

Permit # _____

TOWN OF STAMFORD

986 Main Road, Stamford, VT 05352 (802) 694-1361

Application for a Building or Conditional Use Permit
And Memorandum of Municipal Action 24 V.S.A. section 4449(c)

911 Street Address: _____ District: _____

Deed recording: Book # _____ Page # _____

Location of Property as shown on Grand List _____

Parcel ID as shown on Grand List _____ Lot# _____

Legal name of landowner/applicant: _____
(list all owners of record as shown on deed)

Mailing address: _____ Tel # _____

Name of builder: _____ Tel # _____

Existing use: _____

Proposed use: Residential _____ Seasonal _____ Professional _____ Industrial _____ Commercial _____ Other _____

Permit Type: New Construction _____ Addition _____ Accessory Structure _____ Other _____

Brief description of project: _____

If Residential, Building Type: _____

Length: _____ ft Width: _____ ft Height: _____ ft # of Bedrooms: _____ # of Bathrooms _____ Total Sq Ft: _____

Other Structure: _____ (addition, trailer, roadside stand, garage, shed, barn, fence, etc.)

Length: _____ ft Width: _____ ft Height: _____ # of Stories: _____ Total Sq Ft: _____

Setback from: Road right of way: _____ ft Rear property line: _____ ft Lot size: _____ acres
Side property line: _____ ft Side property line: _____ ft Road frontage: _____ ft

I swear under the pains and penalties of perjury that the statements contained in this application are true to the best of my knowledge and belief. Submission of this document authorizes the Zoning Administrator and appropriate town official i.e. Lister/Assessor, Road Commissioner, to view and inspect the property before, during and upon completion of the project for which this permit is granted.

Date: _____ Signature of Applicant: _____

Application received by _____ Date received in Town Office _____ Fee received \$ _____

(Receipt by Town Office does not constitute receipt by Zoning Administrator.)

***** FOR USE BY ZONING ADMINISTRATOR *****

Date received by Zoning Administrator _____

Action: Approved _____ Denied _____ Referred _____ No permit needed _____ Date: _____

If approved, Effective Date _____ (there is a fifteen (15) day appeal period)

If denied or referred to Planning Commission and/or Zoning Board of Adjustment, cite applicable Zoning By-law section: _____

If this permit is denied, you may appeal the decision of the Zoning Administrator by filing an Application to the Zoning Board of Adjustment within fifteen (15) days.

Signed: _____

Zoning Administrator Debra Burchard

Distribution: 1. Applicant 4. Board of Listers 7. Selectboard
2. Town Office – for posting 5. Zoning Board of Adjustment 8. Zoning Administrator file (orig.)
3. Bilmonts Store – for posting 6. Planning Commission

FEE SCHEDULES: Effective 4/4/2024. Applications for a zoning “BUILDING OR CONDITIONAL USE PERMIT” shall be returned to the town office with the required fee. All permit fees include a \$15.00 recording fee. (Receipt by Town Office does not constitute receipt by Zoning Administrator.)

Single Family dwelling	\$315.00
Single Family addition	\$265.00
Multi-Family dwelling	\$365.00
Accessory structure >300 sf	\$165.00
Accessory dwelling unit	\$315.00
Primitive camp	\$215.00
Commercial/Industrial	\$315.00
Sub-division	\$100.00 per lot plus \$15.00
Home occupation	\$ 65.00
Signs	\$ 65.00
No permit needed	0.00 & recording fee waived

1. If any land development is performed without obtaining a permit, the land owner will be charged twice the normal permit fee that would have been applied. This includes the division of a parcel of land, construction, reconstruction, conversion, structural alteration, relocation, enlargement, and/or extension of the use of the land.
2. Should the owner still not comply with #1 above upon notification, a Zoning Violation procedure will be initiated, which could result in additional expense and/or mandatory removal of the structure.
3. This permit is valid for two (2) years and can be extended for one (1) additional year upon written request to the Zoning Administrator.
4. All permits are contingent upon approval of all applicable State permits.
5. Due to the necessary work involved, all fees will be retained whether a permit is granted or denied.

Other possible permits or certifications that may be required separately:

Driveway Permit must be submitted to the Town Office for review and approval by the Road Commissioner.

Contact the State Permit Specialist (802) 282-6488 or (800) 974-9559 for all State permit requirements. These may include permits or certifications regarding water, wastewater and compliance with Vermont Residential Building Energy Codes.

If your proposed construction or project lies within a Flood Hazard Area or River Corridor, you are also required to adhere to the Town of Stamford's Flood Hazard Area Regulations (Appendix I of the Zoning By-laws) and provide the Zoning Administrator with the appropriate report.

For additional questions, contact the Stamford Zoning Administrator through the town office at (802) 694-1361 or by email at zoningadministrator@stamfordvt.net.

***** Instructions for filing a Zoning Permit Application *****

1. The application must be complete. The landowner MUST sign the application.
2. If you are constructing a new house or building on a vacant lot, please contact the Town Clerk to obtain a 9-1-1 locatable address.
3. A copy of the plans for the new construction (and picture, if available) must accompany this application.
4. Be sure to give enough details, such as box number, distance to a cross road, or other identifiable land marks so the property can be located by the Administrator.
5. A plot plan must be drawn on the grid page attached to the Zoning Permit Application. A plot plan is a sketch showing boundaries/property lines, area of the lot, all existing and proposed buildings, all front, rear and side yard setbacks from property lines, location of water supply and septic system/leach field and a north arrow. Include a copy of any professionally prepared Site Plan, if available.
6. Applicant is responsible for verifying lot line locations and complying with all setbacks, Zoning By-laws and any other conditions as set forth in this permit. All costs to remedy non-compliance will be borne by the applicant and may include removal or relocation of the structure as required to correct any violations.
7. Include copies of all permits from the State of Vermont, including Waste Water/Septic.
8. Interested parties may appeal any decisions of the Zoning Administrator within fifteen (15) days of such decision. No permit issued shall take effect until the 15 day appeal period has ended.

