



Zoning Permit

Information and Instructions

- Fill out all sections completely. Attach the prescribed fee (see Section D) and supplemental documentation with your application. Applications or inquiries may be submitted to the Zoning Administrative Officer (ZAO) by email - zoning@villageofmanchester.com.
- Failure to submit all required supporting documentation, applications submitted incomplete, or without the associated permitting fees will not be processed.
- If the proposed project has an estimated valuation of less than or equal to \$20,000.00, the permit may qualify as an Administrative Review Permit. Administrative Review Permits may warrant an accelerated review process depending upon the scope of the proposed project.
- Completed applications reviewed in order of receipt must be approved or referred to the 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 Design Advisory Committee scheduled for the last Wednesday of each month at 10:00 am.
- Completed applications referred to the DAC will be referred thereafter to the Development Review Board (DRB) with DAC recommendations. The Regular Meeting of the Development Review Board is the first Wednesday of each month at 10:00 am.
- The applicant or a representative of the homeowner familiar with the scope of the project is encouraged to attend the DAC review as an informal opportunity to garner potential design compliance concerns 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 Development Review Board.
- 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 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 2 years. An applicant may apply for an extension with the Administrative Officer for an additional 1-year if done so prior to the initial 2-year expiration date.
- 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 is issued by the Zoning Administrator stating that the proposed use of the structure or land conforms to the requirements of Zoning Bylaws.
- Boundary Line Adjustments: Submit a preliminary BLA Survey Plat with the application. The application is considered an Administrative Review permit and, pending DRB comments, the application becomes an interim approval. Final approval will be granted based on the final BLA Survey Plat.
- The Residential or Commercial Energy Building Standards (R/CBES) Certificate is required before a Certificate of Occupancy can be issued by the ZA.
- NOTE: Additional State or local permits may be required. Please contact State Permit Specialist:

Chris Tomberg chris.tomberg@vermont.gov 802-282-2557 or Fredric Larsen Fredric.larsen@vermont.gov 802-261-5429.



Reference Schedule for Site Development Plans by Type

										X= Required Information	
New Construction	Alteration	Addition	Subdivision	Demolition ¹	Change of Use	Signage ²	Fence or Wall	Tree Removal	Excavation	Boundary Line Adjustment	
	X	X		X							Building Plan
X	X	X	X	X	X	X	X	X	X	X	Boundaries and Area of Existing and Proposed 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 the following:

- a sketch or rendering of the proposed sign(s)
- dimensions of the sign and the post
- night sky compliant sign lighting
- font choice and
- overall height of the sign upon installation.

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



Permit Number: 26 - _____

Parcel Number: _____ - _____ - _____

ZONING PERMIT APPLICATION

Project Type: (check all that apply)

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

Project Summary: _____

Projected 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 Fees	\$
Building Construction	\$
Electrical	\$
Plumbing	\$
Heating and Air Conditioning	\$
Landscaping	\$
Other	\$
Total Estimated Valuation	\$
Town of Manchester Land Records Recording Fee	\$15.00
Administrative Review Permit	\$ 35.00
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): _____

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

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

Action	Decision				Date
Withdrawn					
Administrative 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

Terry Findeisen, Zoning Administrative Officer

Date: _____