

# ZONING PERMIT INSTRUCTIONS

## PLEASE READ

IT IS EXTREMELY IMPORTANT THAT THESE DIRECTIONS ARE READ BEFORE FILLING OUT THE ATTACHED PERMIT. FAILURE TO DO SO COULD RESULT IN THE DENIAL AND/OR DELAY IN ISSUING A PERMIT.

The names of both the **landowner(s)** and the **applicant(s)**, along with their respective mailing addresses, must be included on the permit. If you are the landowner as well as the applicant, you only need to fill in the landowner.

**Zone** is the zoning designation your property is located in. The **PARCEL ID#** is most easily found on a tax bill and will be in the following form 000/00.00. Staff can assist if necessary.

**Existing Use:** What is the property currently being used for? If nothing is built on it then it is open land. **BE SPECIFIC!**

**Nature of Work:** What is it you're planning to do? Again, be specific and include all construction activities including decks, porches, and sheds if constructing a new home. Failure to list all construction could mean additional permits in the future. Make sure to include all dimensions.

**Change of Use:** Are you converting something? For example are you changing a single-family dwelling to a multi-family dwelling? Changing an existing business to a new business? Use this space to indicate a proposed change of use. Be sure to describe the current use of the structure or property, as well as the proposed change.

**Setbacks:** VERY IMPORTANT! Looking at your property from the road, **you must indicate how far the proposed construction is from all boundary lines and from the road. Failure to do so will delay the issuance of your permit.** Estimates are okay if there is clearly ample distance. Staff can assist in providing the minimum setback requirements for the zone your project is in. Setback information may not be required for a change of use that won't involve new construction.

**Proposed Construction Information** should be filled in to the best of your ability. Please indicate any other permits applied for recently or with this one by checking the appropriate boxes in the space provided.

**Signatures:** Only one signature is necessary if the applicant and the landowner are the same. However, permit applications will not be considered complete without at least one landowner's signature.

**Plot Plan/Sketch:** VERY IMPORTANT! A place to sketch a plot plan is provided, with directions, on the back of the permit application (see sample below). Please follow the

instructions carefully. An attached site plan may be substituted, but failure to meet the plot plan requirements listed could delay issuance of your permit. A plot plan may not be required for a change of use that won't involve new construction.

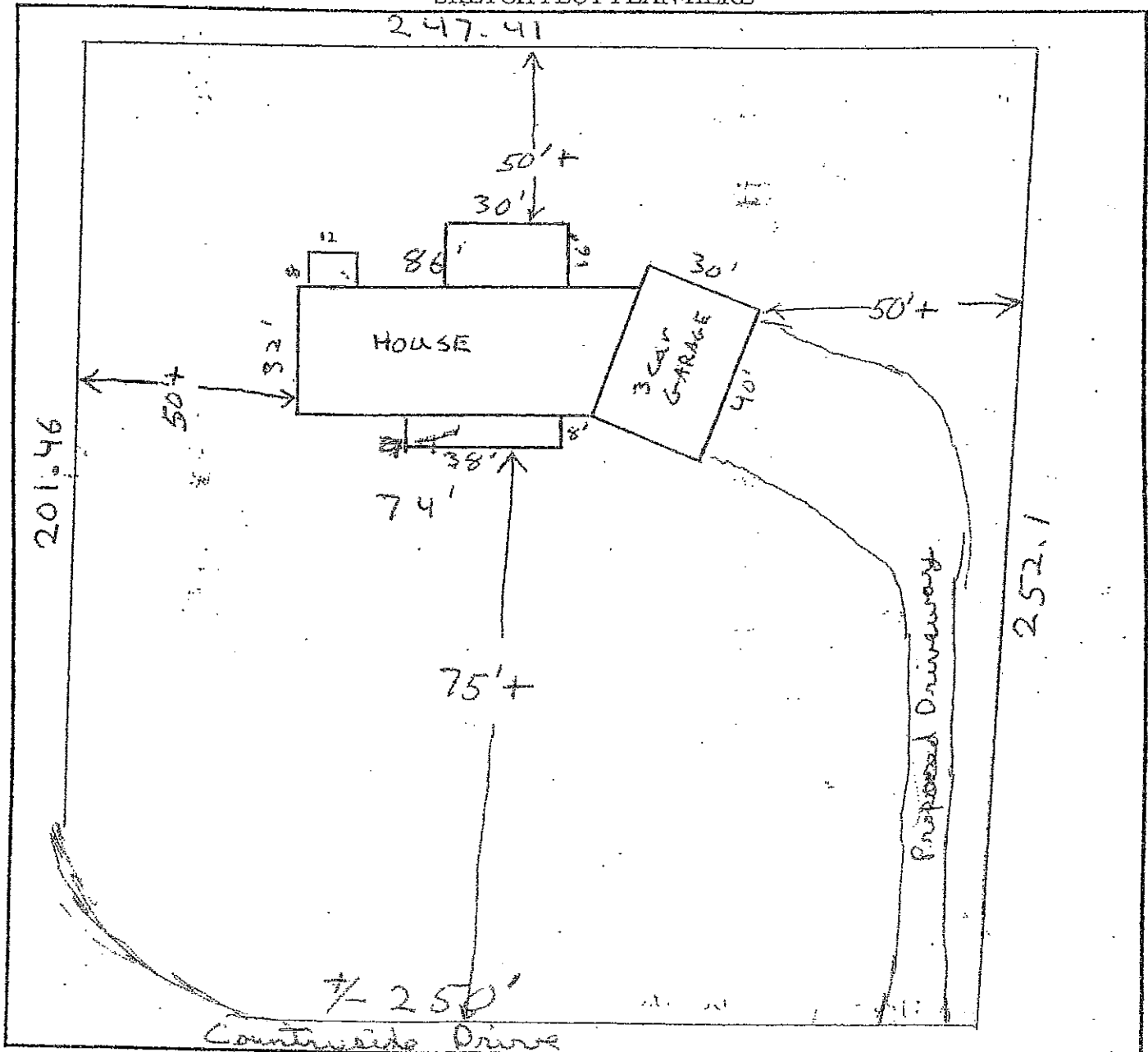
**Fees:** Permit fees should be submitted at the same time you submit your permit application. Applications will not be considered complete until all fees have been paid in full. See bottom of permit application form for appropriate fees or check with staff.

