

**TOWN OF PITTSFORD, VERMONT**

**APPLICATION FOR**

**(CHECK ALL THAT APPLY)**

<input type="checkbox"/> ZONING PERMIT	<input type="checkbox"/> SITE PLAN REVIEW
<input type="checkbox"/> APPEAL OF ADMIN. DECISION	<input type="checkbox"/> SUBDIVISION +
<input type="checkbox"/> CONDITIONAL USE +	<input type="checkbox"/> LOT LINE ADJUSTMENT +
<input type="checkbox"/> VARIANCE +	<input type="checkbox"/> OTHER ( )

A "Plus" (+) ACTIVITY INDICATES THAT ADDENDUM SHEET SHOULD BE COMPLETED.

**APPLICANT**

NAME: \_\_\_\_\_ TELE#: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS (Optional): \_\_\_\_\_

**PROPERTY OWNER (IF NOT SAME AS APPLICANT)**

NAME: \_\_\_\_\_ TELE#: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS (Optional): \_\_\_\_\_

**PROJECT LOCATION**

PARCEL #: \_\_\_\_\_ TAX MAP #: \_\_\_\_\_ LOT #: \_\_\_\_\_ PLOT #: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

PROPERTY IN: FLOOD PLAIN YES \_\_\_\_\_ NO \_\_\_\_\_ WETLANDS YES \_\_\_\_\_ NO \_\_\_\_\_

LOT SIZE: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_ VACANT \_\_\_\_\_ ONE-FAMILY \_\_\_\_\_ TWO-FAMILY \_\_\_\_\_ MULTI-FAMILY  
 \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ OTHER ( \_\_\_\_\_ )

**PROPOSED WORK/USE**  
**(CHECK ALL THAT APPLY)**

\_\_\_\_\_ NEW BUILDING \_\_\_\_\_ ALTERATION/ADDITION \_\_\_\_\_ CHANGE OF USE \_\_\_\_\_ SUBDIVISION

DESCRIPTION OF PROPOSED WORK: \_\_\_\_\_

ESTIMATED VALUE OF PROJECT: \_\_\_\_\_

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

**PROPERTY OWNER:** The undersigned property owner hereby certifies that the information for this application is true and accurate, consents to its submission either by me, the co-applicant, agent, or lessee, and understands that if the application is approved, that 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 RECEIVED \_\_\_\_\_ PERMIT # \_\_\_\_\_ FEE PAID/DATE \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY - A PLOT PLAN IS REQUIRED WITH ALL APPLICATIONS \***

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). **The Zoning Administrator may provide assistance with Plot Plan**

\*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.



# PERMIT ADDENDUM TO PROVIDE ADDITIONAL INFORMATION

Parcel ID # _____	Map ID # _____	In reference to zoning permit Number: _____
Please Check one: <input type="checkbox"/> Variance <input type="checkbox"/> Conditional Use <input type="checkbox"/> Subdivision		

## PROPERTY AND SUBDIVISION INFORMATION

Street address of property: \_\_\_\_\_

Original lot size: \_\_\_\_\_ No. of lots to be created: \_\_\_\_\_

Proposed lot sizes:

Lot 1 _____	Lot 5 _____	Lot 9 _____
Lot 2 _____	Lot 6 _____	Lot 10 _____
Lot 3 _____	Lot 7 _____	Lot 11 _____
Lot 4 _____	Lot 8 _____	Lot 12 _____

Will there be any restrictive covenants on any deeds?  no  yes (attach sheet describing which lots and the nature of restrictions)

Has the original lot ever been part of a subdivision before? If yes, when?

<u>Date</u>	<u>No. of lots</u>	<u>Name of Subdivider</u>
_____	_____	_____
_____	_____	_____

Proposed Conditional Use or Nature of Variance Requested (be specific): \_\_\_\_\_

## CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER

**PROPERTY OWNER:** The undersigned property owner hereby certifies that the information for this application is true, accurate, and complete and that the Applicant has full authority to request approval for the proposed use of the property and any proposed structures.

\_\_\_\_\_  
*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 and that the information provided is complete.

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

Date application received: \_\_\_\_\_ Fee received: \_\_\_\_\_



## ADDITIONAL INFORMATION

Please submit the following presented in drawn form and accompanied by text :

- Name and address of person(s) or firm preparing the map.
- Scale of map, North point, and date.
- Survey of the property or a map drawn to approximate scale, including contours, structures, large trees, utility easements, rights of way, land use and deed restrictions, existing driveways and curb-cuts.
- Site plan showing proposed structures, locations & land-use areas, streets, driveways, curb-cuts, traffic circulation, parking & loading spaces, pedestrian walks, landscaping plans including site grading, landscape design & screening.
- Construction sequence & time schedule for completion of each phase for buildings, parking spaces, and landscaped areas of the entire development.
- As additional required information, the Applicant shall make the premises available for one or more site visits by the Planning Commission, at its sole discretion.

\*Any of the above information can be waived at the discretion of the Planning Commission. If you wish to waive any of the above information, please submit a letter to the Zoning Administrator specifying the information you are requesting be waived, along with a preliminary site plan. Additional information may be requested.

The Zoning Officer may assist you with \*

\*At least 7 days prior to the Site Plan Review hearing, the Applicant must give written notification to the owners of all adjoining properties. This notification shall include the following:

- A description of the proposed project
- Information that clearly informs the recipient where additional information may be obtained,
- The date and time of the hearing, and
- That participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.

The applicant is required to bear any costs associated with this notification and has to supply proof of delivery (certified mail, return receipt requested, or by written notice of hand delivery by the abutter). Please see sample letter included with the application.

1. The Planning Commission meets the Fourth (4<sup>th</sup>) Thursday of the Month, unless otherwise changed due to Holidays, etc. Site plans must be filed with the Town at least one (1) week prior to the Meeting to be considered in that month.
2. The applicant is required to attend the Planning Commission meeting dealing with this application to answer any questions the Commission may have.
3. Site Plan approval is required for any use or structure except in the following cases:
  - One and two family dwellings and accessory uses and buildings;
  - Any use or structure requiring a conditional use permit.
4. The Planning Commission has 45 days after the adjournment of the hearing to issue a decision.

PITTSFORD TOWN  
OFFICE



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"The Sunshine Village"  
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**JEFFREY BIASUZZI**  
ZONING ADMINISTRATOR

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