

 TOWN OF NORWICH - ZONING PERMIT APPLICATION		Permit #
Parcel ID # \$ Est. cost of project Application Fee \$		
Applicant name(s)		
Mailing address		
Preferred daytime contact	☐ Phone: ☐ email:	
Street address of property		Lot size
Property Owner (Only if not Applicant)		
Mailing address		
DESCRIPTION OF PROPOSED WORK		
Present use(s) of property	Single Family	Other (describe)
Proposed use(s) of property		
The proposed work involves (check ALL that apply):		Description of proposed work (incl. dimensions if site plan approval is NOT required):
New structure ☐		
Alteration/renovation ☐		
Addition/enlargement ☐		
Demolition/removal ☐		
Farm Structure ☐		
None of the above ☐		
Estimated Completion Date:		
Will the new or renovated structure/addition be heated or cooled? yes ☐ no ☐		
Closest distance between new structure/addition and the following property lines (as shown on sketch): Front (center line of road) : _____ft Rear: _____ft Side A: _____ft Side B: _____ft.		
Applicant requests: waiver ☐ Attach waiver request citing specific relief being requested		
Zoning District(s): _____ Overlay District(s): _____		
INITIAL ACTIONS OF THE ADMINISTRATIVE OFFICER		
Application is REFERRED to the DRB for the following reviews:		
☐ Conditional use ☐ Site plan ☐ Development envelope ☐ Appeal ☐ Variance ☐ Flood Hazard		
FINAL ACTION OF THE ADMINISTRATIVE OFFICER See Rights of Appeal Section below:		
Approved: ☐ Denied: ☐ Appeal By: _____ Effective: _____		Date: _____

WATER AND WASTEWATER INFORMATION(to be completed even if no changes are proposed)			
Water is:	☐ private (well/spring)	☐ public system	Total number of bedrooms: existing _____ proposed _____
Sewer is:	☐ on-site (septic)	☐	
Will the new accessory structure have plumbing?		☐ N/A	☐ No ☐ Yes
For existing septic systems only:		Year of installation:	
Prop. owner when installed:		☐ Applicant ☐ Have no idea ☐ Probably was _____	
CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER			
PROPERTY OWNER: The undersigned property owner hereby certifies that the information on this application is true and accurate, consents to its submission, and understands that if the application is approved, the zoning permit and any attached conditions will be binding on the property. Further, the undersigned authorizes the Administrative Officer access, at reasonable times, to the property covered by the permit issued under this application, for the purposes of ascertaining compliance with said permit.			
_____ Property Owner's signature		_____ Date	
APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted on and with this application is true and accurate.			
_____ Applicant's signature		_____ Date	
RIGHTS OF APPEAL			
An applicant and/or interested person (as defined in 24 VSA §4464) may appeal this decision to the Development Review Board (DRB) within 15 days of the date of the decision, for a fee of \$150 and notice in writing, mailed or delivered to the Clerk of the DRB, giving the reasons for the appeal. Failure to appeal this decision may prevent any party from arguing against its elements in a future hearing or appeal. (24 VSA §4472). If the appeal is decided in favor of the appellant, either in whole or in part, the fee is refunded.			
OFFICE USE ONLY			
☐ ☐ - ☐ ☐ - 2 5 Received	☐ \$ - ☐ ☐ - 2 5 - ☐ ☐ - ☐ ☐ 2 5 Fee ☐ paid Application deemed complete		
☐ ☐ - ☐ ☐ - 2 5 Permit posted	COC ☐ yes ☐ no	☐ ☐ - ☐ ☐ - ☐ ☐ ☐ Certificate of Compliance	
ADDITIONAL COMMENTS (by Administrative Officer)			
ZONING DEPARTMENT CONTACT INFORMATION			
Zoning & Planning Office Tracy Hall, 3 rd Floor 300 Main Street PO BOX 376 Norwich, VT 05055		(802) 649-1419 Ext.4 planner@norwich.vt.us Please note If you are unsure of what application to use please call the Zoning Administrator. Fill this form out electronically to print. You may email it, but you will need to also drop off a check.	

SAMPLE SKETCH		Provide a sketch that shows the following:	-
Main street	76' 23' over 100' Prop. gar. 24' x 14' House 24' x 35' well septic 62'	1. Location and dimensions of existing and proposed structures. 2. Distance between such structures and the property lines, center of roadways and rivers/streams. 3. Location of driveways and parking areas. 4. Location of well and septic system (incl. replacement area, if any) AND/OR water and sewer service lines.	
	Carpenter Street		see below see attached (# pages)