

Village of Enosburg Falls Zoning Bylaws

Completion Checklist - Application for Zoning Permit

A complete application for a Zoning Permit must include, as applicable, the information and/or documents listed below.

On the **Application Form**, please enter the information in the appropriate section, and submit the complete application (including Attachments) to the Zoning Administrator c/o the Village Offices.

If space on the Form is not sufficient, please enter the information on a separate sheet, and submit it as an Attachment to the Form.

Please also submit, as applicable, any documents mentioned in Sections A, E, & F of the Form.

N.B. The application (Form & Attachments) must be submitted in original & two copies.

Only on the date that a complete application is received, will the 30 day review period will begin to run.

For additional information or assistance, contact the Zoning Administrator at 933 6687.

A Owner/Applicant Identification

- _____ Name of Owner(s) on Title Deed *(Must be exactly as appears on the Title Deed)*
- _____ Mailing Address of Owner(s) *(Current address where mail is received)*
- _____ Telephone Number(s) of Owner(s) _____ (Work) _____ (Home)
- _____ Name of Applicant (if not Owner) *(E.g. tenant, option holder, owner's agent, contractor)*
- _____ Mailing Address of Applicant *(Current address where mail is received)*
- _____ Telephone Number(s) of Applicant _____ (Work) _____ (Home)
- _____ Applicant's Interest in Property *(Circle one choice or explain, and attach copy of supporting document)*

B Property/Lot Identification/Description

- _____ Location Address (Street/Road/911/Other) or Parcel ID *(For Parcel ID, see Grand List or Tax Bill)*
- _____ Title Deed Reference: - Book _____, Page _____. *(See Records at Town Clerk's Office)*
- _____ Month/Day/Year Property Acquired *(The date of the Title Deed, not the date the Deed was recorded)*
- _____ Zoning District *(See Article III of the Zoning Bylaws and the Official Zoning Map at the Village Offices)*
- _____ Area of Lot in acres or square feet *(From Title Deed, or Survey, or Listers' Card, or as measured/calculated)*
- _____ Length in feet of frontage on Street/ Road and of all other property lines *(See line above)*

C Proposed Buildings/Structures/Uses

- _____ Description of the changes to the property that you propose to make, and what they will be used for.

CHECKLIST CONTINUES ON REVERSE SIDE

D Present Buildings/Structures/Uses

_____ (1) Description of the buildings/structures now on the property (if none, so state), (2) what they are used for, and (3) how long that use has continued. (e. g. "single-family house, detached 2-car garage - both built 1972")

E Map or Site Plan (Attachment A, or a survey plan, if available)

- _____ Show all lot boundaries and dimensions
- _____ Show the location, shape, and dimensions (length and width) of all structures or buildings (existing and proposed) on the lot
- _____ Show the distance between each structure or building
- _____ Show the distance from each to the nearest property line, road, street, or waterway (setbacks)
- _____ Show the location and dimensions of driveways, parking areas, and rights-of-way
- _____ Show the location of private potable water sources, sewer or septic systems
- _____ Indicate the height or number of stories (including basements)
- _____ Indicate the area in square feet of all structures and buildings proposed
- _____ List on the map/plan or on a separate sheet the names and mailing addresses of all abutting property owners as derived from the Grand List

Remember to show any decks, porches, sheds, or other buildings (detached or attached to other buildings) that are either on the property now, or are part of your development project.

F Where applicable, provide the following information and/or documents

- _____ Date of Approval of Site Plan by Development Review Board
- _____ Date of Approval of Conditional Use/Variance by Development Review Board
- _____ Date of Issue of Sewer Connection Permit by Village Manager/Sewer Dept.
- _____ Date of Issue of Access Permit by Village Trustees
- _____ Copies of the Approvals or Permits marked above

Remember that other permits, permissions, and approvals may be required from the State, the U.S. government, or others such as easement or right-of-way holders.

G Certification & Permission

_____ Dated and signed by all Owners (and by the Applicant, if not Owner)

The following fees must also be submitted with the application:

- _____ Zoning Permit Fees. Amount: as calculated from the "Schedule of Fees". Payable to Village of Enosburg Falls.
- _____ Recording Fees. Amount: \$3.00 per page. Payable to Town of Enosburgh.