**WARNING**

ALSO BE ADVISED THAT THE TOWN OF BARRE HAS A MORATORIUM ON DIGGING WITHIN A TOWN RIGHT-OF-WAY AFTER OCTOBER 31<sup>ST</sup>. YOU SHOULD PLAN YOUR PROJECT ACCORDINGLY

**SAMPLE PLOT PLAN/SKETCH:**

SKETCH PLOT PLAN HERE



Z-

FEE:

**TOWN OF BARRE, VERMONT  
APPLICATION FOR BUILDING PERMIT**

The Undersigned hereby requests a Zoning permit for the following use to be issued on the basis of all representations contained herein. Permit voided in the event of misrepresentations or failure to undertake construction within 365 days of the date of approval.

Name of Landowner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Location of Property: \_\_\_\_\_ Phone # H- \_\_\_\_\_ W- \_\_\_\_\_

Email: \_\_\_\_\_ Email \_\_\_\_\_

Zone: \_\_\_\_\_ Parcel ID# \_\_\_\_\_

EXISTING USE: (i.e.: single family dwelling, commercial use) \_\_\_\_\_

**WARNING**

**STATE PERMITS MAY BE REQUIRED FOR THIS PROJECT. CONTACT A PERMIT SPECIALIST AT 802-476-0195 BEFORE BEGINNING YOUR PROJECT**

**EACH PROJECT NEEDS A SEPARATE APPLICATION – ONLY ONE DRAWING REQUIRED**

**NATURE OF WORK: (DIMENSIONS & DRAWING MUST BE PROVIDED)**

**PROJECT:** \_\_\_\_\_

**SETBACKS:** (how far away from)

Proposed Construction Information:

Road Right-of-Way : \_\_\_\_\_ (ft)

(not from the edge of pavement)

Left of property : \_\_\_\_\_ (ft)

Rear of property : \_\_\_\_\_ (ft)

Right of property : \_\_\_\_\_ (ft)

Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Is project in flood plain? \_\_\_\_\_

Water service (type) \_\_\_\_\_ Sewerage service (type)  Municipal

On-Site

Estimated cost \$ \_\_\_\_\_ Estimated start date: \_\_\_\_\_ Estimated finish date: \_\_\_\_\_

**IF THE APPLICANT WISHES TO CHANGE PLANS, HE/SHE MUST OBTAIN APPROVAL OF THE ZONING ADMINISTRATOR. THIS CAN BE DONE IN PERSON OR BY MAIL, NOT OVER THE PHONE. ANY AMENDMENT MUST BE DONE WITHIN 6 MONTHS OF THE APPROVAL DATE AND MAY REQUIRE AN ADDITIONAL RECORDING FEE.**

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**THE APPLICANT AUTHORIZES TOWN AGENT(S) TO ENTER PROPERTY TO INSPECT PROJECT UNTIL CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.**

Other permits applied for recently or with this request (please check those that apply)					
DRB/ Planning Commission	Driveway	Water Tap-on	Sewer Tap-on	On-site Septic	Other (please explain)

**The undersigned certifies they have read and agree to all of the above information.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Landowner: \_\_\_\_\_ Date: \_\_\_\_\_

(if different) (approval cannot be granted without landowner's signature)

**A general plot plan showing the location of the property and building, or work areas must be completed and submitted at time of application.**

