

# Notice of Zoning Compliance

Town of Manchester, Department of Planning & Zoning  
 6039 Main Street, Manchester Center, VT 05255  
 Phone (802) 362-1313 ext. 3 Fax (802) 362-1314  
 www.manchester-vt.gov j.hurley@manchester-vt.gov



| Individual Making the Request   |               |                |
|---|---------------|----------------|
| Name:   |               |                |
| Mailing Address:  |               |                |
| City:   | State:        | ZIP Code:      |
| Phone:  | E-mail:       |                |
| I, the undersigned, certify that the E911 address is posted prominently and visibly on the subject property. <input type="checkbox"/> YES <input type="checkbox"/> NO   |               |                |
| Signature:  |               | Date:          |
| Landowner Information   |               |                |
| Landowner of Record:  |               |                |
| Mailing Address:  |               |                |
| City:   | State:        | ZIP Code:      |
| Property Information  |               |                |
| Street Address:   |               |                |
| 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<br>(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<br><input type="checkbox"/> MCC <input type="checkbox"/> TC <input type="checkbox"/> RO <input type="checkbox"/> APA (Check All That Apply & Consult with AO)  |               |                |
| AO Determination  |               |                |
| Zoning was adopted by the Town of Manchester in 1970. Certificates of occupancy were not routinely issued until 1987. Provided the parcel referenced above is used as approved and in compliance with the Manchester Land Use & Development Ordinance, the property would not be found to be in violation of the ordinance. This notice does not reflect an inspection by the administrative officer (AO).  |               |                |
| Are enforcement actions pending for this parcel? <input type="checkbox"/> YES <input type="checkbox"/> NO   |               |                |
| Does the AO have knowledge of outstanding zoning violations? <input type="checkbox"/> YES <input type="checkbox"/> NO   |               |                |
| AO Signature:   |               | Date:          |
| Should you disagree with this administrative opinion of the AO, you may appeal to the Development Review Board (DRB) within 15 days of issuance of this notice of compliance. An appeal must be filed with an application for land use and development and payment of the appeal fee as listed in the fee schedule on the reverse side of this form. An appeal must include the name and address of the appellant, a brief description of the property with respect to which the appeal is made, a reference to the applicable regulatory provisions, and a description of the relief requested and any supporting information justifying that request. Please be aware that an appeal to the DRB is the exclusive remedy for challenging decisions of the AO. If not appealed, this notice of zoning compliance will be final at the conclusion of the 15-day appeal period. |               |                |
| <b><i>This notice will be returned via electronic mail unless other means of transmittal is requested.</i></b>  |               |                |
| Date of Notice:   | Fee Received: | Date Received: |

**See Reverse for Fee Schedule & Submission Requirements**

| <b>Planning &amp; Zoning Fee Calculation Table<br/>(Consult with AO)</b>   |            |  |
|--|------------|--|
| <b>Project Type</b>  | <b>Fee</b> |  |
| 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       |  |
| <b>Total:</b>  |            |  |
| <b><i>Consolidated review will occur unless applicant requests otherwise. For consolidated review, apply only the highest fee as listed above.</i></b> |            |  |

***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  
 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