



Zoning Permit

Information and Instructions

Please fill out all sections completely. Attach the prescribed fee and supplemental documentation with your application. Applications or inquiries may be submitted to the Zoning Administrative Officer (ZAO) by email - zoning@villageofmanchester.com.

Applications submitted without the correct fee or supplemental documentation cannot be processed. Please refer to the schedule on the next page to determine what documents are necessary for your application. If you have any questions, please direct them to the ZAO.

If the proposed project has an estimated valuation of less than or equal to \$20,000.00, the permit may qualify as a Minor Permit. Minor permits may warrant an accelerated review process depending upon the scope of the proposed project. Any project exceeding this valuation cap must proceed with a review through the Development Review Board (DRB). Please note that depending on the nature of your project, additional municipal, state, and/or federal permitting may be necessary for your project, in addition to a zoning permit.

Completed applications reviewed in order of receipt must be approved or referred to an advisory committee within thirty (30) days. Completed applications for projects warranting review before the Design Advisory Committee (DAC) must be received at least one (1) week in advance of the Regular Meeting of the DAC, scheduled for the last Wednesday of each month at 10:00 am.

Completed applications recommended by the DAC will be referred thereafter to the Development Review Board (DRB). Regular Meetings of the Development Review Board are scheduled on the first Wednesday of each month at 10:00 am.

The applicant or an authorized representative of the property owner familiar with the scope of the project is encouraged to attend the DAC review as an informal opportunity to discuss design compliance and intent ahead of the DRB hearing. The applicant or a representative of the homeowner familiar with the scope of the project must attend the meeting of the DRB.

Within 3-days following an issued zoning permit, the Zoning Administrator shall post a copy of the permit in a public place in the Village for a period of 15-days and deliver a copy to the Town Board of Listers and a copy or memorandum of the permit to the Town Clerk, as provided in 24 V.S.A. § 4449. For any property for which a permit has been issued, a notice of permit shall also be posted within view from the public right-of-way most nearly adjacent to the subject property until the time for appeal (24 V.S.A. §§ 4465 and 4471) has passed.

You have the right to an appeal. A permit shall not take effect until the time for an appeal to the Development Review Board has passed. If an appeal is to the environmental court due to a decision of the Development Review Board, the permit shall not take effect until the environmental court rules in accordance with 10 V.S.A. § 8504 whether to issue a stay or until the expiration of 15-days, whichever comes first.

Unless otherwise designated by the Development Review Board, permits expire after 1-year. An applicant may apply for an extension with the Administrative Officer for an additional 1-year if done so prior to the initial 1-year expiration date. Unless extended, all permitted work must be completed before the expiration of the permit.

It shall be unlawful to use or occupy or permit the use or occupancy of any land or structure, or part thereof created, erected, changed, converted, wholly or partly altered, or enlarged in its use or structure after the effective date of the bylaws within the Village of Manchester until a Certificate of Occupancy and Use is issued by the ZAO stating that the proposed use of the structure or land conforms to the requirements of Zoning Bylaws.

Please note: a Residential or Commercial Energy Building Standards (R/CBES) Certificate is required to be filed with the ZAO before a Certificate of Use or Occupancy can be issued.



Reference Schedule for Site Development Plans by Type

New Construction	Alteration	Addition	Subdivision	Demolition ¹	Change of Use	Signage ²	Fence or Wall	Tree Removal	Excavation	X - 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

¹Demolition permit applications must include a building plan for the structure(s), current use for each structure(s), and proposed use of new structure(s).

²Sign permit applications must include a sketch or rendering of the proposed sign(s) that includes dimensions of the sign and the post, sign lighting, lettering, colors, font choice and overall height of the sign upon installation.

The DRB may waive one or more of these requirements or request additional information. Please contact the Zoning Administrative Officer (802) 362-1515 or zoning@villageofmanchester.com.



Project Type (check all that apply)

New Construction
Alteration
Addition
Subdivision

Demolition
Change of Use
Signage
Fence or Wall

Change of Color
Tree Removal
Excavation
Amendment/Other

Project Summary

Anticipated Start Date:

Property Address:

Commercial

Residential

Fee Calculation

Fees are based, in part, upon the estimated total valuation of the project. The base recording fee is required for ALL permits.

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 requires the Commercial construction fee only.

Site Work and Demolition	\$	
Consulting and Design Work	\$	
Building Construction	\$	
Electrical	\$	
Plumbing	\$	
Heating and Air Conditioning	\$	
Landscaping	\$	
Other	\$	
Total Estimated Valuation	\$	
Town of Manchester Land Records Recording Fee	\$	15.00
Minor Permit	\$ 35.00 + (Valuation x 0.002)	\$
Residential, New Construction	\$ 100.00 + (Valuation x 0.002)	\$
Residential, (all other types)	\$ 35.00 + (Valuation x 0.002)	\$
Commercial, All	\$ 100.00 + (Valuation x 0.003)	\$
Subdivision	\$ 100.00 + (Valuation x 0.005)	\$
Change of Use	\$ 100.00	\$
Signs	\$ 35.00	\$
Total Fee	\$	

Property and Owner Information

Owner Name(s): _____

Phone: _____ - _____ - _____ (cell) email: _____

Project Contact Information

Name: _____

Mailing Address: _____

Phone: _____ - _____ - _____ (cell) email: _____

Signature

I acknowledge that I have read and understand the Instructions and Reference Schedule. I hereby attest that I am the owner or representative agent of the owner of the subject property and that the information contained within this form is true and correct to the best of my knowledge.

Name of Owner or Representative: _____

Signature of Owner or Representative: _____ Date: _____

Administrative Use Only

Parcel Identification: _____ - _____ - _____ Acre(s): _____ Type: _____

Zone: _____ DRSB: _____ Setbacks: Front _____ Side _____ Rear _____

Date Received: _____ Date Completed: _____ Date Paid: _____

Action	Decision		Date
Withdrawn			
Minor Review	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
DAC Recommendation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
DRB Review	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Issued			
Appealed			

Conditions:

Curan VanDerWielen, Zoning Administrative Officer

Date: _____

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