

**TOWN OF NORWICH, VERMONT
APPLICATION FOR ZONING PERMIT**

Owner(s): _____

Mail Address: _____ Town _____ ST _____ Zip _____

Day Phone: _____ Eve Phone: _____ Email: _____

Applicant (If Different): _____

Mail Address: _____ Town _____ ST _____ Zip _____

Day Phone: _____ Eve Phone: _____ Email: _____

Description of Proposed Development: _____

_____ Zoning District: RR VR I VR II VB C/I AQ

Street Address: _____ Tax Map Lot # _____ - _____ Lot Size: _____

Building Setbacks- Road Right-of-way: _____ Right Boundary: _____ Left _____ Rear _____

Size of Building(s)/Additions: Structure A: Width _____ Length _____ Height _____;

Structure B: Width _____ Length _____ Height _____ # of Parking Spaces _____

Area: Footprint _____, Additional Finished Area _____ Total _____

Estimated Date of Completion: _____ Estimated Value \$ _____ # of Bedrooms _____

Please Attach: Site Plan with building locations, well & septic locations, roads, driveways, and streams. Drawing of footprint of new construction and outlines of additional floors. Elevation Drawing of multi-story buildings.

The undersigned hereby agrees that the proposed development shall be built in accordance with the foregoing statements, attached plans, and in accordance with the zoning and subdivision regulations of the Town of Norwich, and certifies that the above is true, correct, and complete. The owner consents to inspections of the real estate that is the subject of the application by the Zoning Administrator at reasonable times.

Signature of Landowner (or Agent) _____ Date _____

Zoning Office Checklist:

- Flood Hazard Area
- Wetlands
- Septic Location
- Water Supply
- Parking
- Shoreline
- Aquifer Protection
- Permit Conditions
- Agricultural Exemption

Comments: _____

Additional Permits Required:

- Subdivision
- Conditional Use
- Site Plan Review

- Variance
- PRD
- Driveway Access
- Wastewater

Fees:

Base Fee \$ _____
Sq. Ft. x _____ \$ _____
of Lots \$ _____
Recording \$ _____
Other _____ \$ _____
Total \$ _____
Date Paid _____
To Finance _____

Action

Received _____
Complete _____
Granted _____
Refused _____
Posted at Site _____
Appeal By _____
Effective _____
Expires _____

Dates

Signature of Zoning Administrator _____ Date _____

ZONING PERMIT APPLICATION INSTRUCTIONS

1. **Owner(s):** Name needs to be the same as listed on the Norwich Grand List or deed.
2. **Applicant:** Only needed if applicant is not the landowner.
3. **Description:** General description of project – new house, addition, deck, shed, etc.
4. **Zoning District:** May be found on the Norwich Zoning Map or obtained from the Zoning and Planning Office.
5. **Street address:** Street and number of the lot that the permit is being taken out on. For undeveloped land without a number just use the street name. A number will be assigned when the permit is issued.
6. **Tax Map Lot#:** May be found on the Norwich Grand List or tax bill, or may be obtained through the Zoning and Planning Office.
7. **Building set backs:** Distance from structure to boundary lines. The road right-of-way is the land that the road is situated in and is generally 49½ feet wide. The edge of the right-of-way would be 24¾ from the center of the road. For the required setbacks, please see the Zoning Regulations or ask the Zoning and Planning Office. When assessing the boundary setbacks for the left, right and rear you need to be facing the property from the road right of way. It is the applicant’s responsibility to know where the boundary lines are.
8. **Size of Buildings/Additions:** Overall size of new building or addition.
9. **Area:** Footprint is the area covering the ground including decks. Additional finished area is the finished area not included in the footprint such as a second floor. Unfinished basements, attics, or storage area are not included.
10. **# of Parking spaces:** Minimum number of parking spaces provided for new residential units or commercial buildings. Not required for accessory buildings or additions.
11. **Estimated Date of Completion:** Your best guess.
12. **Estimated Value:** Your best guess for construction only.
13. **# of Bedrooms:** Total number of bedrooms for new homes. For additions, number of new bedrooms to be added. In either case, the total number of bedrooms may not exceed the number permitted in the approved wastewater permit.
14. **Attachments:** Site Plan should include property boundaries, building locations, well & septic locations, roads, driveways and streams. Also include a drawing of the footprint of the new construction and outlines of any additional floors and an elevation drawing of structures with more than one story.
15. **Signature:** The application must be signed by the landowner or the landowner’s agent. Authorization for the agent to sign for the owner must be attached.
16. **15 day Appeal Period:** After the application is received, determined to be complete, and payment has been made, the Zoning Administrator will review and sign the permit. The permit will be granted or denied. There is a 15 day waiting time in which an “interested person” may appeal the permit. During that 15 day period a Permit Poster needs to be displayed at the property visible from a town right-of-way. A copy of the permit will also be posted on the board in the front of the Town Offices.
17. **Permit Effective:** After the 15 day appeal period has ended a copy of the permit with an approval letter from the Zoning Administrator will be mailed to the Applicant/Landowner.
18. **Fee Determination. (See Permit Fee Schedule)**
 - a. **Additions:** Additions that will add to the total living space of a dwelling included under additions would be, but not limited to, decks, porches and garages.
 - b. **Accessory Buildings:** Any structure not attached to a residence and with a footprint of over 80 sq. feet would be considered accessory or small accessory buildings. Some examples of these unattached structures are sheds, garages, decks and gazebos.
19. **Additional Permits may be required for New Residences:**

- a. An access permit may be needed if a new driveway is to be installed or an existing driveway that was not previously used for a residence will now be used for a residence.
- b. A State Wastewater Permit is required prior to starting construction.

Any further questions regarding the permitting process especially permits that require changes in use, subdivisions, variances and amendments should be addressed with the Zoning Administrator at planner@norwich.vt.us, (802) 649-1419 ext. 4 or at Tracy Hall, 3rd Floor, 300 Main Street, Norwich, Vermont.

10-24-07