

Town Of Elmore, Vermont,
ZONING CHECKLIST - PERMITTED USES
APPLICATION FOR ZONING PERMIT

Overview: The following checklist has been prepared by the Town of Elmore Zoning Administrator to inform you, the applicant, of the minimum application requirements when submitting an application for a Zoning Permit (Permitted Use). All information and documentation required on this checklist shall be submitted to the Administrative Officer prior to any application being accepted as complete: see Article VI, Section 6.1(B) -Application Requirements, Elmore Zoning Bylaws). Failure to submit a completed application will result in delays in processing your application.

Should you have questions, or require assistance in preparing your application, please contact the Town Clerk or the Zoning Administrator.

1. Required Forms & Fees:

- _____ Appropriate Zoning Application Form Completed & Attached
- _____ Application Form Signed by Landowner (and Applicant if different)
- _____ Required Fee Attached (Use Appendix A to Calculate Required Fees)

No application will be accepted without the Landowner's signature and the required fee.

2. Required Site Plan(s) - All applications shall be accompanied by one(1) copy of an accurate site plan showing the location of the construction in relation to your property lines. A surveyor's or engineer's plans are preferred, however; you may submit a sketch plan (such as from the tax parcel maps available at the Town Clerk's Office) provided that it accurately reflects what is occurring on the site. The site plan must include the following:

- _____ the dimensions of the lot;
- _____ the location, footprint, and height of existing and proposed building, accessory structures and/or additions;
- _____ the location of existing and proposed casements, rights-of-way, and utilities;
- _____ setback distances from property lines, rights-of-way and surface waters; and a surveyor's plot plan, if available.

(Reference Section 6.1(B) of the Zoning Bylaws (page 45)).

3. Required Building Elevation Plans and Floor Plans (in appropriate architectural scale).

If your application involves new construction, such as a new structure, new addition, extensive renovations, or the like, you must submit building plans to the Zoning Administrator. These plans need not be prepared by an architect, you or your builder may provide them; however, these plans must be accurate, and to scale.

- _____ Building elevation plans shall be submitted showing all sides of the structures) and shall be of sufficient detail to allow the Zoning Administrator to determine compliance with the requirements of the Zoning Ordinance.
- _____ Floor plans for the structure(s) shall be submitted with sufficient detail to demonstrate the intended use of the interior of the building.

(Note: In the instance of an addition to an existing structure (such as a deck, new room, etc) the Zoning Administrator has waived the requirement for elevation drawings and floor plans for those elevations not affected by the construction.)

The purpose of this requirement is to assure compliance with the following sections of the Zoning Ordinance:

- a. Overall Building height as regulated by the Zoning Bylaws.
- b. The home does not exceed permitted waste water allowance.
- c. Standards for Maximum Lot Coverage are met.

4. Other Permits That May Be Required: The following is a list of other Town of Elmore and/or State of Vermont Permits that may be required as part of your application, (alphabetical list):

- _____ State of Vermont - Subdivision Permit
- _____ State of Vermont - Water Supply & Wastewater Disposal Permit
- _____ State of Vermont-Other.
- _____ Vermont Residential Building Standards Certificate
- _____ Town of Elmore Access Permit

(Note: You may contact the Permit Specialist at the District 5 environmental Commission for assistance with determining which, if any, state permits are required. Phone (802) 476-0185

Any application which requires one or more of the above permits will not be issued until such time as those permits have been issued. Your application will be considered incomplete if not accompanied by these other permits (if required).

5. Other Important Information: All zoning permits are issued based, in part, on the information that you provide. Failure to provide an accurate or complete application can lead to inadvertent zoning violations. The most common error made by an applicant is the failure to accurately depict the actual location of a property line and/or Zoning setback line. Any permit issued based upon inaccurate or misleading information may be automatically revoked upon later discovery of the error, and you, the property owner, will be responsible to correct the error. In the most extreme cases, buildings, or portions of buildings, may have to be removed if they violate a provision of the ordinance. Basing your application on accurate information reduces the potential for inadvertent violations of the Zoning Ordinance. Please submit accurate plans and information.

**TOWN OF ELMORE
APPLICATION FEE WORKSHEET
PERMITTED USES**

Please submit this worksheet with your application for Zoning Permit. All application fees must be submitted with your application, checks payable to the **Town of Elmore**.

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

PHONE: _____

PROJECT LOCATION: _____

A. ZONING APPLICATION FEE: Application fees are based on the square footage of building construction and include all project elements.

of square ft x fee/sq. ft. = Total Fee

1. New Residential, Alterations or Enlargements _____ x \$.12/sq. ft. = \$ _____

2. Residential Accessory Structure/additions _____ x \$.10/sq. ft = \$ _____

(Minimum fee \$25.00)

Recording Fee \$ 10.00

Total \$ _____

