

# TOWN OF WATERBURY

## ZONING PERMIT APPLICATION INSTRUCTIONS

Please read the Zoning Regulations and familiarize yourself with the requirements. Failure to provide all the required information will delay the process of this application. Based upon the nature of the project you may need to submit additional information. For questions about the permit process please contact the Zoning Administrator at 802-244-1018.

### CONTACT INFORMATION

#### APPLICANT

*The Applicant is the person seeking the permit and is the primary contact. The Applicant will be responsible for receiving permit information (including the Permit Notice Poster which will need to be posted at the physical location of the project upon issuance of the Zoning permit.)*

#### PROPERTY OWNER (if different from Applicant)

*The name of the property owner must be identified on the Application. The property owner (or all property owners, if jointly owned) must also sign the Permit Application.*

### PROJECT DESCRIPTION

Physical Location of project (E911 Address): For undeveloped land without an E911 address please include the lot # and street name. To request an E911 Address contact Steve Lotspeich, municipal E911 Coordinator at 802-244-1012.

Lot size: The size of lot in acres or square feet. Zoning District: Please refer to the Zoning Regulations and Zoning Map or contact the Planning & Zoning Office. You may abbreviate such as VCOM or MDR.

Current Use: How the property is currently used (i.e. residential) Proposed Use: If you are changing the use of a property include the proposed new use (i.e. retail)

Brief description of project: A description of the work you are seeking a permit for (i.e. convert single-family home to retail store and add a 500 sq ft addition)

Water system: private, community or municipal Waste water system: private, community or municipal

### CHECK ALL THAT APPLY:

*Check all boxes which describe the project. The project may fall under multiple headings.*

#### EXISTING

Square footage: insert total area of all floors

Height: height in feet of tallest point of the roof

Number of bedrooms/baths: insert #'s

# of parking spaces: an area which is clearly designated for the temporary location of licensed motor vehicles

Setbacks: front: the distance between the nearest portion of a structure and the street line or boundary of a right-of-way (see def. in zoning regulations). sides: the distance between the nearest portion of a structure and the side property boundary. rear: the distance between the nearest portion of a structure and the rear property boundary.

Cost of Improvement (\$): estimated cost of project

#### PROPOSED

*If no new construction is proposed you may leave blank*

Square footage: insert total area of all floors

Height: height of tallest feature

Number of bedrooms/bath: insert #'s

# of parking spaces: an area which is clearly designated for the temporary location of licensed motor vehicles

Setbacks: see EXISTING

Estimated construction start date: estimated month/year.

