

# TOWN of MILTON, VT | ZONING PERMIT APPLICATION

If you have any questions, call (802)893-1186 or visit us in the Milton Municipal Complex at 43 Bombardier Road, Milton, VT 05468.

## FILING INFORMATION (STAFF USE ONLY)

Zoning Permit # \_\_\_\_\_ - \_\_\_\_\_  
Filing Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Expedited Review Due \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## PROPERTY INFORMATION

Street Address/Unit: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_ . \_\_\_\_\_  
School Parcel Account # 396 - 123 - \_\_\_\_\_  
Deed: Volume no. \_\_\_\_\_ / Page no. \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Lot Size (acres): \_\_\_\_\_  
Road Frontage (feet): \_\_\_\_\_  
Existing Principal Use Definition (e.g. "single family dwelling") \_\_\_\_\_

## LANDOWNER

Name(s) \_\_\_\_\_  
Name(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## LAND DEVELOPMENT (PROJECT) INFORMATION

Proposed Principal Use Definition (if changing): \_\_\_\_\_  
Total New Finished Floor Area (sq. ft.): \_\_\_\_\_  
Total New Unfinished Floor Area (sq. ft.): \_\_\_\_\_  
Description of Land Development (briefly describe the project with dimensions): \_\_\_\_\_

Approximate Value of Development: \$ \_\_\_\_\_  
Maximum Height (ft.): \_\_\_\_\_  
Number of Stories: \_\_\_\_\_

Does your project involve new construction, alteration, or renovation to a climate-controlled structure?  Yes  No  
If yes, you may have to record a Vermont Residential/Commercial Energy Standards (RBES or CBES) Certificate in the Land Records prior to receiving your Certificate of Compliance/Occupancy. Contact Energy Code Assistance Center at (855)887-0673 or online at [http://publicservice.vermont.gov/topics/energy\\_efficiency/rbes](http://publicservice.vermont.gov/topics/energy_efficiency/rbes).

Does your project involve the installation of a new manufactured home?  Yes  No  
If yes, you must provide a copy of the HUD Form 309 with the Certificate of Compliance/Occupancy Application.

Has this project undergone prerequisite development review?  Yes  No  
If yes, provide the case description(s) \_\_\_\_\_ and approval date(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
case description(s) \_\_\_\_\_ and approval date(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Does the project involve work within a Town or State right of way?  Yes  No  
If yes, you must obtain prior Highway Access permit approval from the Department of Public Works at (802) 893-6030 and/or Vermont Agency of Transportation at (802) 279-1152.

Does the project involve connecting to municipal water or sewer?  Yes  No  
If yes, you must obtain prior approval from the Department of Public Works and the State Water/Wastewater Division.

Does the project involve a change of the number of bedrooms or a change of use?  Yes  No  
If yes, contact the State Water/Wastewater Division at (802) 879-5656.

Is this project in a Tax Increment Financing (TIF) District?  Yes  No  
If yes, check which district:  North/South or  Town Core, and list how many jobs will this project create \_\_\_\_\_.

## PERMIT USE CATEGORY (check box that applies)

- Residential  
 Non-Residential  
 Mixed-Use (both)

## PERMIT TYPE (check all boxes that apply)

- New Principal Building or Unit (ex. "single-family dwelling")  
 New Accessory Structure (ex. shed)  
 Alteration to Existing Structure (ex. new room addition)  
 Change of Use (ex. "personal service" to "restaurant")  
 Demolition/Removal (ex. demolition & removal of pool)  
 Sign (one-sided square footage equals \_\_\_\_\_ s.f.)  
 Amendment to Prior Permit  
Permit # \_\_\_\_\_ - \_\_\_\_\_  
 Renewal of Prior Permit  
Permit # \_\_\_\_\_ - \_\_\_\_\_

