

**Town of Pittsford, Vermont**  
**ZONING PERMIT APPLICATION**

**Permit Number**

Parcel ID # \_\_\_\_\_ Estimated Cost of Project (if applicable) \$ \_\_\_\_\_

**Applicant:** \_\_\_\_\_ Telephone: \_\_\_\_\_

**Address:** \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Street Address of Property:** \_\_\_\_\_ Lot Size: \_\_\_\_\_

**Property Owner (if not same as Applicant):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK OR USE**

**Present use(s) of property:** \_\_\_\_\_

**Proposed use(s) of property:**  Same as existing  Replace the existing use(s)  Are in addition to the existing use(s)

Description of proposed use(s): \_\_\_\_\_

**The proposed work involves the following** (check ALL that apply):  New structure  Alteration/Renovation

Addition/enlargement  Demolition/removal  Farm Structure  Change of use  None of the above

**Description of proposed work** (incl. dimensions if applicable): \_\_\_\_\_

**Closest distance between the new structure/addition and the following property lines** (if applicable):

Front/street \_\_\_\_\_ ft. Back \_\_\_\_\_ ft. Right \_\_\_\_\_ ft. Left \_\_\_\_\_ ft.

**Water is:**  Private well or spring  Town **Sewer is:**  Septic system  Mound  Town

**CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER**

**PROPERTY OWNER:** The undersigned property owner hereby certifies that the information for 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 for this application is true and accurate.

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Date*

**Date application received:** \_\_\_\_\_

**Fee received:** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY**

On a separate sheet(s) attached to each copy of this application, please submit a plot plan, no smaller than 8.5” x 11”, drawn to scale, that depicts the following:

- The dimensions of the lot & existing property boundaries
- North point
- The location, footprint & height of existing & proposed structures or additions
- Existing & required setbacks from property boundaries, road rights-of-way, surface waters & wetlands
- Location of existing and proposed water & wastewater systems
- % of site occupied by the structures (proposed & existing)
- Location of existing & proposed accesses (curb cuts), driveways and parking areas
- Location of existing & proposed easements & rights-of-way
- Adjacent property owners (including those directly across the street)

\*If you do not have an official plot plan, please provide a professional looking sketch, no smaller than 8.5” x 11”, drawn to scale, that depicts the above information (see sample sketch attached).

\*Further information may be required if your proposed use requires site plan review, a conditional use permit or a variance. Please refer to the appropriate applications for a list of required information.

**DETERMINATION AND INITIAL ACTION OF THE ADMINISTRATIVE OFFICER<sup>1</sup>**

Zoning District of the subject property: \_\_\_\_\_

(P = permitted, C= conditional, E = exempt, X = prohibited)

Identification and classification of the proposed use(s)


Application is REFERRED to the Appropriate Municipal Panel for the following approval(s):<sup>2</sup>

Conditional Use (for uses classified as such above)

Site Plan Review

Other

Date: \_\_\_\_\_

**FINAL ACTION OF THE ADMINISTRATIVE OFFICER**

APPROVED

APPROVED with condition that all conditions of AMP approvals shall apply

DENIED

No permit required\* \* \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**NOTES TO APPLICANT**

1. An applicant and/or interested person (as defined in 24 VSA §4464) may appeal a decision or act of the Administrative Officer within 15 days of the date of the decision by filing a notice of appeal with the Secretary of the Board of Adjustment and by filing a copy of the notice with the Administrative Officer.

2. Other application materials and submittals are required for proposed uses that require a site plan review and/or a conditional use or variance permit. The Administrative Officer will provide you with the forms and directions.

