



TOWN OF CONCORD

BUILDING & ZONING PERMIT

ZONING ADMINISTRATOR
PO BOX 317, CONCORD, VT 05824
802-695-1094 EXT 24
ZONINGADMIN@CONCLERK.COM

Please use this form to request a zoning permit as required in the Concord Town Zoning Bylaws available at www.concordvt.us/zoneadmin.php. It is **HIGHLY RECOMMENDED** that applicant discuss the application and requirements with the Zoning Administrator prior to submission to ensure that all necessary information is submitted and to ensure efficient and timely processing of the application.

Applicant Last Name	Richards	First	John	Daytime Phone	5087372147	
Applicant Mailing Address	PO Box 205	E-mail Address		Apartment #		
City	W. Chatham	State	Ma.	ZIP	02669	
Property Owner Last Name (if different than applicant)		First		Daytime Phone		
Property Owner Mailing Address		E-mail Address		Apartment #		
City		State		ZIP		
Parcel ID #	11.4002918	Book	89	Pages(s)	703 + 704	
Areas of Lot in Acres		Length of Lot in Feet	NA	Width of Lot in Feet	NA	
Dimensions of Proposed Building	Width	NA	Length	Will the Building be Occupied for Living Space	Yes	No
Distance Between Building Lines & Lot Lines	Front	NA	Side	Side	Rear	
Proposed Use and/or Construction	NA					
I/we, the undersigned, request a zoning permit for the use and/or construction stated, to be issued on the basis of the representation contained in this application and any required submission materials. I/we fully understand that any incorrect or misleading representations may result in the permit becoming void and legal action instituted by the Town of Concord. I/we further understand that the permit may contain conditions with which I will be required to comply.						
Applicant's Signature	John Richards					
Owner's Signature (if different than applicant)						

1. The fee for a building/zoning permit is \$25.00 for under 250 square feet and \$50.00 for 250 square feet and over. The fee for a certificate of compliance is \$25.00. If your permit requires a hearing, costs of recording, advertising, and postage will be charged to you in addition to the permit fee. Both fees totaling \$50 (zoning permit fee and certificate of compliance fee) are made payable to the Town of Concord at the time the initial application is submitted.
2. State permits may be required before any construction may commence. The Zoning Administrator will provide guidance concerning state permits and additional information concerning state regulations can be found at the Vermont Agency of Natural Resources at www.anr.state.vt.us under permits or by calling 802-751-0127.
3. In accordance with the town's bylaws, prior to issuing a permit for the construction of a new building, or substantial improvement of existing buildings, or for development in the floodway, the Zoning Administrator shall mail a copy of the application to the Vermont Agency of Natural Resources in accordance with Section 4424 of the Act. A permit may be issued only following receipt of comments from the Agency of or the expiration of 30 days from the date the application was mailed to the Agency, whichever is sooner.
4. This application may be referred by the Zoning Administrator to the Zoning Board of Adjustment for approval. If so, you will be contacted with regards to establishing a hearing date.
5. Upon receipt of an application by the Zoning Administrator, he/she will act on said application within 30 days. You may appeal the decision of the Zoning Administrator. The appeal must be made to the Zoning Board of Adjustment within 15 days of the decision.
6. A permit does not take effect until 15 days after issuance during which time it will be posted in the municipal office and a Red Permit poster will be posted on your property in plain view for 15 days. **Construction shall not commence until after the 15 days from issuance have lapsed and the Zoning Administrator confirms construction may commence.**
7. If the zoning permit is approved, all development authorized by its issuance shall be substantially commenced within one year of its date of issue, or the zoning permit shall become null and void and reapplication shall be required to continue development.
8. If your proposed project requires road access you must apply for a driveway / right-of-way permit. There is a \$20.00 fee for this permit. For questions, please contact Dane Thorgalsen, Road Foreman at (802-695-8144).
9. Upon completion of the project and **prior to usage**, an approved **Certificate of Compliance** is required. Penalties may be imposed for non-compliance.
10. If you should have any questions or need assistance in filling out this form, you may contact the Zoning Administrator.

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I/we have read and fully understand my responsibilities regarding all requirements listed above and representations contained herein are true to the best of my/our knowledge.

Applicant's Signature

John Richards

SITE PLOT PLAN DRAWING

Please see Site Plot Plan instructions on prior page for completion instructions and guidance.

See Survey map Submitted

Applicant

ZONING ADMINISTRATION OFFICE USE ONLY

Date Received by Zoning Administrator	05/26/2021	Initials	A. Geroiardi
Application #	2021-04	Fee Paid \$	445. ⁰⁰
Approved		Denied	
		Returned Incomplete	
			Extension of Permit
Date of Inspection		Date Decision Made by ZA	

Reasons for Denial

Date Referred to Board of Adjustment	✓ 05/26/2021	Conditional Use	Subdivision	Variance		Appeal	
Zoning Administrator's Signature	Allara Geroiardi						

BOARD OF ADJUSTMENT OFFICE USE ONLY

At a meeting of the Board of Adjustment on _____ 20____ the above application for a permit was considered and is hereby:

Approved		Denied	
Reasons for Denial			
Board of Adjustment Representative Signature			

CONCORD, VERMONT TOWN CLERK'S OFFICE

Received for record on _____ 20____ at _____ o'clock _____ minutes and duly recorded in:

Book		Page(s)	
Attest: Town Clerk / Assistant Town Clerk Signature			