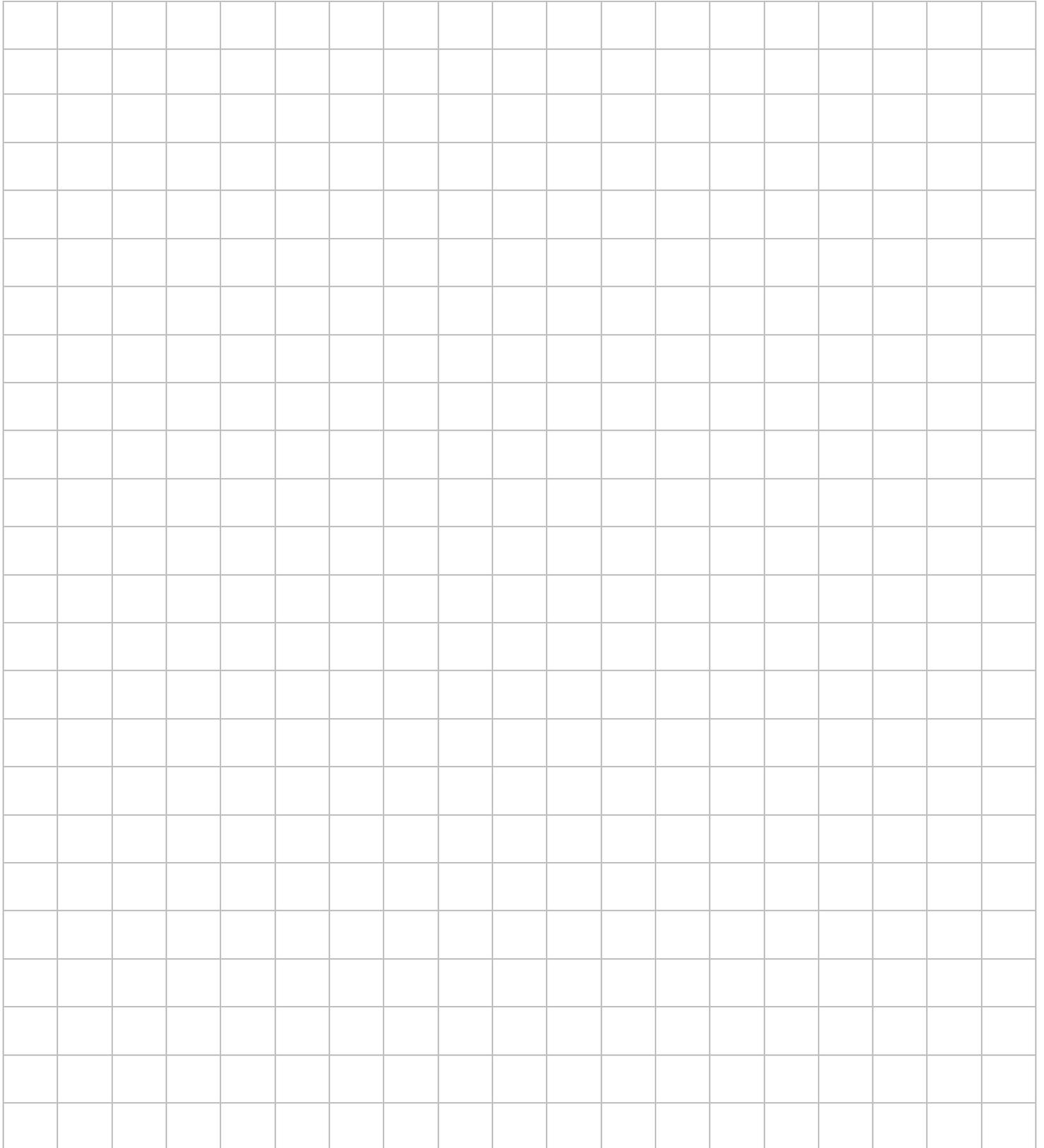
## APPLICANT

check box if same as landowner

Name(s) \_\_\_\_\_  
Name(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**SITE DRAWING OF THE PROPERTY**

Draw an aerial view of the property described above showing the actual shape, property lines, dimensions of land; shape, size and location of all existing and proposed structures (principal and accessory) on the property with measurements to the front, side and rear property boundary lines (setbacks) and distances between each structure; the existing and intended uses and areas of use of the land and all buildings. Label unit numbers if applicable. If this application includes a SIGN, also draw a side elevation of the sign with content. If this application is for a project that has undergone DEVELOPMENT REVIEW, write "see final plans of record" or attach a copy of the plans of record deemed final by staff.



