



# TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

Dear Applicant,

The attached application is required for any development in the Town of Weathersfield. Please carefully review all of the attached pages and complete the forms to the best of your ability. On the following page, contact information is provided to help you obtain the most commonly required State permits. It is advised that you apply for any required State permits, or determine what State permits may be necessary, before submitting this application.

The zoning bylaws were created by citizen planners and reflect the interests, desires, and long-term vision for Weathersfield based on the input of residents. The majority of applications made to the Land Use Administrator's office are issued within a few days of the application's receipt, or sometimes on the same day for smaller projects. If you are uncertain about any aspect of your application, the office of the Land Use Administrator is available via e-mail or telephone to help provide clarification.

Certain applications require a more complete review by the Zoning Board of Adjustment. The review process takes approximately one to two months, depending on the circumstances of each individual application, and requires public notification, hearings, and other procedural steps mandated by Vermont State Law.

Feel free to reach out to the Land Use Administrator's Office at any time as you plan your project. The Land Use Administrator can be reached at either [landuse@weathersfield.org](mailto:landuse@weathersfield.org) or by telephone at (802) 674-2626. It is advised that you contact us in advance to pre-schedule a time to discuss your application.

Sincerely,

Ryan Gumbart  
Land Use Administrator  
Town of Weathersfield



# TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

## List of Useful Contact Information

**VT Agency of Natural Resources – Springfield Regional Office Permit Specialist** (for septic, water, wastewater)

Rick Oberkirch (802) 282-6488

Rick.Oberkirch@vermont.gov

<http://dec.vermont.gov/ps-springfield>

**VT Department of Public Service – Commercial/Residential Building Energy Standards**

(these standards apply to the majority of new buildings, and financial incentives up to \$3,500 may be provided)

Energy Code Assistance Center: (855) 887-0673

Residential: [http://publicservice.vermont.gov/energy\\_efficiency/rbes](http://publicservice.vermont.gov/energy_efficiency/rbes)

Commercial: [http://publicservice.vermont.gov/energy\\_efficiency/cbes](http://publicservice.vermont.gov/energy_efficiency/cbes)

**VT Department of Health** (Demolitions, Renovations, Lead, Asbestos, Radon, Contamination, etc.)

(800) 439-8550

**HUD Form 309** (for installation of new manufactured homes)

<https://www.hud.gov/sites/documents/309.pdf>

**VT Agency of Transportation – District 2 (Brattleboro)** (for work within public right of way on state highways – for local roads, contact **Weathersfield Town Clerk**)

Joe Ruzzo

District Transportation Administrator

(802) 254-5011

Joseph.Ruzzo@vermont.gov

**VT Department of Public Safety, Division of Fire Safety – Springfield Regional Office** (for PUBLIC BUILDINGS, includes rental homes/units)

(802) 885-8883

<http://firesafety.vermont.gov>

The Town of Weathersfield currently recommends considering the installation of a Knox-Box to facilitate access to properties by emergency services. For further information on the use of Knox-Box devices in Weathersfield, please visit <http://www.knoxbox.com/> or contact the **West Weathersfield Volunteer Fire Department** at (802) 263-5655, or the **Ascutney Volunteer Fire Department** at (802) 674-6869.

# Town of Weathersfield

## Zoning Permit Application

Town of Weathersfield, ATTN: Land Use Administrator, P.O. Box 550, Ascutney, VT 05030  
 (802) 674-2626 | landuse@weathersfield.org

### Property Information

Address \_\_\_\_\_  
 Town, State, Zip \_\_\_\_\_  
 Parcel ID \_\_\_\_\_  
 Lot Size (acres) \_\_\_\_\_  
 Road Frontage (ft) \_\_\_\_\_  
 Existing Principal Use (enter below, e.g. "single-family dwelling")  
*(if no existing Principal Use, leave blank )*

### Applicant

Name(s) \_\_\_\_\_  
 Name(s) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Town, State, Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 Mobile # \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

### Landowner (if different)

Name(s) \_\_\_\_\_  
 Name(s) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Town, State, Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 Mobile # \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

### Decision (Staff Use Only)

APPROVED  DENIED

Permit Expiration Date \_\_\_\_\_

### Permit Type (check all that apply)

- New Principal Building or Unit (e.g. "single-family dwelling")
- New Accessory Structure (e.g. "shed")
- Alteration to Existing Structure (e.g. "new room addition")
- Change of Use (e.g. "personal service" to "restaurant")
- Demolition / Removal (e.g. demolition & removal of pool)
- Sign (one-sided square footage): \_\_\_\_\_ sq. ft.
- Variance

### Project Information

Proposed Principal Use Definition (if new or changing, enter below)

Approximate Value of Development	\$	
Total New Finished Floor Area		sq. ft.
Total New Unfinished Floor Area		sq. ft.
Maximum Height		ft.
Number of Stories		

