



### Zoning Permit Application

Project Location Address: \_\_\_\_\_

Parcel Code: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_

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

City, State: \_\_\_\_\_ City, State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

\_\_\_\_\_

Description of Work Proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please identify all work or changes proposed at the project address:

- Add unit(s)                       Building addition                       Commercial use                       Deck
- Demolition                       Drainage                       Dumpster                       Fence
- Garage                       Grading (cut/fill excavation)                       Institutional use                       Landscaping
- Lighting                       Manufacturing use                       Paving                       Porch
- Renovation (exterior)                       Renovation (interior)                       Retail use                       Shed
- Sign                       Swimming pool                       Utilities (above grade)                       Utilities (below grade)
- Other: \_\_\_\_\_

**The permit process takes time including a 17 - 30 day appeal period following approval.** Applications not meeting all requirements of the Zoning Ordinance or requiring Conditional Use review shall be forwarded to the Development Review Board for consideration. This form is intended to assist the applicant and is not intended to replace the Zoning Permit or regulations of the Winooski Zoning Ordinance.

Existing Conditions:

Front setback (in ft.): \_\_\_\_\_

Side setback (right): \_\_\_\_\_

Side setback (left): \_\_\_\_\_

Rear setback: \_\_\_\_\_

# Parking spaces: \_\_\_\_\_

Proposed Conditions:

Front setback (in ft.): \_\_\_\_\_

Side setback (right): \_\_\_\_\_

Side setback (left): \_\_\_\_\_

Rear setback: \_\_\_\_\_

# Parking spaces: \_\_\_\_\_

**Plan Submission Requirements:**

- Site Plan to scale is required. It shall include:
  1. Dimensions of the land (ie., lot size 50' X 100')
  2. Perimeter outline including dimensions of all structures including, decks, patios, parking areas with spaces delineated, driveway(s), walkway(s), etc. Existing and Proposed conditions must be differentiated.
  3. Setbacks - Distance to property lines from building(s), parking area(s), driveway(s), etc.
  4. Easements and/or rights-of-way
  5. Identified changes to topography, grading and landscaping
  6. Location of utilities (power, communications, water, sewer)
  7. Parking Spaces (Existing & Proposed)
- Photographs of project site, buildings, and adjacent neighborhood (buildings, area).
- Cost of Work: \$ \_\_\_\_\_  Fee. See Chart below. Note: fees are cumulative: \$ \_\_\_\_\_

**Fee** (See Winooski Ordinances, Chapter 20 for detail). Fees are cumulative: ie., \$88 + \$100 = \$188 residential conditional use.

<input type="checkbox"/> \$ 63	Zoning Permit (w/o DRB)	<input type="checkbox"/> \$ 63	Demolition permit	<input type="checkbox"/> \$ 138	Site plan (cost under \$50,000)
<input type="checkbox"/> \$ 88	DRB review conditional use, variance (residential)	<input type="checkbox"/> \$ 63	Grading / excavation	<input type="checkbox"/> \$ 208	Site plan (cost over \$50,000)
<input type="checkbox"/> \$ 113	DRB review conditional use, variance (non-residential / mixed uses); admin. appeal	<input type="checkbox"/> \$ 63	Sign permit (first sign \$63, secondary sign \$25 if on single app.)	<input type="checkbox"/>	Subdivision / PUD
<input type="checkbox"/> \$ 100	Public Warning (Free Press); applies in addition above fees for DRB review	<input type="checkbox"/> \$ 63	Swimming pool (includes fence permit)	\$ 163	Unit 1 - 2 (each) = _____
<input type="checkbox"/> \$ 10	Recording fee, per page. Applies when in excess of one page			\$ 70	Unit 3 - 9 (each) = _____
				\$ 45	Unit 10+ (each) = _____
				<input type="checkbox"/> \$ 103; 20%	Sketch plan ( 20% of subdivision/PUD fee or \$103, whichever is greater)

**Processing time will be delayed if an application is incomplete.** Ask for assistance if you have any questions about this form. The approval process can take three or more weeks. Please allow yourself ample time. A zoning permit and/or building permit are required for any exterior modifications to your property. Contact the building department at 655-6410 x25 to inquire about a building permit. State permit(s) may also be required; contact State agencies directly.