



TOWN OF PITTSFORD ZONING APPLICATION

Application for: (Check all that Apply): Zoning Permit Appeal of Admin Decision Variance
 Site Plan Review Subdivision Conditional Use Lot Line Adjustment

*For applications including conditional use, variance, subdivision, and lot line adjustment, an addendum sheet will need to be completed for the application to be complete.

APPLICANT INFORMATION

Name: _____ Telephone #: _____

Mailing Address: _____

E-mail Address: _____

OWNER INFORMATION (If Different than Applicant)

Name: _____ Telephone #: _____

Mailing Address: _____

E-mail Address: _____

PROJECT LOCATION

Parcel #: _____ Tax Map #: _____ Lot #: _____ Plot #: _____

Street Address: _____

Is the Property in a Flood Plain? Yes No Wetlands area: Yes No

Lot Size: _____ Zoning District: _____

Present Use of Property: Vacant One-Family Two-Family Multi-Family

Commercial Industrial Other: Describe _____

PROPOSED WORK TO BE COMPLETED/USE OF PROPERTY

New Building Alteration/Addition Change of Use Subdivision

Description of Proposed Work: _____

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 themselves, 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: _____

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 Received _____ Permit #: _____ Fee Paid/Date _____

LEGAL DESCRIPTION OF PROPERTY – A PLOT PLAN IS REQUIRED WITH ALL APPLICATIONS

Zoning; Section 1302

Application #: _____

Effective Date:

No zoning permit shall take effect until the time for appeal under Section 1401 has passed, or in the event that a notice of appeal is properly filed, until final adjudication of the appeal.

Completion:

All activities as authorized by the issuance of the permit shall be commenced within one (1) year of the effective date of the permit and shall be completed within two (2) years of the effective date or the permit shall become null and void. The applicant must reapply and obtain another zoning permit to complete the activities as initiated under the original permit. The Zoning Administrator may allow an extension of up to two (2) years.

The issuance of a zoning permit does not relieve the applicant of any responsibility for obtaining other required local, state, or federal permits or approvals, as necessary.

DETERMINATION AND INITIAL ACTION OF THE ADMINISTRATIVE OFFICER

Zoning District of the subject property: _____

Identification and Classification of the proposed use(s):

_____	_____
_____	_____
_____	_____

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

Application is REFERRED to the Appropriate Municipal Panel (AMP) for the following approval(s):

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 the 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 #: _____

Please Check One: Variance Conditional Use Subdivision

PROPERTY AND SUBDIVISION INFORMATION

Street Address of Property: _____

Original Lot Size: _____ Number 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 nature of restrictions)

Has the original lot ever been part of a subdivision before? If yes, please fill out the following:

Date:	Number of Lots:	Name of Subdivider:
_____	_____	_____

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 and land-use areas, streets, driveways, curb-cuts, traffic circulation, parking and loading spaces, pedestrian walks, landscaping plans including site grading, landscape design and screening.
- Construction sequence and 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 to be waived, along with a preliminary site plan. Additional information may be requested.

The Zoning Officer May Assist You With The Following:

At least seven (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.

The Planning Commission meets the Fourth (4th) 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.

The applicant is required to attend the Planning Commission meeting dealing with this application to answer any questions the Commission may have.

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.

The Planning Commission has 45 days after the adjournment of the hearing to issue a decision.

For more information, please contact Jeff Biasuzzi, Zoning Administrator. The phone number is (802) 483-6500 x 180 or email is zoning@pittsfordvermont.com. Office hours vary, so scheduling an appointment in advance is highly encouraged. His office is located at the Municipal Offices 426 Plains Road, Pittsford, VT 05763.