

**TOWN OF FLETCHER, VT
Zoning Permit Application**

Zoning District: _____ Tax Map Number: _____ Permit Number: _____

Landowner(s) – as recorded in Grand List

Name: _____ Phone: _____
Address: _____

Applicant(s) – (if different from Landowners)

Name: _____ Phone: _____
Address: _____

Location of Property: _____ Acreage: _____

Current Land Use:

Residential _____ Agricultural _____ Commercial _____ Home Occupation _____

Request Permit For (please specify): New Structure _____ Additions, Remodeling, etc. _____

Estimated Cost: _____ Describe: _____

VT Wastewater & Potable Water Supply Permit # _____

Potential Bedrooms allowed _____ Existing Bedrooms _____

Access Permit Needed: Yes _____ No, existing _____

DIMENSIONS: Complete site plan on back of this form.

STRUCTURE: Height _____; Square Footage 1st Floor _____; 2nd Floor _____; Basement/Attic _____;
Garage _____; Porches, Decks _____; TOTAL SQUARE FOOTAGE _____

SETBACKS: Front _____, Side _____, Rear _____ (No construction zones), OR _____ Follow building envelope depicted on approved subdivision plat. (All development shall occur within this area.)

These signatures attest that all the information provided with the application is accurate and it is understood that it is unlawful to occupy or use the space applied for until a Certificate of Occupancy is issued.

Signature of Applicant Date Signed Signature of Landowner Date Signed

Note: This Zoning Permit **EXPIRES** two years after the date of approval.

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Administrative Decision

Date Completed Application Received: _____ Application Fee Paid: _____ Book: _____ Page: _____

Zoning Administrator: _____ Date Signed: _____

This decision may be appealed by any legally interested party up to and including effective date.

Approved Date: _____ Effective Date: _____

Town of Fletcher
33 Shaw Rd.
Cambridge, VT 05444
Tel: (802) 849-6616
Fax: (802) 849-2500
Email: town@fletchervt.net

Requirements for Zoning Permits

NEW HOME:

- **Zoning Permit Application & Fees**
- **Site Plan** – showing property boundaries, building footprint, North Arrow, driveways, right-of-ways, easements, parking spaces.
- **Floor Plans** – of proposed home
- **Access Permit** – Must be approved by the Select board for a curb cut onto a Town road. Must be approved by the State for a curb cut onto Route 108.
- **Septic System** – State approval must be recorded in the Land Records; a plan must be submitted with the Zoning Permit application. Indicate the location of the septic tank, drain field, and the well location.
- **Certificate of Occupancy** – Required before occupied or used in whole or in part.

ADDITIONS, OTHER STRUCTURES, EXCAVATION/LANDFILL, CHANGE OF USE:

- **Zoning Permit Application & Fees**
- **Floor Plans** – of existing and proposed structure(s)
- **Site Plan** – showing setbacks from road right-of-way, side and rear property lines, driveway, well and septic area, if applicable.
- **Certificate of Occupancy** – Required before occupied or used in whole or in part.

HOME OCCUPATION:

- **Zoning Permit Application & Fees**
- On a separate sheet, explain the nature of your proposed business in as much detail as possible. See Section 4.6(A) in the Fletcher Zoning Bylaws.

STATE PERMITS: It is the obligation of the Applicant or Permittee to identify, apply for, and obtain required state permits for this project prior to any construction. The VT Agency of Natural Resources provides assistance. Please contact the regional Permit Specialist at (802) 879-5676 (111 West St., Essex Jct., VT 05452) for more information.

Please note – New State Law

Beginning July 1, 2013, a completed and signed Energy Code Certificate MUST be RECORDED with the Fletcher Town Clerk before a Certificate of Occupancy can be issued by the Fletcher Zoning Administrator.

Vermont's Building Energy Codes – the Vermont Residential Building Energy Standards (VT-RBES) and Vermont Commercial Building Energy Standards (VT-CBES) – are minimum standards of energy efficiency that apply to any new residential construction, renovations, alterations, and repairs to the exterior building.

The Energy Code Assistance Center provides toll-free assistance at 1-855-887-0673. Requirements for residential (RBES) and commercial (CBES) are noted on the Public Service Department website:
http://publicservice.vermont.gov/topics/energy_efficiency/rbes
http://publicservice.vermont.gov/topics/energy_efficiency/cbes

FEE SCHEDULE FOR PERMITS

Adopted March 19, 2018

(Recording fees determined by State of Vermont, increased July 1, 2019)

Permit Type	Fee	Square Footage Fee	Recording Fee
Building – New Home	\$200.00	\$0.10/sq. ft	\$30.00 (includes fee for CO)
Accessory Structure	\$50.00	\$0.10/sq. ft	\$30.00 (includes fee for CO)
Boundary Line Adjustment	\$150.00		\$15.00
Appeals	\$150.00		\$15.00
Access Approval (Public Hearing)	\$150.00		\$15.00
DRB – Variance	\$150.00		\$15.00
DRB – Conditional Use	\$150.00		\$15.00
Certificate of Compliance	\$25.00		N/A

Subdivision Site Plan Review

Number of Lots	Fee	Recording Fee
2 Lots	\$200.00	\$15.00
3 Lots	\$300.00	\$15.00
4-5 Lots	\$1,000.00	\$15.00
6-10 Lots	\$1,500.00	\$15.00
Over 10 Lots	\$3,000.00	\$15.00

All fees need to be paid in advance, cash or check payable to “Town of Fletcher”