



## Zoning Permit Application

### Application Information and Instructions

To complete your application, please fill out all Sections as completely as possible. To expedite review, please attach the prescribed fee (see Section D) and supplemental documentation specific to your project when submitting your application. Applications or inquiries can be submitted to the Zoning Administrative Officer (ZAO) either at the Village Offices or via email at:

PO Box 482 | 45 Union Street, Manchester, VT 05254

[zoning@villageofmanchester.com](mailto:zoning@villageofmanchester.com)

**If your proposed project has an estimated valuation of less than or equal to \$20,000.00, then your permit may qualify as a Minor Permit.** Minor permits may qualify for an accelerated review process, depending on the scope of the proposed project. If you believe your permit qualifies as a Minor Permit, please contact the ZAO for more information on what supplemental documentation may be required.

**If your proposed project exceeds an estimated valuation of \$20,000.00, then your application will require additional supplemental documentation.** All applications require a site development plan. Site development plans must demonstrate that the proposed project meets the spatial and substantive requirements of the zoning district and design review sub-district the subject property belongs to. These requirements may change depending on the type and scope of your project, so please refer to the table on Page 2. Please note that additional State or Federal permitting may also be required, depending on your project.

If your project may be classified as new construction, a demolition, an alteration, or an addition to a structure on the subject property, then the submittal of a building plan will be required in addition to a site development plan. A building plan must include detailed building elevations, a property landscaping plan, a master exterior lighting plan, a master signage plan (if applicable), and specifications or samples of exterior details, such as windows, doors, exterior lighting fixtures, sign dimensions and design, building materials, and color(s). If you have any questions, please contact the ZAO for more information.

Applications are reviewed in order of receipt and within a regular monthly review cycle. Applications are only accepted for the next monthly review cycle if received at least one (1) week in advance of the next regular DAC meeting. Depending on the scope of your project, your application may be reviewed by one or more of the following:

- Design Advisory Committee (DAC): Meets on the last Wednesday of every month to review whether proposed projects comply with the design review sub-district the subject property belongs to. Makes recommendations to the DRB regarding exterior design compliance.
- Development Review Board (DRB): Meets on the first Wednesday of every month to review whether proposed projects comply with all aspects of the zoning district and design review sub-district which the subject property belongs to. Determines the status of an application and may approve or deny projects upon the completion of a review.
- Zoning Administrative Officer (ZAO): Serves as the point of contact for applicants regarding submittals, application status, and issuance. Maintains public records of zoning permit files and serves as zoning enforcement for the Village of Manchester. May perform site inspection(s) and issue permit extensions upon request. Reviews and issues Minor Permits.

If the DRB or ZAO have approved and issued your permit, you must wait fifteen (15) days until beginning work on your proposed project. During these fifteen (15) days, an interested member of the public may appeal your application to the DRB for additional review. If your permit has been denied or if you disagree with the decision of the DRB or ZAO, you may appeal the decision for a public hearing or to the Vermont Environmental Court.

Issued permits are valid for one (1) calendar year after the date of issuance, unless otherwise conditioned. Upon the expiration of your permit, you must file either a new zoning permit application or contact the ZAO with a request for an extension.

**Once you have completed your project in full (unless your permit qualifies as a Minor), you must file an application for a Certificate of Occupancy with the Village Zoning Office.** To issue a Certificate of Occupancy, the ZAO must perform an on-site inspection to certify the completion of your project in full and to certify your property as safe and reasonable for its use. In addition, a copy of the Residential or Commercial Energy Building Standards (R/CBES) Certificate must be provided for the main structure on the subject property before a Certificate of Occupancy may be issued by the ZAO.

## Reference Schedule for Site Development Plans by Type

New Construction	Alteration	Addition	Subdivision	Change of Use	Demolition*	Signage**	Fence or Wall	Tree Removal	Excavation	"X" Indicates Required Information***
X	X	X			X					Building Plan
X	X	X	X	X	X	X	X	X	X	Boundaries and Area of Existing Lot
X	X	X	X	X	X	X	X	X	X	Existing and Proposed Buildings Within Lot
X		X	X	X	X			X	X	Existing and Proposed Buildings Within 200 Feet of Lot Boundaries
X	X	X			X	X	X		X	Setbacks From Lot Boundaries of Existing and Proposed Buildings
X		X	X	X						Proposed Vehicular Circulation and Parking
X		X	X	X						Proposed Pedestrian Circulation, Open Spaces, Parks and Playgrounds
X	X	X					X	X		Landscape Plan, Including Placement or Removal of Trees > 6" in Diameter
X		X	X						X	Proposed Grading and Existing Land Contours
X		X	X						X	Sanitary Sewage, Storm and Natural Drainage, Watercourses, Water Bodies

\*Demolition permit applications must include a Building Plan for the structure(s) or use to replace the structure to be demolished.