### Filing Information (Staff Use Only)

Zoning Permit # \_\_\_\_\_  
 Fee Collected \_\_\_\_\_  
 Zoning Area \_\_\_\_\_  
 Permit Issue Date \_\_\_\_\_  
 Appeal by Date \_\_\_\_\_  
 Type of Review Required (check all that apply)

- Administrative
- Zoning Board of Adjustment
- Conservation Commission
- Flood Hazard / Agricultural Soils

Description of Project (please provide a complete description along with dimensions)

Is your project subject to the **Residential / Commercial Building Energy Standards?**  Yes  No

If yes, you must record a Vermont Residential/Commercial Energy Standards (RBES or CBES) Certificate in the Land Records prior to receiving your Certificate of Compliance/Occupancy. Contact Energy Code Assistance Center at (855) 887-0673 to determine if you need to follow these standards.

Does your project involve any **demolition and/or renovation?**  Yes  No

If yes, you must contact the Lead and Asbestos Regulatory Program at (800) 439-8550 prior to demo/renovation.

Does your project involve the installation or removal of a **new manufactured/mobile home?**  Yes  No

If yes, you must provide a copy of **HUD Form 309**. Installation must comply with the HUD Permanent Foundations Guide for Manufactured Housing. A bill of sale must be obtained from the Weathersfield Town Clerk.

Does your project involve work within a **Town or State right of way?**  Yes  No

If yes, you must obtain Highway Access permit approval from the Town of Weathersfield and/or Vermont Agency of Transportation at (802) 279-1152

Will your project involve connecting to **municipal water?**  Yes  No

If yes, you must contact the Town Manager at (802) 674-2626

Does your project involve construction of / change of use to or from being a **public building?**  Yes  No

If yes, you must contact the Vermont Department of Public Safety, Division of Fire Safety. A public building is any building that the public has the occasion to enter EXCEPT for owner-occupied, single-family dwellings, registered home day cares, and working farms, but INCLUDING single family homes becoming rentals. The Town of Weathersfield currently recommends the installation of a Knox Box. For more information, visit <http://www.knoxbox.com/>

Does your project involve a **new home / business, change in # of bedrooms / change in use?**  Yes  No

If yes, contact the local Water/Wastewater Permit Specialist at (802) 279-4747, or the State Water/Wastewater Division, Springfield Office at (802) 289-0603

**Permit Fee Calculator (Cash or Check only, payable to Town of Weathersfield)**

Principal Use	\$100 + 0.05 x _____ sq. ft.	=	\$ _____	Staff Use Only Fee Collected?  Initials
Accessory Use	\$30 + 0.05 x _____ sq. ft.	=	\$ _____	
Conditional Use	\$200 + 0.05 x _____ sq. ft.	=	\$ _____	
Permit Renewal	Expired permit renewal: \$30	+	\$ _____	
Variance	\$200	+	\$ _____	
	<b>SUBTOTAL</b>		\$ _____	
Late Fee	Double all fees for after-the-fact permit	2x	\$ _____	
Recording Fee	Applies to all applications	+	\$ 15	
	<b>TOTAL</b>		_____	
			_____	

**Landowner & Applicant Acknowledgements**

By signing this form, the landowner(s) and applicant(s) described in this application (and their agents, assigns, and successors in interest) hereby apply for a permit to develop the project described in this application and accept the following:

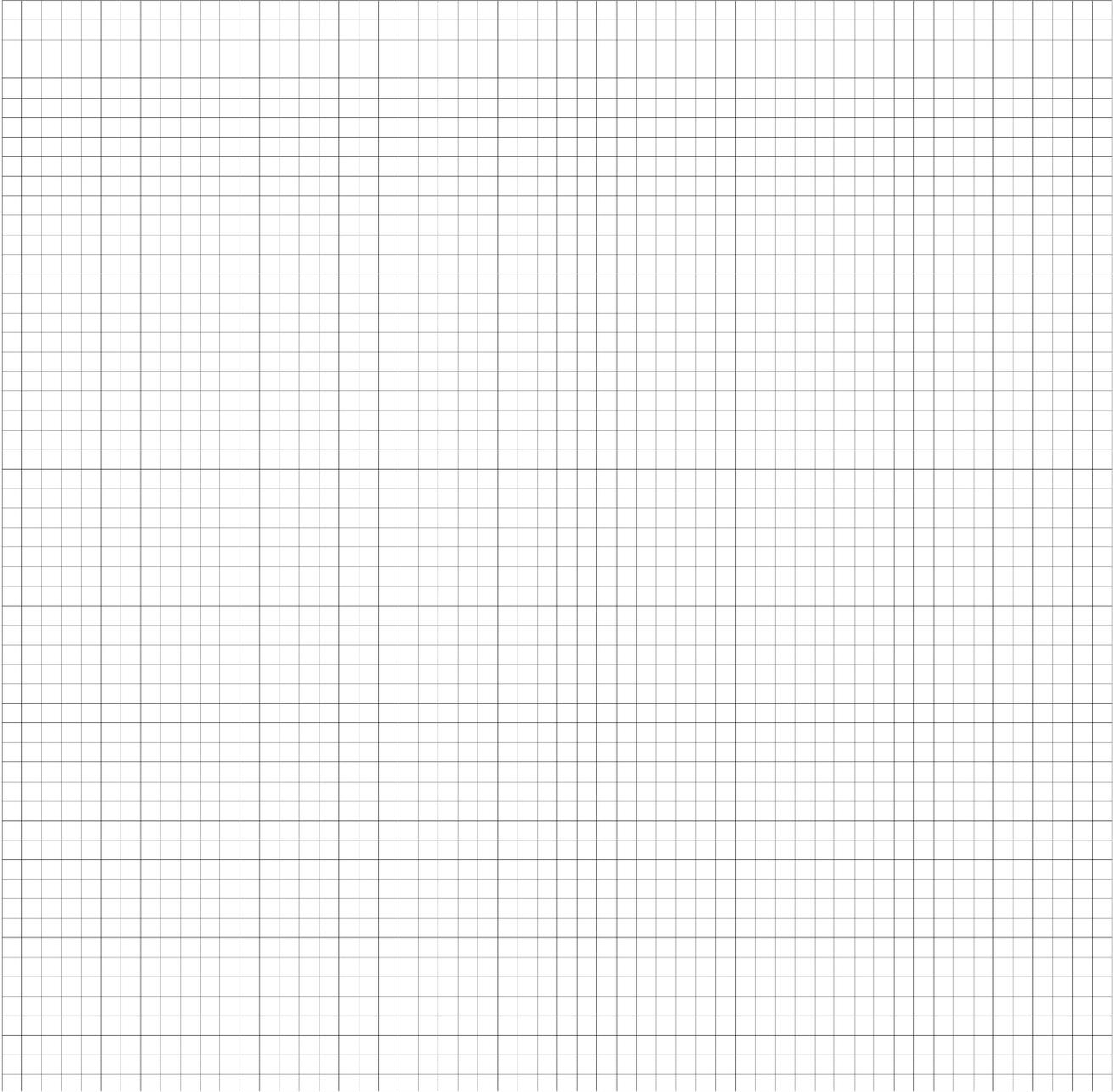
- ◆ Applications will not be considered properly filed and vested for rights to review under any applicable laws until fees are paid in full and all items necessary to determine compliance with this bylaw are complete and submitted;
- ◆ Vermont law allows the Land Use Administrator 30 days to act on this application;
- ◆ All submissions are public record available for inspection and copy;
- ◆ All representations made in this application and the materials accompanying it are true and accurate to the best of my knowledge. Omission or misstatement of any material fact on this application (which would warrant refusing the permit or approval) shall be grounds for revoking the permit or approval;
- ◆ Private agreements (such as covenants, deed restrictions and easements) may apply, be more or less restrictive than Weathersfield's bylaws and may affect this project. By signing, I acknowledge that it is my responsibility to disclose and comply with these agreements;
- ◆ State and Federal regulations may apply, be more or less restrictive than Weathersfield's bylaws, and may affect this project. By signing, I acknowledge that it is my responsibility to obtain all required State and Federal permits;
- ◆ No development or work may commence until receipt of all applicable permits and approvals;
- ◆ If this application is approved, I must post the Zoning Permit within view of the public right-of-way most nearly adjacent to the subject property until the period in which an appeal may be filed has expired; and
- ◆ Reasonable access to the subject property is to be granted to the Land Use Administrator, designees, and the Listers Office for the purpose of establishing compliance with this permit and for the purpose of determining what, if any consequence the development will have on the property's assessment.

Landowner Signature \_\_\_\_\_  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Signature \_\_\_\_\_  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Site Plan Drawing

Draw an aerial view of the property described in this application showing a north arrow, all property lines, and dimensions of land. Include the shape, size and location of all existing and proposed structures (principal and accessory) on the property with measurements to the front, sides, rear and closest property boundary lines (setbacks) and distances between each structure. Identify the use of all buildings, and the location of septic/sewer and water utilities. Identify access from Town or State Highway and road frontage distance. Identify any deeded easements or rights-of-way. Include any proposed signs in the drawing. Include any streams, water bodies and wetlands. If the scale is too small to show details after drawing all property lines, please use supplemental pages to map required features at a larger scale.



Land Use Administrator Signature \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**NOTE: Signature required for valid permit**