**PERMIT FEE CALCULATOR**

Zoning Permit Base Application Fee	refer to <a href="#">fee schedule</a>	\$
Square Footage Fee (if applicable)	# _____ sq. ft. x \$ _____ =	+
Unit Fee (if applicable)	# _____ units x \$ _____ =	+
<b>SUBTOTAL</b>	add lines above	=
After-the Fact Penalty (if applicable)	multiply subtotal by 2	=
Violation Penalty (if applicable)	multiply subtotal by 4	=
Expedited Review (CHECK TO REQUEST) <input type="checkbox"/> 3-day or <input type="checkbox"/> 5-day	add surcharge due	+
Recording Fee	established by Clerk's schedule	+ \$10
<b>TOTAL</b>	add subtotal to lines below subtotal	= \$

**LANDOWNER & APPLICANT ACKNOWLEDGEMENTS**

By signing this form, the landowner(s) and applicant(s) described in this application (and their agents, assigns, and successors in interest) hereby apply for a permit to develop the project described in this application and accept the following:

- Applications shall not be considered properly filed and vested for rights to review under a set of regulations until fees are paid in full and all items necessary to determine compliance with this bylaw are complete and submitted;
- Vermont law allows the Zoning Administrator **30 days to act** on this application;
- All submissions are public record available for inspection and copy;
- All representations made in this application and the materials accompanying it are true, accurate and binding to the best of my knowledge; omission or misstatement of any material fact on this application (which would warrant refusing the permit or approval) shall be grounds for revoking the permit or approval;
- Private agreements (such as covenants, deed restrictions and easements) may apply, may be more or less restrictive than Milton's bylaws and may affect this project; it is my responsibility to disclose and comply with these agreements;
- State and federal regulations may apply, may be more or less restrictive than Milton's bylaws, and may affect this project; it is my responsibility to obtain all required state and federal permits; (Call the State's permit specialist at 802-477-2241 with any questions);
- No development or work may commence until receipt of all applicable permits and approvals; and
- If this application is approved, I must post notice on the property and allow a **15-day appeal period** before work begins.

Owner Signature \_\_\_\_\_  
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Applicant Signature \_\_\_\_\_  
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**ADDITIONAL PERMITS/APPROVALS APPLICABLE TO THE PROJECT (STAFF USE ONLY)**

<input type="checkbox"/> Town Highway Access Permit # Approval Date ____ / ____ / _____	<input type="checkbox"/> State Water/Wastewater Permit # Approval Date ____ / ____ / _____
<input type="checkbox"/> State Highway Access Permit # Approval Date ____ / ____ / _____	<input type="checkbox"/> Act 250 Permit # Approval Date ____ / ____ / _____
<input type="checkbox"/> Town Water/Wastewater Permit # Approval Date ____ / ____ / _____	<input type="checkbox"/> Other Recording Date ____ / ____ / _____
<input type="checkbox"/> Development Review Conditions:	

**ZONING ADMINISTRATOR PERMIT DECISION (STAFF USE ONLY)**

REFERRED TO THE DEVELOPMENT REVIEW BOARD

APPROVED  
This Zoning Permit takes effect 15 days after approval.      THE APPEAL PERIOD EXPIRES: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
This Zoning Permit expires 1 year from date of approval.      THIS ZONING PERMIT EXPIRES: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

DENIED (This decision can be appealed to the Development Review Board per Zoning Regulation Section 1060).  
Reason for denial: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**! IMPORTANT ! CONDITIONS OF PERMIT APPROVAL (STAFF USE ONLY)**

- All construction must be completed in accordance with this permit and the Town of Milton Zoning Regulations.
- If the approved project changes, the applicant must apply for and obtain an approved, zoning permit amendment.
- The applicant must satisfy all applicable DRB Conditions listed above and outlined in the Notice of Decision.
- The applicant must pay applicable Impact Fees prior to the issuance of a Certificate of Compliance/Occupancy. Fees are subject to change each July 1. The ordinance is online at <http://miltonvt.org/images/pdf/files/ordinance/Impact%20Fees.pdf>.
- The applicant must post the 911 Address prior to requesting a Certificate of Compliance/Occupancy.
- The applicant must apply for and receive a Certificate of Occupancy/Compliance upon completion of construction and prior to use or occupancy. (If you apply for the Certificate of Compliance/Occupancy prior to expiration of this permit, there is a reduced fee.)
- Other:

## **DIRECTIONS & RESOURCES**

---

### **THE REVIEW PROCESS**

Once the application is submitted, the Zoning Administrator has 30 days to make action on the application. When approved, the Permit Sign (P sign) will be mailed to you with the copy of the application including the conditions of the approval. You will need to display the P sign visible from a public right-of-way during the appeal period. The permit takes effect 15 days after it is approved. The permit expires after one year. If you need an extension for the identical project, apply for a renewal prior to your expiration date. If you change the project, you may need an amended permit. Once your project is completed, apply for the Certificate of Compliance/Occupancy. If you apply for Certification prior to the expiration date of the permit, there is a reduced fee.