\*\*Signage permit applications must include a sketch or rendering of the proposed sign(s) and include information on dimensions, sign lighting, design, and placement.

\*\*\*Depending on the scope of your project, one or more of these requirements may either be waived or requested for by the DRB or ZAO. Please contact the ZAO for inquiries about your project.

**For Amendments, required information is determined on a case basis. Please contact the ZAO for more information.**

**Section A – Property and Ownership Information**

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

Current or Intended Use: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_

Business Name (If Applicable): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Section B – Project Contact Information**

**Applicant**

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor/Designer**

Contractor/Designer 1: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor/Designer**

Contractor/Designer 2: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Section C – Project Type(s) and Schedule

**Project Type**  
(Please check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>New Construction</b> | <input type="checkbox"/> <b>Demolition</b>    | <input type="checkbox"/> <b>Change of Color</b> |
| <input type="checkbox"/> <b>Alteration</b>       | <input type="checkbox"/> <b>Change of Use</b> | <input type="checkbox"/> <b>Tree Removal</b>    |
| <input type="checkbox"/> <b>Addition</b>         | <input type="checkbox"/> <b>Signage</b>       | <input type="checkbox"/> <b>Excavation</b>      |
| <input type="checkbox"/> <b>Subdivision</b>      | <input type="checkbox"/> <b>Fence or Wall</b> | <input type="checkbox"/> <b>Amendment/Other</b> |

**Projected Schedule**  
(Or provide a supplemental schedule document)

**Projected Start Date:**

**Projected Completion Date:**

### Section D – Estimated Project Valuation and Fee Calculation

Zoning Permit fees are determined based on the estimated total valuation of your project and depend on the type of application being filed. All applications, regardless of type, must include the base recording fee.

If your application covers multiple types, the fee will correspond to the type which projects the greatest fee amount.

Example: A Commercial project filing for new construction and a sign only includes the Commercial construction fee.

1. Site Work and Demolition		\$
2. Consulting and Design Work		\$
3. Building Construction		\$
4. Electrical		\$
5. Plumbing		\$
6. Heating and Air Conditioning		\$
7. Landscaping		\$
8. Other		\$
<b>Total Estimated Valuation</b>		<b>\$</b>

FEE TYPES	Recording Fee	\$
<b>Minor Permit, All Types</b>	\$35.00	\$
<b>Residential, New Construction</b>	\$100.00 + (Valuation x 0.002)	\$
<b>Residential, (All Other Types)</b>	\$35.00 + (Valuation x 0.002)	\$
<b>Commercial, All</b>	\$100.00 + (Valuation x 0.003)	\$
<b>Subdivisions</b>	\$100.00 + (Valuation x 0.005)	\$
<b>Change of Use</b>	\$100.00	\$
<b>Signs (Zones B-1, B-2, or PUD)</b>	\$35.00	\$
<b>Signs (All Other Zones)</b>	\$10.00	\$
<b>Fence or Wall</b>	\$10.00	\$
	<b>Total Fee</b>	<b>\$</b>

**Section E – Signature and Submittal**

I hereby certify that I have read and understand the Application Information and Instructions Section of this form. I hereby attest by my signature that I am the owner or representative agent of the owner of the subject property and that the information contained within this form is accurate and correct to the best of my knowledge.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*ZONING OFFICE USE ONLY\*\*\*  
Zoning Administrative Officer's Report**

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

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Parcel Identification: \_\_\_\_\_ Zone: \_\_\_\_\_ DRSB: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Owner:		Applicant:	
Phone:	Email:	Phone:	Email:

Action	Decision	Date
Withdrawal		
Minor Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	
DAC Recommendation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
DRB Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	
Issuance		
Appeal		

**Comments and Conditions**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Curan VanDerWielen, Administrative Officer

Town of Manchester, Clerk's Office  
 \_\_\_\_\_, 20\_\_\_\_ at  
 \_\_\_\_ o'clock \_\_\_\_\_ minutes \_\_\_\_ M  
 Book \_\_\_\_\_ Page \_\_\_\_\_ of