

Land Use & Development Application

Town of Manchester, Department of Planning & Zoning
 6039 Main Street, Manchester Center, VT 05255
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Applicant			
Name:			
Mailing Address:			
City:	State:	ZIP Code:	
Phone:	E-mail:		
Signature:			Date:
Landowner			
Name:			
Mailing Address:			
City:	State:	ZIP Code:	
Phone:	E-mail:		
Signature:			Date:
Project Location			
Street Address:			Acreage:
Tax Map ID:		Parcel ID:	
Zoning District: <input type="checkbox"/> FRR <input type="checkbox"/> SR <input type="checkbox"/> GR <input type="checkbox"/> MU <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3 <input type="checkbox"/> I <input type="checkbox"/> FR (Check All That Apply & Consult with AO)			
Overlay Districts: <input type="checkbox"/> FH <input type="checkbox"/> BSH <input type="checkbox"/> MCH <input type="checkbox"/> MDH <input type="checkbox"/> NMSH <input type="checkbox"/> DSC <input type="checkbox"/> MSSC <input type="checkbox"/> MCC <input type="checkbox"/> TC <input type="checkbox"/> RO <input type="checkbox"/> APA <input type="checkbox"/> SSA (Check All That Apply & Consult with AO)			
Project Description			
Describe the Project:			
Existing Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Recreation <input type="checkbox"/> Other			
Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Recreation <input type="checkbox"/> Other			
Type of Application: <input type="checkbox"/> New Construction <input type="checkbox"/> Site Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> Major Project <input type="checkbox"/> Design Review <input type="checkbox"/> BLA <input type="checkbox"/> Subdivision <input type="checkbox"/> Change of Use <input type="checkbox"/> CHO <input type="checkbox"/> Sign <input type="checkbox"/> Permit Amendment <input type="checkbox"/> Permit Extension <input type="checkbox"/> Appeal to DRB <input type="checkbox"/> Variance <input type="checkbox"/> Accessory Apartment <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Other (Check All That Apply & Consult with AO)			
For AO Use			
Project #:	Fee Received:	Date Received:	
AAG Review Date:		Date Warned:	
DAB Review Date:		DRB Hearing Date:	

See Reverse for Fee Schedule & Submission Requirements

Planning & Zoning Fee Calculation Table (Consult with AO)		
Project Type	Fee	
Major Project Hearing	\$350	
DRB Hearing	\$175	
Administrative Permit with Design Review	\$100	
Administrative Permit	\$75	
Sign Permit with Design Review	\$100	
Administrative Sign Permit (perm./temp.)	\$75/\$25	
Boundary Line Adjustment	\$150	
Minor Subdivision	\$250/lot	
Major Subdivision	\$500/lot	
Administrative Opinion	\$100	
Administrative Permit Extension	\$25	
Permit Extension Requiring DRB Hearing	\$175	
Administrative Permit Amendment	\$50	
Permit Amendment Requiring DRB Hearing	\$175	
Appeal of Administrative Officer's Decision	\$175	
Certificate of Occupancy (complex/simple)	\$50/\$20	
Zoning Compliance Notice	\$10	
New Commercial Construction	\$0.25/SF	
New Residential Construction >2,500 SF	\$0.15/SF	
New Residential Construction <2,500 SF	\$0.10/SF	
Custom Map - Basic	\$10	
Custom Map - Complex	\$75	
Total:		
<i>Consolidated review will occur unless applicant requests otherwise. For consolidated review, apply only the highest fee as listed above.</i>		

After-the-fact Permit Fee is Double the Total.

All Fees Include Applicable Recording Fees

APPLICATIONS FOR ANY LAND USE OR DEVELOPMENT OTHER THAN SINGLE-FAMILY RESIDENTIAL MUST BE ACCOMPANIED BY A SITE PLAN IN COMPLIANCE WITH SECTION 3.2.2 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.

APPLICATIONS FOR SIGNS MUST INCLUDE COLOR, DIMENSIONED RENDERINGS OF ALL PROPOSED SIGNS, WITH AN INDICATION OF PROPOSED LOCATIONS AND DISTANCE TO THE GROUND FROM THE EXTENT OF ALL SIGNS.

APPLICATIONS REQUIRING DESIGN REVIEW MUST MEET THE REQUIREMENTS OF SECTION 3.5.2 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.

ABBREVIATIONS:

- DRB – Development Review Board
- DAB – Design Advisory Board
- AAG – Administrative Advisory Group
- CHO – Customary Home Occupation
- BLA – Boundary Line Adjustment
- AO – Administrative Officer/Zoning Administrator

BASIC DISTRICTS:

- FFR – Farming & Rural Residential
- SR – Single Residential 1-3
- GR – General Residential 1-3
- MU – Mixed Use
- C – Commercial 1-3
- I – Industrial 1-5
- FR – Forest & Recreation

OVERLAY DISTRICTS:

- FH – Flood Hazard
- BSH – Bonnet Street Historic
- MCH – Manchester Center Historic
- MDH – Manchester Depot Historic
- NMSH – North Main Street Historic
- DSC – Depot Street Corridor
- MSSC – Main Street South Corridor
- MCC – Manchester Center Corridor
- TC – Transient Commercial
- RO – Recreation Overlay
- APA – Aquifer Protection Area
- SSA – Sewer Service Area