

Date: _____	Application #: _____
Fees Paid: _____	+ \$10 recording fee = _____
Parcel ID #: _____	
Tax Map #: _____	

**TOWN & VILLAGE OF WATERBURY**  
**Special Flood Hazard Area**

**CERTIFICATE OF COMPLETION APPLICATION**

Please review all Special Flood Hazard Area (SFHA) permits for the property, with conditions if applicable, for compliance. If you have development on your parcel that is not documented within the permit(s), you must remedy the situation. Please provide all of the information requested in this application. Failure to provide all the required information will delay the process of this application. Submit one copy of the completed application and a check payable to the Town of Waterbury according to the zoning fee schedule. The Zoning Administrator will visit the site, exterior only, for permit compliance. You do not need to be present. If the Zoning Administrator finds development that has not been permitted, you will be notified and given the opportunity to remedy the situation. For questions about the permit process please contact the Zoning Administrator at 244-1018.

**CONTACT INFORMATION**

**APPLICANT**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone : \_\_\_\_\_  
Work/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone : \_\_\_\_\_  
Work/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROJECT DESCRIPTION**

Physical Location of project (E911 Address): \_\_\_\_\_  
\_\_\_\_\_  
Brief description of project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT RECORD**

Please list all SFHA permits for which you are requesting a Certificate Of Compliance (COC):

Permit # \_\_\_\_\_ Permit # \_\_\_\_\_ Permit # \_\_\_\_\_  
Permit # \_\_\_\_\_ Permit # \_\_\_\_\_ Permit # \_\_\_\_\_

**REQUIREMENT CHECKLIST**

Please utilize the checklist to ensure you have completed the project as permitted and obtained the relevant certifications (please include copies of Certifications if you have not yet provided as part of original permit application):

- \_\_\_\_\_ A completed Project Review Sheet form the VT ANR Permit Specialist and assurances that all permits identified have been acquired
- \_\_\_\_\_ A FEMA Elevation Certificate with as-built structure elevations completed by a registered land surveyor or professional engineer (for new or substantially improved structures, not including accessory structures)
- \_\_\_\_\_ An as-built FEMA Floodproofing Certificate completed by a registered land surveyor or professional engineer (for non-residential dry floodproofed structures)
- \_\_\_\_\_ Demonstration of an adequate number and placement of properly installed and functioning flood openings (for accessory structures or enclosed areas below base flood elevations)
- \_\_\_\_\_ Demonstration of floodproofed fuel source

**SIGNATURES** The undersigned hereby applies for a Zoning Permit for the use described in this application to be issued on the basis of the representations made herein all of which the applicant swears to be complete and true.

\_\_\_\_\_  
Applicant Signature date

\_\_\_\_\_  
Property Owner Signature date

**CONTACT** Zoning Administrator: Phone: (802) 244-1018  
Mailing Address: Waterbury Municipal Offices, 28 North Main Street, Waterbury, VT 05676  
Municipal Website: [www.waterburyvt.com](http://www.waterburyvt.com)

**OFFICE USE ONLY**

Date of site visit: \_\_\_\_\_

Conditions met:  Yes  No      Date CoC issued: \_\_\_\_\_

Remarks & Conditions: \_\_\_\_\_

\_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_