

**TOWN OF MANCHESTER, VT
APPLICATION FOR A ZONING PERMIT**

Location of Property: _____ Zone: _____

Name of Landowner: _____ Phone: _____

**** Are your local real estate and/or personal property taxes current? _____

**** Do you own adjoining property? If so, please describe: _____

**** I certify that the 911 address is posted prominently on the building or site: _____

Mailing Address: _____

Name of Applicant: _____ Phone: _____

Mailing Address: _____

FAX/EMAIL FAX _____ EMAIL _____

Existing Use: _____

Project Cost: \$ _____

Project Description: _____

Dimensions of Proposed Building or Addition (length, width, height, total sq. ft.): _____

Lot Size: _____ acres

Road Frontage: _____ feet

Setback From: Road right of way: _____ feet

Rear property line: _____ feet

Side property line: _____ feet

Side property line: _____ feet

A general plot plan showing the boundaries, dimensions, and area of the lot, and existing and proposed buildings, must be provided on a separate page. Two copies of a more detailed site plan (as specified on the back of this form and in §3.4 of the bylaw) and project description are required for commercial, professional, or industrial uses and subdivisions. For major developments, please request a "Major Development Project Review Checklist".

The applicant is responsible for obtaining all other required permits, including but not limited to:

LOCAL: Curb Cut _____ Road Opening _____ Subsurface Sanitary _____
Design _____ Signs _____ Liquor _____ Sewer _____ Water _____

STATE: Please contact the Permit Specialist at 802.786.5907, or visit www.anr.state.vt.us/dec/permits.htm to determine whether any state laws or permits apply (including but not limited to Act 250, water/wastewater, energy efficiency, subdivision, stormwater, curb cut, health, building codes...)

I swear under the pains and penalties of perjury that all information submitted with this application is true to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

Landowner's (or Authorized Agent's) Signature _____ Date _____

FOR USE BY THE ADMINISTRATIVE OFFICER

Parcel #: _____

Application Number _____ Date Received _____ Fee Received: _____

Development Review Board Hearing Dates: _____ Date Warned: _____

Permit: Approved _____ Denied _____ Reason _____

Administrative Officer's Signature: _____ Date: _____

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ZONING APPLICATION FEE SCHEDULE

CUSTOM GIS MAP \$15.00

RESIDENTIAL CONSTRUCTION: \$85/FLOOR
INCL BASEMENT, + \$ 20*

AMENDMENTS:
>TO DRB OR PC PERMITS \$170 (+ fee/sq. ft. if applicable)**
>TO ADMIN. PERMITS \$ 50 (+ fee/sq. ft. if applicable)**
>TO DESIGN REVIEW \$ 30/50 (+ fee/sq. ft. if applicable)**

APPEALS:
>of administrative opinions/decisions \$ 170*
>of notices of violation \$ 170*

CHANGE OF USE:
>MINOR-ADMINISTRATIVE \$ 50 (+ fee/sq. ft. if applicable)**
>MAJOR-BEFORE PC/DRB \$ 170 (+ fee/sq. ft. if applicable)**

COMMERCIAL/INDUSTRIAL CONSTRUCTION: \$170 + 0.30/SQ. FT.

SIGN PERMIT: Administrative \$ 27*
Design Review \$ 37*
Temporary (e.g. Real Estate) \$ 15

DESIGN REVIEW APPLICATION:
> COMMERCIAL/INDUSTRIAL \$ 70*
> RESIDENTIAL PAINTING/ROOF \$ 30*

EXTENSIONS TO PERMITS:
>COMMERCIAL/INDUSTRIAL (PC/DRB) \$ 120*
>ADMINISTRATIVE \$ 10.00 rec. fee/per page*

RESIDENTIAL ADDITION/ACCESSORY STRUCTURE:
>\$ 54 UP TO 500 SQ. FT.; IF LARGER, THEN SAME AS NEW CONSTRUCTION*

CONDITIONAL USE:
>COMMERCIAL/INDUSTRIAL \$170**
>RESIDENTIAL \$170**

CUSTOMARY HOME OCCUPATION: \$ 50*

SUBDIVISIONS: 1-4 LOTS (PER §8.22) \$150/LOT + \$ 10*
5 OR MORE LOTS (PER §8.22) \$300/LOT + \$ 10*
BOUNDARY LINE ADJUSTMENT \$110 + \$ 10*

