

## **ZONING PERMIT CHECKLIST**

**Landgrove Zoning Permit:** A completed zoning permit application is required for: •any new structure over 144 square feet •when adding to or moving an existing structure •adding a bedroom •creating a new boundary (subdivision) or •moving an existing boundary (Boundary Line Adjustment).

**Signatures:** Zoning permit applications need to be signed by the applicant (usually the builder) **and** the landowner. Agents for partnerships, LLCs etc. may also sign for the Landowner.

**Plans:** Some sort of site plan that shows the property boundaries is required for all new structures and additions. If you have professionally prepared plans submit 8.5"x11" copies with your application. If you don't, ask the Zoning Administrator for a satellite photo of your land and instructions on how to make a site plan sketch.

**Dimensional Requirements:** Landgrove has a number of different zoning districts with different boundary setbacks. If your project is close to a boundary line, ask the Zoning administrator for help figuring out the setbacks for your district.

**Wetlands, streams, flood zones:** If your project is near to any wetlands, streams, or flood zones, ask the Zoning Administrator for help.

**Landgrove Access Permit:** A permit from the Landgrove Selectboard is required to add or to modify a driveway on a town road.

**V-Trans Access Permit:** A permit from the Vermont Department of Transportation is required to add or to modify a driveway on Rt. 11.

**State Permits:** A permit from the Vt. Agency of Natural Resources is needed for projects that add bedrooms or move boundary lines. Commercial projects may require additional state permits

**Hearings:** Some residential and most commercial projects require extra paperwork and a hearing before the PC/ZBA. It generally takes a month to arrange a hearing, and they are normally held on the first Wednesday of the month at 5:30.

**Permit Notice Signs:** If a permit is issued, there will be an appeal period before you can start construction. During this time a permit notice poster must be displayed at the property. If the applicant and the landowner are not local, they can request that the Zoning Administrator hang this poster. For projects requiring a hearing there will be a hearing notice poster which must be displayed at the property

**Surveys:** Surveys are required for boundary line changes or subdivisions. Once a subdivision or boundary line adjustment is approved the applicant has 90 days to submit a copy of the survey on mylar film or else the subdivision/ boundary line change will not be complete.

**Fees :** see page 3 for a schedule of fees

**Current Use:** If you want to develop land that is in the use value appraisal program (aka current use) you may be subject to a financial penalty under Vermont law at 32 V.S.A. § Section 3757(a)

**TOWN OF LANDGROVE VT. - UNIVERSAL ZONING APPLICATION**  
88 Landgrove Rd, Landgrove Vt 05148, zoning@landgrovevermont.gov

<b>-office use only-</b>		
Received ____/____/____	By _____	Fee _____ Check # _____
Application Number _____	Parcel I.D. _____	Zoning District _____
Setbacks: F _____ S _____ R _____	Acreage _____	Road Frontage _____
Floodzone/Wetland _____		
_____		
ZA _____ / ____/ ____	APPROVED	DENIED

**Location of Project** \_\_\_\_\_

**Describe Project/Appeal** \_\_\_\_\_

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

**Name and Contact Information of Applicant** (Permit will be mailed to this address)

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

**Name and Contact Information for Landowners**     Same as applicant

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

Existing WW Permit       WW Permit Pending # \_\_\_\_\_       WW Permit Attached       N.A.

Existing Road Access     New Road Access Permit pending     New Road Access Permit Attached

**Dimensions of Building/Addition:** L \_\_\_\_\_ W \_\_\_\_\_ Height \_\_\_\_\_

**Setbacks:** Center of Rd \_\_\_\_\_ Rear boundary \_\_\_\_\_ Side Boundary (whichever is least) \_\_\_\_\_

**Setback From Wetlands, Streams, Floodzones:** \_\_\_\_\_

***Applications must include a site plan sketch which shows the above dimensions***

I certify that the information provided above, and any enclosed drawings are correct to the best of my knowledge:

**Applicant** \_\_\_\_\_ / \_\_\_\_/ \_\_\_\_    **Landowner** \_\_\_\_\_ / \_\_\_\_/ \_\_\_\_    The  
property owner's signature is required, either on this document, or a letter authorizing the applicant to act as their agent

Town of Landgrove, Vermont  
**ZONING PERMIT APPLICATION FEE SCHEDULE**  
 Adopted by the Selectboard 4/25/24

The following fees are required and must accompany each permit application. Checks must be made out to the Town of Landgrove. All fees are non-refundable

<b><u>1-2 Family Homes outside of the UFSO, not involving Steep Terrain</u></b>	
• New Single Family or Two-Family Dwellings, including any accessory buildings.....	\$100
• Accessory Structures and Additions.....	\$65
• Permit Amendment/Permit Extension.....	\$25
<b><u>1-2 Family Homes in the UFSO, or involving Steep Terrain, Variance or Waiver</u></b>	
• New Single Family or Two-Family Dwellings, including any accessory buildings.....	\$175
• Accessory Structures and Additions.....	\$135
• Permit Amendment/ Permit Extension.....	\$25
<b><u>Non-Residential Uses and Multifamily Homes</u></b>	
New Structures/ New Uses/ Change of use including Variances and Waivers.....	\$250+.10/s.f.
Accessory Buildings / Additions Including Variances or Waivers.....	\$250+.05/s.f.
Minor Permit Amendments/ Permit Extension.....	\$40
<b><u>Subdivisions and PUDs</u></b>	
Two Lot Subdivisions (plus \$25 due when survey is recorded).....	\$100
Three or More Lot Subdivisions and PUDs (plus \$25 due when the survey is recorded).....	\$250
<b>Plus</b> per Subdivision Lot/Per PUD Dwelling Fee.....	\$100
<b><u>Misc.</u></b>	
Appeal of Zoning Administrative Officer Decision.....	\$175
Motion to Reconsider.....	\$175
Zoning Compliance Letter.....	\$25
Record a Mylar Survey.....	\$25
Access Permit.....	\$25
Record RBES, or Septic Permit .....	\$15/ page
Boundary Line Adjustment (plus \$25 due when survey is recorded).....	\$75