

TOWN OF BERLIN, VERMONT

APPLICATION FOR BUILDING & ZONING PERMIT

Application #: Approved by ZA on.....
Date Received: Referred to DRB because.....
Fee: Meeting Date.....
Zoning District: Decision.....
Tax Map #: Comment.....

Owner Phone.....
(If not owner, letter from owner authorizing agent status is required)

Mailing Address.....

Location of Property (street, number, town)..... Floodplain?.....

Existing Use and Occupancy..... Wetland?.....

Name of Business (if applicable)..... Airport?.....

EMAIL ADDRESS

<p>Application is made to:</p> <p><input type="checkbox"/> erect <input type="checkbox"/> one-family dwelling <input type="checkbox"/> repair <input type="checkbox"/> commercial/business <input type="checkbox"/> alter <input type="checkbox"/> light industrial <input type="checkbox"/> extend <input type="checkbox"/> industrial <input type="checkbox"/> remove <input type="checkbox"/> accessory building <input type="checkbox"/> change use <input type="checkbox"/> sign <input type="checkbox"/> fill <input type="checkbox"/> other..... Description of Proposed Use and/or Structure..... </p>	<p>Site Plan/Plot Plan is:</p> <p><input type="checkbox"/> Enclosed (see next page) <input type="checkbox"/> Submitted Separately</p> <p>Type of Construction: Foundation..... Exterior Walls..... Roofing..... Estimated Cost.....</p>	<p>Road: <input type="checkbox"/> Private <input type="checkbox"/> Town (see next page) <input type="checkbox"/> State (contact AOT)</p> <p>Applicants are advised to consider emergency apparatus response due to steep grades & weather conditions.</p> <p>Wastewater: see next page <input type="checkbox"/> Town Sewer <input type="checkbox"/> On-Site Septic: plans attached <input type="checkbox"/> Not Applicable</p>
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Lot Size:/Acreage of Lot:..... **Width at Road:**..... **Depth:**.....
(1 acre = 43,560 sq. ft.) (i.e. road frontage) (i.e. front to back of the land)

Setbacks for EXISTING buildings on lot (distance from property lines to the closest structure on your lot):

Front Yard Setback.....
Left Side Setback.....
Right Side Setback.....
Rear Yard Setback.....

Stories..... Height.....

Dimensions of All Buildings (i.e., House=38x26 = 988):
1.....
2.....
3.....
4.....

Total Area (sq.ft.) of ALL structures:.....
Building Coverage (%):.....
(Total building coverage divided by sq. ft. of lot)
of Parking Spaces.....

Setbacks for existing + PROPOSED buildings on lot (distance from property lines to the closest structure on your lot):

Front Yard Setback.....
Left Side Setback.....
Right Side Setback.....
Rear Yard Setback.....

Stories..... Height.....

Dimensions of All Buildings (i.e., House=38x26 = 988):
Total Area of Existing Buildings:.....
1.....
2.....
3.....

Total Area (sq.ft.) of ALL structures:.....
Building Coverage (%):.....
(Total building coverage divided by sq. ft. of lot)
of Parking Spaces.....

SEE INSTRUCTIONS ON BACK

Site Plan: The box below represents your property. Draw your existing buildings and proposed buildings here. Identify all existing and proposed buildings and all front, rear, and side yard setbacks (distance from the property line to the closest structure on your lot).

A large, empty rectangular box with a thin black border, intended for the applicant to draw their existing and proposed buildings and yard setbacks. The box occupies the majority of the page below the instructions.

ROADS: Applicant is advised to consider emergency apparatus response due to steep grades & weather conditions.

Driveway Location & Plans: Not Applicable

Location of Property: An E911 address is measured from the middle of your neighbor’s driveway along the edge of the road to the middle of your proposed driveway. If this is a new residence, please provide these measurements:.....

Town Road:

Culvert Required.....Diameter.....Length.....

