

## **Town of Strafford Zoning Permit Application**

### **Application Process Cover Letter**

The cover letter and completion instructions included in this packet are meant only as a guide and are designed to assist you in complying with Strafford's Zoning Ordinances. You may have other rights and obligations in regards to local zoning and/or State Regulations, which may be detailed in the Strafford Zoning Ordinance and various Vermont State Laws.

Please obtain a copy of Strafford's Zoning Ordinance from the Town Clerk for reference in planning any development. Special attention should be paid to the sections detailing the different zoning districts within Strafford, their permitted uses and set back requirements. Any application not meeting these restrictions will need to be approved on appeal to the Development Review Board. If you are required to appeal, please plan to attend your appeal hearing and be prepared to present your reasons for the appeal based on the General Standards for Granting Variances set forth in Section 6.52 of the zoning ordinance.

After reviewing the information in this packet and applicable zoning ordinances, if you have unanswered questions or need assistance, please feel free to contact the Zoning Administrator.

### **Instructions for Completing Zoning Permit Application**

1. Obtain a Zoning Permit Application for ANY new construction, additions, and external alterations of structure which occupies or overhangs additional ground space or mobile homes.
2. Fill out application and file with the Town Clerk.
3. Zoning Administrator must act to approve or deny application within 30 days of receipt of the fee and application.
4. Zoning Applications, if approved, is posted for 15 days in the Town Clerk's office. It becomes effective after the 15 day posting period.
5. An Appeal to the Administrators' decision may be filed by and interested party in writing to the Development Review Board within 15 days of the Administrators decision.
6. If the Building Application is denied, applicant may file for a Variance or appeal the Administrators decision to the Development Review Board within 15 days of the Administrators decision.

### **Complete all applicable sections of the application.**

1. On a separate sheet of paper, include a sketch of the subject property that shows the dimensions of the property, the location of existing structures as well as proposed structures, the distance between structures and property lines, the distance between structure and town roads & right of ways (if any) and the location of driveways and parking areas. Also, show location of existing or proposed water and sewage systems. Names of adjoining property owners must be shown.
2. Include a plan or drawing of proposed buildings.
3. If the application is for "NEW" Construction or placement of mobile homes, a Road Access permit (from the Select Board) and Septic Permit (from the State) must be obtained prior to submitting the building application. If the application is for the addition of bedrooms, an engineers report on the septic system may be required.
4. Include any other information that may be considered helpful or pertinent to processing the application in a timely manner.

Application # \_\_\_\_\_

Parcel ID # \_\_\_\_\_

**TOWN OF STRAFFORD  
ZONING PERMIT APPLICATION**

Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Property Owner (s) \_\_\_\_\_  
(If different than applicant)

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please complete the following permit numbers and dates issued below. These permit numbers apply primarily to new home constructions. \*Must be complete for new home constructions, additions which require expansion of existing system, or repairs to existing septic.

Road Access: Permit # \_\_\_\_\_ Date: \_\_\_\_\_

\*Wastewater System Permit: Case # \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Date: \_\_\_\_\_

Subdivision Permit #'s State: \_\_\_\_\_ Date: \_\_\_\_\_ Town: \_\_\_\_\_ Date: \_\_\_\_\_

Warranty Deed Reference: Book \_\_\_\_\_ Page \_\_\_\_\_ Date: \_\_\_\_\_

Location of Property: \_\_\_\_\_ Size of Property: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Description of Proposed Use of Property: \_\_\_\_\_

Description of Proposed Structures: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Building Height: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CERTIFICATE OF APPLICANT

The undersigned applicant hereby certifies that all information submitted on this application is true and accurate and that the information provided is complete.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

PROPERTY OWNER'S AUTHORIZATION

The undersigned property owner (s) hereby certify that the information submitted in this application regarding the property 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 structure.

Date: \_\_\_\_\_ Property Owner's (s) Signature (s) \_\_\_\_\_

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FOR COMPLETION BY ADMINISTRATIVE OFFICER

Date of Receipt: \_\_\_\_\_ Fee Paid Date: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Type of Use: \_\_\_\_\_

Action Taken By Administrative Officer:

- ( ) Returned to applicant for in-sufficient information or incomplete application. (See Comments Section)
- ( ) Denied. Reason for denial. \_\_\_\_\_
- ( ) Approved. This approval shall not become effective until: \_\_\_\_\_

\_\_\_\_\_  
Date of Administrative Officer's Action

\_\_\_\_\_  
Administrative Officer's Signature

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_