APPLICATION & BUILDING/LAND USE (ZONING) PERMIT

Zoning administrator, P.O. Box 317, Concord, VT 05824
802-695-2910, Ext. 24
zoningadmin@concordvt.org

Zoning permit #: _____- _____.

1. Address of project: _____

2. Name of owner or applicant: _____

3. Mailing address: _____

4. Daytime phone: _____

5. Email address: _____

6. Parcel ID#: _____

7. Construction may require one or more permits from the state. To determine which state permits are required for your project go to https://vermont.force.com/permitnavigator/s/ the permit navigator results may need to be included with this application.

8. Proposed use: _____.

9. Before a permit will be issued, a person shall submit a potable water/wastewater permit from the state before: subdividing land; creating or modifying a campground that affects a potable water supply or wastewater system; construction, replacing or modifying a potable water supply or wastewater system; using or operating a failed supply of failed system; constructing a new building or structure; modifying a building or structure that increases the design flow; making a new or modified connection t a new or existing potable water supply or waste waters system; or changes the use that increases the design flow.

10. Acres of lot _____. **11.** Length and width of lot _____.

12. Distances between structure and lot lines: Front _____; Side _____; Side _____; Rear _____.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.**

18. 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.

19. 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).

20. Upon completion of the project and **prior to usage**, an approved **Certificate of Compliance** is required. Penalties may be imposed for non-compliance.

21. If you should have any questions or need assistance in filling out this form, you may contact the ZONING ADMINISTRATOR , PO BOX 317, CONCORD, VT 05824, 802-695-2910 24 or at ZONINGADMIN@CONCORDVT.ORG

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.

22. Owner and/or Applicant's signature:

_____

Name **Date**

ZONING FEES

Please attach payment for the applicable fees as outlined below. Checks should be made payable to The Town of Concord.

Building/Land Use (zoning) Permit for Under 250 Square Feet of Construction and Certificate of Compliance: $25.00 each - Total due $50.00 upon submission of application.

Building/Land Use (zoning) Permit for 250 Square Feet or Over of Construction and Certificate of Compliance Fee: $50.00 for Permit; $25.00 for Occupancy Fee; Total Due $75.00

Appeal/Variance/Conditional Use Fee: $125.00

Subdivision Fee (per lot): $50.00

Drive-way/Right of Way Fee: $20.00

SITE PLOT PLAN COMPLETION INSTRUCTIONS

All applications for building/land use (zoning) permits must include a plot plan. The Zoning Administrator cannot act upon a permit with incomplete information. Any application that does not include a plot plan or includes an incomplete plot plan will be returned to the applicant.

The following information **must** be included in the plot plan:

- Road name and location or road;
- An arrow indicating which direction is true north;
- Scale at which plot plan is drawn;
- Boundaries of the lot and name and addresses of all abutting property owners;
- Locations and dimensions of other buildings presently on the property, if any;
- Locations and dimensions of proposed buildings (including height);
- Uses of existing and proposed buildings (including # of stories);
- Distance between buildings presently on the property and new buildings to be constructed;
- Proposed set-backs from street line, each side and rear lot line;
- Indicate where the water system and the septic system are to be, if applicable;
- If an adjacent landowner has water rights or right of way on your property, indicate same and give the name of the landowner.; and
- Indicate on the map any wetlands, rivers, and/or streams.

SITE PLOT PLAN DRAWING

Please see instructions on prior page.

ZONING ADMINISTRATION OFFICE USE ONLY							
Date Received				Initials			
Application #				Fee Paid $			
Approved		Denied		Returned Incomplete		Extension of Permit	
Date of Inspection				Date Decision Made by ZA			
Reasons for Denial:							
Date Referred to Board of Adjustment:		Condi-tional Use		Variance		Appeal	
Zoning Administra-tor's Signature							

ADJUSTMENT OFFICE USE ONLY			
At a meeting of the Board of Adjustment on ___ day of _____, 20_____, _____ the above application for a permit was considered and is hereby:			
Approved		Denied	
Reasons for Denial			
Board of Adjustment Representative Signature			

TOWN CLERK'S OFFICE, CONCORD, VT			
Received for record on _____ day of _____, 20_____, at _____ o'clock and duly recorded in:			
Book: Page(s):			
Attest: Town Clerk / Assistant Town Clerk Signature			

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Write any comments here.

*This table is for quick reference only.
The full ByLaw & Ordinance regulations and any applicable specific-use or overlay standards still control.

Concord Zoning District Quick Reference — §404

Town of Concord Land Use Regulations, §§404.1–404.8.

District	Minimum Lot Size / Width	Setbacks: Front / Side / Rear	Max. Height
RL — Rural Lands	1 acre / 200 ft frontage	50 ft / 25 ft / 25 ft	35 ft
LD — Low Density	5 acres / 200 ft width	50 ft / 50 ft / 50 ft	35 ft
MD — Medium Density	2 acres / 150 ft width	25 ft / 25 ft / 25 ft	35 ft
HD — High Density	20,000 sq. ft. / 100 ft width	25 ft / 10 ft / 10 ft	35 ft
LAKE — Lakeshore	2 acres / 150 ft width	35 ft / 35 ft / 35 ft	35 ft

Uses by District

District	Common Permitted Uses	Conditional Uses
RL	Accessory structures, agriculture, primitive camps, accessory dwelling units, single- and two-family dwellings, forestry, home occupations	Campgrounds, essential services, home industry, outdoor recreation
LD	Accessory structures, agriculture, primitive camps, accessory dwelling units, single- and two-family dwellings, forestry, home occupations	Campgrounds, cemeteries, community centers, drive-in establishments, essential services, home industry, industry, outdoor recreation
MD	Accessory structures, primitive camps, accessory dwelling units, single- and two-family dwellings, essential services, forestry, home occupations, religious facilities, schools	Agriculture, campgrounds, multifamily dwellings, home industry, industry, neighborhood commercial facilities, personal services, private clubs, indoor and outdoor recreation
HD	Accessory structures, business offices, community centers, accessory dwelling units, single- and two-family dwellings, essential services, funeral homes, home occupations, public and religious facilities, retail stores, schools	Auto service stations, car washes, multifamily dwellings, home industry, hotels, industry, motels, neighborhood commercial facilities, personal services, private clubs, indoor and outdoor recreation, restaurants
LAKE	Accessory structures, agriculture, primitive camps, forestry, accessory dwelling units, single-family dwellings, home occupations	Essential services, outdoor recreation