---

### **PROPERTY INFORMATION - Fill out the lines to provide a legal description of your property.**

**E-911 Address & Street:** List the E911 address and street/road name of the property where project is proposed. If there is no address, the E911 Coordinator (Zoning Administrator) will assign a new E911 Address with the Zoning Permit approval.

**Parcel ID:** This number can be found on your tax bill in the following format: 123456-123456. The Planning, Assessor's, or Clerk's Office can provide you with this information.

**School Parcel Account Number (SPAN):** This can be found on your tax bill in the following formats: 396-123-XXXXX. The Planning, Assessor's, or Clerk's Office can also provide you with this information.

**Deed Volume/Page:** List the deed's recorded volume and page. This information can be found on the recorded deed in the Clerk's Land Records for the property. The Planning, Assessor's, or Clerk's Office can provide you with this information.

**Zoning District:** List the Zoning District that the property is in. This information can be found on the Town Website or linked here: <http://miltonvt.org/images/pdf/files/maps/ZoningMap.pdf> or using the Milton Interactive Map here:

<http://map.ccrpcvt.org/miltonmap/>. The Planning Office can also provide you with this information.

**Lot Size:** This item requests the size of the lot in acres and can be found on the tax bill, assessment card, or deed.

**Road Frontage:** This requests the linear feet of road frontage and can be found on your deed or survey plat if the land has been surveyed.

**Existing Use:** Please list the use as defined by the Zoning Regulations, such as "single family dwelling". If you are unsure of your use, contact the Planning Office.

---

### **PERMIT CATEGORY - Check the box that applies to the property's principal use.**

**Residential:** Single family, duplex, triplex, and multi-family dwellings.

**Non-residential:** Commercial, industrial, institutions, etc.

**Mixed Use:** Any mix of residential and non-residential on the same lot, typically a mixed use planned unit development.

---

### **PERMIT TYPE - Check the boxes that apply**

**New Principal Building or Unit:** Construction of a new building housing a principal use or creation of a new unit for a principal use.

**New Accessory Structure:** STRUCTURE on the same lot with, and of a nature customarily and clearly incidental and subordinate to, the PRINCIPAL Structure. A STRUCTURE is defined as "Anything constructed or erected, the use of which requires location on or within the ground or attachment to something having location on or within the ground." Examples include: pools, decks, patios, etc.

**Alteration of Existing Structure:** Structural changes, rearrangement, change of location, or addition to a STRUCTURE other than repairs and modification in building equipment.

**Change of Use:** Changing the USE of a unit or lot. For example, changing from "retail" to "personal service" use.

**Demolition/Removal:** Demolition or removal of any structure.

**Sign:** Signage for business, advertising, home occupation or temporary use. List the one-sided square footage for the sign.

**Amendment to Prior Permit:** If you change the size, location, use, etc from what was approved on the original permit, you will need to amend your zoning permit, as long as it has not expired. List the prior permit number.

**Renewal:** If the work has not been completed, the applicant shall apply to the Zoning Administrator for a one-year extension for the identical project only. A renewal permit must be applied for prior to the expiration of the original permit. List the prior permit number.

---

### **LANDOWNER - Provide the name and contact information for the owner(s) that appear on the deed.**

### **APPLICANT - Provide the name and contact information for the applicant, if different than the owner.**

---

### **PROJECT INFORMATION - Fill out development information and answer all questions; contact the State as required.**

**Proposed Use:** Provide the proposed use as defined in the Zoning Regulations.

**Value of Development:** Estimate the approximate value change associated with the use.

**Total New Finished Area:** List the finished areas (living space) including enclosed decks and porches.

**Total New Unfinished Area:** List the unfinished areas which includes garages, unenclosed decks and porches, sheds, pools, etc.

**Max. Height:** List the maximum height of the new structure proposed or the structure being amended.

**# of Stories:** List the number of stories of the proposed or amended structure.

**Description of Land Development** - Describe the project in detail, including any dimensions (when applicable).

---

### **SITE DRAWING OF THE PROPERTY**

Use the grid to draw an aerial view of the entire property including the proposed structures. If you have a site plan or supplemental drawings, feel free to attach them to the application. You may find it helpful to use the Milton Interactive Map at <http://map.ccrpcvt.org/miltonmap/> to see an image of your property's tax map boundaries. Please note that this is not a survey and the satellite imagery may not match up to your actual property boundaries.

---

### **FEE - Calculate the fee based on the [fee schedule](#).**

### **LANDOWNER & APPLICATION ACKNOWLEDGEMENT - The landowner(s) and any applicant(s) must sign the permit application.**