

### Zoning Permit Application

▶▶ This is a legal document. ◀◀

Name of Applicant/Property Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property E911 Address: \_\_\_\_\_  
 Parcel ID#: \_\_\_\_\_ Zoning District: \_\_\_\_\_ In Wellhead Protection Area? (Y/N) \_\_\_\_\_  
 Lot Size: \_\_\_\_\_ Road Frontage (in feet): \_\_\_\_\_  
 Set-Backs (in feet): FRONT: \_\_\_\_\_ Rear \_\_\_\_\_ SIDE: \_\_\_\_\_ SIDE: \_\_\_\_\_  
 Dimensions of Proposed Building (in feet): LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

Existing Easements & Rights-of-Way: \_\_\_\_\_  
 Existing Deed Covenants & Restrictions: \_\_\_\_\_  
 Underlying Act 250 Permit: \_\_\_\_\_  
 Type of Water System: \_\_\_\_\_ Type of Sewage System: \_\_\_\_\_  
 Proposed Use or Occupancy: \_\_\_\_\_

**Proposed Development (check all that apply):**  
 CHANGE OF USE \_\_\_\_\_ NEW CONSTRUCTION \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ RENOVATION \_\_\_\_\_  
 ADDITION \_\_\_\_\_ STRUCTURAL ALTERATION \_\_\_\_\_ GRADING/EXCAVATION \_\_\_\_\_

Proposed Construction Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

The undersigned applicant hereby requests a zoning permit for the specific use and type of development proposed in this application and the accompanying plot plan or subdivision plat.

The undersigned applicant acknowledges reading and understanding the Town of Brighton zoning bylaws and agrees to abide by these bylaws, as they pertain to the property and the scope of development identified above. The application is not complete and will not be acted upon, until the applicant has fully responded to all items on this application form and furnished all documents identified under Required Documentation on page 2 of this application.

Signature of Applicant/Property Owner \_\_\_\_\_ Date \_\_\_\_\_

If applicant agrees to post the application permit on the property in view of the public right-of-way, please initial here: \_\_\_\_\_

*For Use by the Zoning Administrator and the Development Review Board*

Application # \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Application Complete: \_\_\_\_\_  
 Fee Paid: \$ \_\_\_\_\_ Date Inspected: \_\_\_\_\_ Date Application Approved: \_\_\_\_\_  
 Date Application Denied/Referred: \_\_\_\_\_ Reason for Denial/Referral: \_\_\_\_\_  
 \_\_\_\_\_  
 Date of Appeal: \_\_\_\_\_ Date Abutter Information Received: \_\_\_\_\_  
 Date Certificate of Occupancy Issued: \_\_\_\_\_ Status of Septic Permit: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Zoning Administrator's Signature: \_\_\_\_\_ DRB Fee Paid: \$ \_\_\_\_\_

**Notice:** The applicant may not communicate privately (i.e. outside the public hearing) with any member of the Development Review Board about a pending application.  
**Notice:** State permits may be required for this project. Call 802-477-2241 to speak to the state permit specialist before beginning any construction.

## The Permit Administration and Review Process

- (1) This application will not be acted upon until all of the following required documentation has been received by the Zoning Administrator:
  - A. This APPLICATION FORM supplying all required information, on page 1.
  - B. The APPLICATION FEE (\$75 for this application; additional \$150 for an appeal or referral)
  - C. A PLOT PLAN or SUBDIVISION PLAT, not less than 8.5 by 11 inches in size, that is of sufficient scale and clarity to portray existing conditions and proposed development. The plot plan or subdivision plat shall include the following features:
    - i. Lot lines and their dimensions
    - ii. Lot area(s) in square feet or acres, depending on property zoning district
    - iii. Names and locations of roads abutting the property
    - iv. Location of existing and proposed easements, rights-of-way, driveways and culverts
    - v. Location and size of existing structures, identified as "Existing" (if applicable)
    - vi. Location and size of proposed structures, identified as "Proposed" (if applicable)
    - vii. All set-back dimensions of proposed structures (if applicable)
    - viii. All set-back dimensions of existing structures from proposed lot lines (if applicable)
    - ix. Location of existing and proposed parking areas (if applicable)
    - x. Location of existing and proposed wells and/or septic systems (if applicable)
    - xi. Location of waterways and wetlands (if applicable)
    - xii. Location of flood zones, as shown on the Nation Flood Insurance maps (if applicable)
    - xiii. Location of vegetative shoreline buffer (if applicable)
- (2) The application will be reviewed on the basis of the representations made herein. Any misrepresentation discovered at a later date will cause an issued zoning permit to become null and void.
- (3) All development activities authorized by the issuance of a zoning permit shall be substantially commenced within two years of the date of issue.
- (4) The applicant, or any other interested person (this is legal term), may appeal the Zoning Administrator's decision (approval, denial or referral) by submitting a written appeal to the Development Review Board within 15 days of such decision.
- (5) An appeal requires the appellant to submit all abutting property owner names and mailing addresses, and \$150, concurrently with the appeal to the Clerk of the Development Review Board.
- (6) A referral to the Development Review Board requires the applicant to submit all abutting property owner names and mailing addresses; and \$150, to the Clerk of the Development Review Board within 7 days of the referral.