Thank you for your cooperation. Please remember that incomplete or illegible applications will be returned for completion or clarification, and processing will be delayed.

Village of Enosburg Falls Zoning Bylaws

Application Form

Application for Zoning Permit No. OFFICE USE

OFFICE USE FOR PERMIT:	
Permit No.:	_____
Effective Date:	_____
Permit Fee:	\$ _____
Approved Date:	_____
_____ Zoning Administrator	

Please consult the **Enosburg Falls Zoning Bylaws** and read the **Zoning Permit Application Information** sheet (available at the Village Offices) before completing this Form. All sections of this Form must be completed, and the completed Form (and any attachments) **submitted in original and two copies**, together with the appropriate fee(s), to the Zoning Administrator: c/o the Village Offices. Incomplete or illegible applications will be returned, and processing will be delayed.

For additional information or assistance, contact the Zoning Administrator at 933-6687.

A Owner/Applicant Identification

Name of Owner(s) on Title Deed: - _____

Mailing Address: - _____

Telephone Number(s): - (Work) _____ (Home) _____

Name of Applicant (if not Owner): - _____

Mailing Address: - _____

Telephone Number(s): - (Work) _____ (Home) _____

Applicant's Interest in Property: - lessee/option holder/owner's agent. (Circle one & attach copy of lease/option, etc.)

B Property/Lot Identification/Description

Location Address (Street/Road/911/Parcel ID): - _____

Title Deed Reference: - Book _____, Page _____. Month/Day/Year Property Acquired: - ____/____/____.

Zoning District: - _____. Area of Lot: - _____ (acres/square feet).

Length in feet of frontage on Street/ Road: - _____. Length in feet of all other property lines: -

(sides) _____, (back) _____

C Proposed Buildings/Structures/Uses

Describe briefly the changes to the property that you propose to make, and what they will be used for.

D Present Buildings/Structures/Uses

Describe briefly the buildings/structures now on the property (if none, so state), what they are used for, and how long that use has continued.

**E Map or Site Plan
(Attach a survey, if available)**

- 1) On the sheet labeled "Attachment A", draw a **map/plan** of the lot showing: **(i)** all lot boundaries and dimensions, **(ii)** the location, shape, and dimensions (length and width) of all structures or buildings (existing and proposed) on the lot, **(iii)** the distance between each, **(iv)** the distance from each to the nearest property line, road, street, or waterway (setbacks), **(v)** the location and dimensions of driveways, parking areas, and rights-of-way, and **(vi)** the location of potable water sources, sewer or septic systems.
- 2) Indicate the height or number of stories (including basements), and the area in square feet of all structures and buildings proposed:- _____
- 3) **Show on the map/plan or list on a separate sheet the names and mailing addresses of all adjoining property owners as derived from the Grand List.**

F Where applicable, provide the following information and/or documents

- Date of Approval of Site Plan by Development Review Board: _____
 - Date of Approval of Conditional Use/Variance by Development Review Board: _____
 - Date of Issue of Sewer Connection Permit by Village Manager/Sewer Dept.: _____
 - Date of Issue of Access Permit by Village Trustees: _____
- Submit copies of the above Approvals or Permits with this Application.*

The following **Certification & Permission** must be signed by all **Owners** (and by the **Applicant**)

G Certification: - The undersigned hereby applies to the Village of Enosburg Falls for a Zoning Permit for the development described in this application form and any attachments. I certify that all of the information provided in this application is true, accurate, and complete. I understand that any Zoning Permit issued on the basis of this application shall be null and void if any information provided is inaccurate or misrepresented. **Permission** is hereby granted to enter upon the property at all reasonable times to ascertain compliance with the Zoning Bylaws.

Signed, this _____ day of _____, 20____ .

(Signatures)

Map or Site Plan

In the box below, draw a **map/plan** of the lot showing: **(i)** all lot boundaries and dimensions, **(ii)** the location, shape, and dimensions (length and width) of all structures or buildings (existing and proposed) on the lot, **(iii)** the distance between each, **(iv)** the distance from each to the nearest property line, road, street, or waterway (setbacks), **(v)** the location and dimensions of driveways, parking areas, and rights-of-way, and **(vi)** the location of potable water sources, sewer or septic systems.