Approved by.....Date.....
(Road Commissioner)

Approved by.....Date.....
(Selectboard)

Sewage Disposal Plans: Not Applicable

On-Site Septic approved by.....Date.....
(Health Officer)

Town Sewer approved by.....Date.....
(Sewer Commissioner)

****ALL applicants, old and new allocations, connecting to the Town Sewer System must fill out an Allocation Application. Please contact the Sewer Commission for the Application, Addendum, and other necessary information.**

Check if the project will involve or result in any of the following: Explain if checked.

- storage of flammable or explosive materials storage or use of radioactive materials
- vibration detectable at property boundaries noise audible at property boundaries
- electromagnetic radiation odors detectable at property boundaries

Do you own adjoining property?.....If yes, give tax parcel numbers.....

Other Facts for the Development Review Board pertaining to your Application:

The undersigned hereby applies for a Zoning Permit, to be issued on the basis of the representations contained herein, and to the best of his/her knowledge believes this information to be true.

PLEASE NOTE THAT THIS APPLICATION DOES NOT CONSTITUTE COMPLIANCE WITH STATE PERMITS. CONTACT THE PERMIT SPECIALIST AT 802-505-5367.

We the undersigned, hereby authorize _____ to act on our behalf in all matters pertaining to this Application.

Signature.....Phone #.....Date.....

Please print your name legibly.....

Instructions

- 1) Fill in all the blanks, preferably in ink.
- 2) Applications must be deemed complete prior to action by the Administrative Officer.
- 3) If a question is not applicable, write N/A.
- 4) If the property is undeveloped (no structures), write ‘Undeveloped’ in the Existing/Current Structure section.
- 5) Site plans and septic system plans must accompany the application, if applicable.
- 6) All fees must be paid at the time of submittal.

Application forms are considered self-explanatory; however, the following explanations are offered for those lines where questions may arise:

Location of Property: E911 addresses or official street names (not PO Box, RD, or RR).

An E911 address is measured from the middle of your neighbor’s driveway along the edge of the road to the middle of your proposed driveway. If this is a new residence, please provide these measurements.

Mailing Addresses: Provide entire current address including zip code.

Name of Business: If a customer is looking for you, what he will ask for.

Application is made to: Check one from each column.

Road: Private, Town, or State: may need Town or State approval if applicable.

Wastewater: Additional form is needed depending on type (if applicable).

Lot Size/Acreage of Lot: Square feet or acreage (43,560 square feet in an acre).

Width of Road/Street Frontage: The road the building faces.

Setbacks: Measured from the existing /proposed building(s) to the property lines in all directions.

Dimensions of building(s): width and depth.

Area covered by structures: Total of all building including post-construction (not pavement).

Building Coverage %: Total square footage of all structures divided by square footage of Lot.

Site Plan/Plot Plan: Space available on second page; or attach separate sheets.

- ✓ Draw to scale and show scale. Show north arrow
- ✓ Show dimensions of lot
- ✓ Show location & dimensions of all buildings
- ✓ Differentiate proposed buildings
- ✓ Show distances from all buildings to lot lines
- ✓ Show landscaping plans
- ✓ Show driveway location & width
- ✓ Show parking areas
- ✓ Show well/connection to town water
- ✓ Show septic system/connection to town sewer
- ✓ Show distance between buildings
- ✓ Show natural features; waterways, slopes, woods, etc.

Review Vermont Energy Construction Standards: Residential and Commercial:

http://publicservice.vermont.gov/topics/energy_efficiency

QUESTIONS? 802-223-4405 x304

ZONING FEE SCHEDULE:

Effective 01/01/15

All Residential:	\$.10/sq. ft., \$75 minimum	Certified Farm Structures:	\$0
All Commercial:	\$.15/sq. ft., \$100 minimum	Fill or Excavation: Residential:	\$25
Fences:	\$50	Fill or Excavation: Commercial:	\$100
Pools:	\$50	Appeals:	\$100 + \$200 (Pub)
Ponds:	\$50	Subdivisions:	\$150/new lot + \$200 (Pub)
Utility Sheds:	\$50		
Decks, Porches:	\$50		
Boundary Adjustments	\$75		
Signs:	\$100		
Change of Use:	\$75		
Home Occupation:	\$50		
DRB Hearings (Res)	\$75 + \$200 Pub		
DRB Hearings (Com)	\$125 + \$200 Pub		