



# TOWN OF BRADFORD

172 North Main Street

P. O. Box 339, Bradford, Vermont 05033

<b>PERMIT #</b> ____ _ -- ____ _
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## DEVELOPMENT PERMIT APPLICATION

No land development may commence unless a Zoning Permit has been duly issued by the Administrative Officer. If this application is found to be complete, the Administrative Officer will issue a decision or refer the application to the Development Review Board within 30 days. Incomplete applications will not be processed. **An ACCURATE plot plan, drawn to scale, or a survey map for subdivisions, must be submitted in conjunction with this application.** Applications for SIGNS must also include a diagram of the proposed sign depicting the exact dimensions and location(s) of the sign(s). NOTE: PLEASE COMPLETE NON-SHADED AREAS BELOW.

SUBJECT PROPERTY INFORMATION		
Property Address/Location:	Tax Map ID Number: __ _ -- __ _ -- __ _	Application Fee: (see Pg. 2) Recording Fee: _____ \$15 Total: _____
Current Use of Property: (dwelling, retail, office, etc.)	Zoning District:	Regulated Flood Hazard Area: <input type="checkbox"/> NO <input type="checkbox"/> YES

PROPERTY OWNER		
Name:	Phone:	
Mailing Address:	City:	
Email:	State:	Zip:

APPLICANT INFORMATION (IF DIFFERENT FROM PROPERTY OWNER)		
Name:	Phone:	
Mailing Address:	City:	
Email:	State:	Zip:

PROPOSED LAND DEVELOPMENT / SETBACKS		
Project Description (including dimensions of any new structures):		
Setbacks in Feet: (Closest distance between new structure and the following property lines.)		
Left: _____ ft.	Rear: _____ ft.	Centerline of road: _____ ft.
Right: _____ ft.	Wetland, Stream, Pond: _____ ft.	Building Height: _____ ft.

WATER and WASTEWATER INFORMATION		
If new dwelling, # of bedrooms: _____	If residential addition, # of bedrooms to be added: _____	
If accessory structure, will the accessory structure have plumbing:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Wastewater:	Public <input type="checkbox"/>	Private <input type="checkbox"/>
If private, attach or provide WW permit number here:		
Water:	Public <input type="checkbox"/>	Private <input type="checkbox"/>

ACCESS INFORMATION		
New curb cut:	No <input type="checkbox"/>	Yes <input type="checkbox"/> Permit #: _____

# TOWN OF BRADFORD - DEVELOPMENT PERMIT APPLICATION

## FEE SCHEDULE

Non-Dwelling Accessory Structures 126 sq. ft. to 500 sq. ft. ....	\$55
Non-Dwelling Accessory Structures over 501 sq. ft. ....	\$90
Residences/Additions (minimum \$100) .....	.15/sq. ft.
Commercial Structures (minimum \$150) .....	.20/sq. ft.
Change of Use Permit .....	\$75
Home Occupation .....	\$55
Home Business .....	\$75
Quarry, Sand/Gravel/Soil Extraction .....	\$300
Sign Permit .....	\$55
Amend Development Permit.....	\$25
Historic District Changes .....	\$75
Occupancy Permit .....	\$50
<p>Any review by the Development Review Board (DRB)* (includes site plan, change of use, conditional use, subdivision (add \$25 for each new lot created), home business, variance, waiver, historic district, etc. .... \$150                      (*This review fee is in addition to the fee for the zoning permit.)</p>	
Late-Filing Fee .....	\$100
If a Second Late Notice is sent.....	\$200
If a Third Late Notice is sent (At least 14 days after second notice is mailed) .....	\$300
If a Fourth Late Notice is sent by Certified Mail, it may be a recordable Notice of Violation (It will be sent at least 14 days after the Third Notice is mailed. If problem is corrected within the 7-day allowance period after Fourth Notice .....	\$400
<p>If not corrected after Fourth Notice, fines may accrue up to \$100 per day.</p>	

## SIGNATURE REQUIRED

I certify that, to the best of my knowledge and belief, all information provided in this application is accurate and that all work will be completed, and the property will be used in accordance with this application and plot plan. Any conditions attached to the development permit will be binding on the property. The undersigned authorizes the Administrative Officer access to the property covered by the permit issued under this application to ascertain compliance with said permit.

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Non-Owner Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ADMINISTRATIVE OFFICER REVIEW AND INITIAL ACTION

Fee Paid: \$ \_\_\_\_\_ Date Received: \_\_\_/\_\_\_/\_\_\_ Referred to DRB:  YES  
 Deemed Complete: \_\_\_/\_\_\_/\_\_\_  NO

## ADMINISTRATIVE OFFICER FINAL DECISION

Application is: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED  
 Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This permit becomes effective following a 15-day appeal period. This permit does not relieve the applicant of the responsibility of obtaining other permits required by the State of Vermont or the Town of Bradford. See below.**

**Approved projects not begun within two years and/or substantially complete within five (5) years of the date of issuance of the permit, except owner occupied residences, as evidenced by a certificate of compliance, will cause the Zoning Permit, and any associated approvals under these bylaws to expire. Re-application will be subject to bylaws in effect at that time.**

## IMPORTANT!! OTHER PERMITS / CERTIFICATES MAY BE REQUIRED

**STATE PERMITS:** You are advised to contact Jeff McMahon, State Permit Specialist, at (802)477-2241 or jeff.mcmahon@vermont.gov for any required state permits.

**INSULATION CERTIFICATION:** An Energy Code Certificate is required by 30 V.S.A. Subsection 51 (residential building energy standards) or 53 (commercial building energy standards) for all new heated or cooled construction including additions, alterations, renovations, and repairs. Contact the Vermont Energy Code Assistance Center at (855)887-0673 for details.

**DRIVEWAY PERMITS:** A Bradford Driveway Access Permit and a 911 address may be required.