideration by the Town. Checks are to be made out to the **Town of Putney**. Sewer Allocation fee checks are made payable to **Town of Putney Sewer Account**. A separate fee is required for each action reviewed by the Town. For example, a new 10,000 sq ft commercial building requiring variance, conditional use, site plan and sewer connection approvals, would have to pay as follows:

Recording Fee	\$ 10.00
Zoning Permit (\$2./100 sq. ft.)	\$ 200.00
Variance	\$ 75.00
Conditional Use	\$ 75.00
Site Plan	\$ 75.00
New Sign	\$ 10.00
Sewer Allocation	\$ 100.00
Total	\$ 545.00

Sample sketch plan

0 25' 50'
SCALE