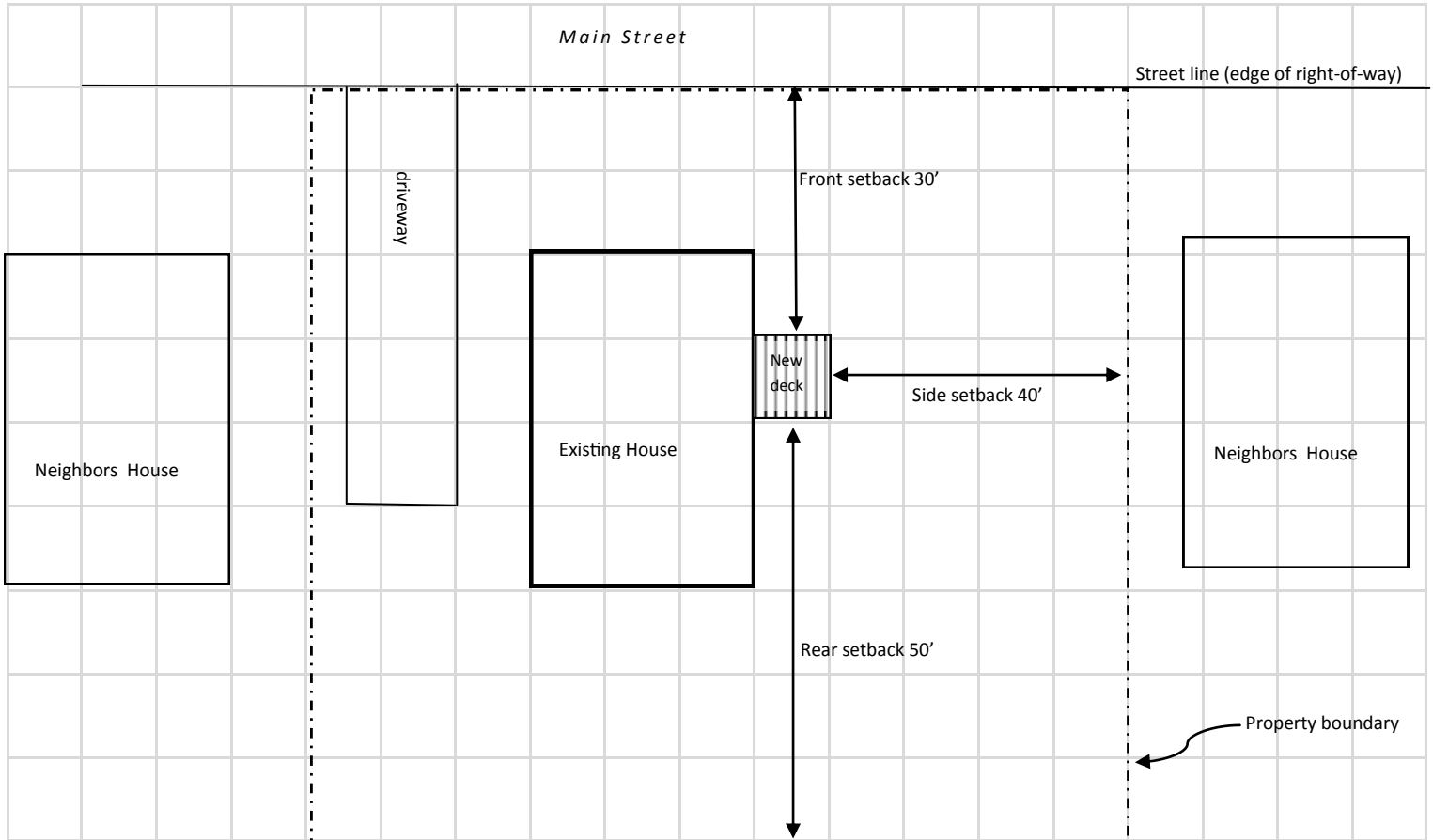
### ADDITIONAL MUNICIPAL PERMITS REQUIRED:

- curb cut / access permit—required for the construction of a new driveway or road off a town road. For a Curb Cut / Access Permit Application see the municipal Permit Information page at [www.waterburyvt.com/zoning/permit/](http://www.waterburyvt.com/zoning/permit/)
- water & sewer allocation—required for a new hook-up on the municipal water and/or sewer system. May also be required for adding bathrooms/kitchens or in the change or expansion of use of a property. For a Water & Sewer Allocation Permit Application see the municipal Permit Information page at [www.waterburyvt.com/zoning/permit/](http://www.waterburyvt.com/zoning/permit/)
- E911 Address Request—required for all buildings. Contact Steve Lotspeich, E911 Coordinator at 802-244-1012
- none of the above—some projects may not require additional municipal permits

**[Other State permits may be required, contact the District 5 Permit Specialist at (802) 505-5367]**

**SKETCH PLAN** Please include a sketch drawing of the proposed development. Additional information may be required depending on the additional applications and type of review your project may need.

- Boundary lines and rights-of-way
- Existing/proposed curb cuts, driveways, and parking areas
- Setbacks
- Existing /proposed utilities
- Surface waters and wetlands
- Existing /proposed water and wastewater systems
- Dimensions of existing and proposed structures (including separate sketch of proposed structure design w/dimensions)



**SIGNATURES** The Applicant and the Property Owner(s) must sign and date the Application.

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 For questions please contact the Zoning Administrator at 802-244-1018  
 All permit forms are located on the municipal Permit Information webpage at  
[www.waterburyvt.com/departments/zoning/permit/](http://www.waterburyvt.com/departments/zoning/permit/)

**Please plan ahead when seeking a zoning permit—  
 all permits require waiting periods before an issued permit is effective.**

Mailing Address:  
 Waterbury Municipal Offices  
 28 North Main Street, Suite 1, Waterbury, VT 05676  
 Municipal Website: [www.waterburyvt.com](http://www.waterburyvt.com)