SENSITIVE AREA REVIEW \_\_\_\_\_

APPROVED / DENIED: \_\_\_\_\_

DATE: \_\_\_\_\_

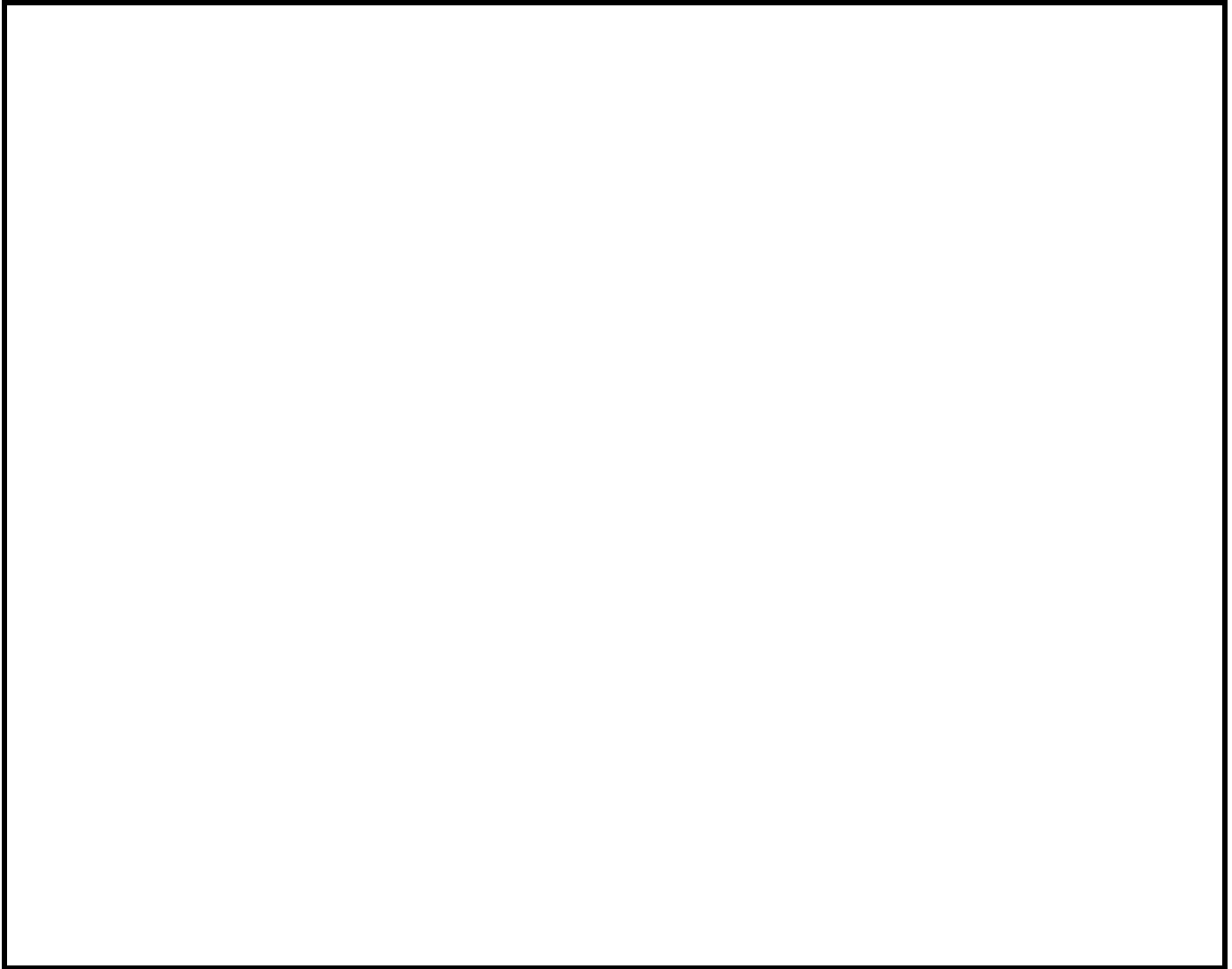
PAYMENT: \_\_\_\_\_

GENERAL PLOT PLAN  
(attached site plan may be substituted)

Requirements: (Per instruction sheet)

1. Dimensions of lot and buildings (figures) and lot number if available.
2. Show distance from buildings to lot lines.
3. Name of street or road.
4. Setback lines.
5. Proposed driveway location.
6. Existing buildings: give size, type and height.
7. Proposed building or buildings: show height, size and location.
8. North arrow.
9. Attach special permit applications and supplemental information as required.
10. Each project must be labeled accordingly.

SKETCH PLOT PLAN HERE



**This is not a permit and as such does not constitute permission to construct or change anything. Issuance of a building permit or change of use permit does not grant, imply, or indicate approval of any other Town or State of Vermont permit requirements.**

**Signature of the Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_