WRITTEN ADMINISTRATIVE OPINIONS: \$ 50+ \$10.00 rec. fee/per page*

VARIANCES: RESIDENTIAL \$170**
COMMERCIAL/INDUSTRIAL \$170**

* Include square footage of all floors (e.g., footprint plus second floor). If there is an amendment to square footage (floor area) in addition to that previously approved, the additional fee must be paid.
NOTE: Double the normal fee shall be charged if construction or land development has commenced prior to issuance of a permit.
NOTE: Legal or professional fees incurred as a result of development review shall be billed to the applicant; a policy will be created to clarify this matter.
* Fees now include recording fees effective 6/17/09. All permits, certificates of occupancy, notices of violation, and other items described in state statute must now be recorded in the land records at a cost of \$10 per page. WHENEVER ANY ADDITIONAL DOCUMENTS ARE REQUIRED TO BE RECORDED (such as temporary or multiple C.O.s, etc.), THEN THE ADDITIONAL RECORDING FEES SHALL BE PAID BEFORE SUCH DOCUMENTS ARE ISSUED BY THE TOWN.

CERTIFICATE OF OCCUPANCY NOTICE

Pursuant to Section 9.12 of the Manchester Zoning Ordinance, "No building, hereafter erected, shall be occupied or used, in whole or in part, for any purposes whatever, until a Certificate of Occupancy shall have been issued by the Administrative Officer, certifying that such building conforms to the approved plans and specifications and the requirements of these bylaws." It is hereafter the responsibility of the applicant to ensure that the Administrative Officer is properly notified as to when a site inspection should occur.

SITE DEVELOPMENT PLAN REQUIREMENTS CHECKLIST

**FOR COMMERCIAL, INDUSTRIAL, CHANGE OF USE, MULTI-FAMILY – WHICH ARE NOT MAJOR DEVELOPMENTS
(FOR MAJOR DEVELOPMENTS, PLEASE REQUEST A "MAJOR DEVELOPMENT REVIEW CHECKLIST")**

- A. Scale:
- i All commercial site plans shall be at a scale of 1" = 20', with contours shown at 2 foot intervals; otherwise,
 - ii For parcels of less than 2 acres 1" = 20',
with contours shown at 2-foot intervals
 - iii For parcels of two to ten acres 1" = 50'*
 - iv For parcels of more than ten acres 1" = 100'*
 - * In addition, where less than two acres of a larger parcel is under active consideration, an additional site plan shall be submitted showing only the area of proposed development at a scale of 1" = 20', with contours shown at 2-foot intervals.
- B. The Site Development Plan shall show:
- i Boundaries, dimensions, and total area of the lot;
 - ii Existing and proposed buildings on the lot and on adjacent lots within a distance of 50 feet from the subject lot;
 - iii Existing and proposed streets and driveways adjacent to and within a distance of 50 feet from the subject lot;
 - iv Proposed pedestrian and vehicular circulation, including parking areas, service areas, loading zones, and points of access to public rights of way;
 - v Existing and proposed landscaping, trees, shrubs, hedges, greenspace, benches and other pedestrian amenities, open space, open space linkages, park and playground facilities, and bodies of water;
 - vi Existing and proposed easements, rights-of-way, and other encumbrances upon the land;
 - vii Tables or charts describing relevant site statistics, including but not limited to total project acreage, undevelopable land calculations, total greenspace, required and proposed parking, % of building coverage, maximum building heights, gross square footage and active floor area, landscaping details, and lighting details;
 - viii Existing and proposed exterior lighting;
 - ix Existing and proposed grading, at a scale which is appropriate for the site and sufficiently clear to demonstrate the nature of the proposal and its potential impacts;
 - x Location of dumpsters or other exterior recycling/waste disposal facilities;
 - xi Potential or proposed locations(s) of itinerant vendors;
 - xii Stormwater drainage/discharge plans;
 - xiii The proposed treatment of the perimeter of the lot, including buffers, and, where appropriate, integration with adjacent lots; and
 - xiv Any other information as may be required to adequately assess the proposed project.