

## 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 address of the location 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 (attached structures to a residence) 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 100 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. A town or state 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.
20. **Additional State Permits may be required for Public Buildings (a public building includes all structures subject to human occupancy, with the exception of single family owner-occupied homes and non-residential agricultural buildings):**
  - a. A state Construction Permit is required prior to the construction, alteration, renovation or change of use of any public buildings from the Vermont Department of Public Safety, Division of Fire Safety. To obtain a permit, or for more information, contact the Springfield Regional Office of the Division of Fire Safety at 802-885-8883.
21. **Additional State permits may be required for:**
  - a. Subdivisions of land and boundary line adjustments.
  - b. Installation or repair of wells and septic systems.Contact the state DEC Permit Specialist at 802 885-8850 for more information.

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](mailto:planner@norwich.vt.us), (802) 649-1419 ext. 4 or at Tracy Hall, 3<sup>rd</sup> Floor, 300 Main Street, Norwich, Vermont.

Additional information on state permits is available at <http://permits.vermont.gov/>

<p><b>WARNING: State permits may be required for this project. Call 802 885-8850 to speak to the state Permit Specialist before beginning any construction</b></p>
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This notice is required by state statute.

October 29, 2010