

MEMORANDUM

To: Permit Applicants

From: **ZONING ADMINISTRATOR, KEVIN DOUGHERTY**
279 MIDDLE ROAD
PO BOX 30
CLARENDON VT 05759
Cell: 802-683-9984
clarendon.zoning@comcast.net

BUILDING, LAND USE PERMIT APPLICATION

The Memorandum is a one-page document to be recorded in the Land Records and requires a fifteen (\$15.00) dollar fee to be paid to the Town of Clarendon.

Please add the fifteen dollars (\$15.00) to the permit fee. Checks should be made out to 'Town of Clarendon'.

All portions of this application **MUST** be completed legibly, including a **plot (site) plan** showing setbacks to each property line.

A Summary of Clarendon's Permit Process

Introduction:

Generally, a Town Permit is required whenever real property is used to construct a new structure (including signs, sheds, deck, etc.), alter or expand the site or use of an existing structure or for commercial use purposes,

Other local permits may be necessary that are not addressed through the Zoning Administrator. Some common examples would include a driveway access permit, moving a mobile home or a public event with alcohol being catered. These can all be accessed through the Town Clerk's office.

Please check with the town before you start a project to determine what local permits may be involved. A town permit does not release you from obtaining any other municipal, state or federal approvals that may be needed.

Review of application:

The **Zoning Administrator (ZA)** is the first person to contact. The ZA provides advice on the rules, assists with the application forms and plot plans and outlines the process. Feel free to contact me at any time before or during the process. The ZA is generally limited to residential, access structure projects.

The **Planning Commission (PC)** addresses commercial site plans. The PC meets the first and third Monday of each month at the Town Hall.

The **Board of Zoning Adjustment (BZA)** hears appeals of a zoning administrator decision, conditional use & variance issues, applications that include flood plains and nonconforming structures or uses. The BZA schedules meetings or public hearings when there is an application to consider.

There may also be a State or Federal review required. Typical examples include:

- When a project is within a FEMA mapped flood plain (Special Flood Hazard Area); a River Management Specialist from the Agency of Natural Resources is consulted.
- Demolition of a structure requires a VT Department of Health certificate to document that the structure is clean of asbestos or other hazardous materials.
- VT Waster water and potable water permit for new septic systems and some subdivisions.
- Well water permit
- New driveway permits (road cuts) that are on VT State highways. They are regulated by VTRANS. Local building permits may not be issued until a VTRANS permit # is approved.

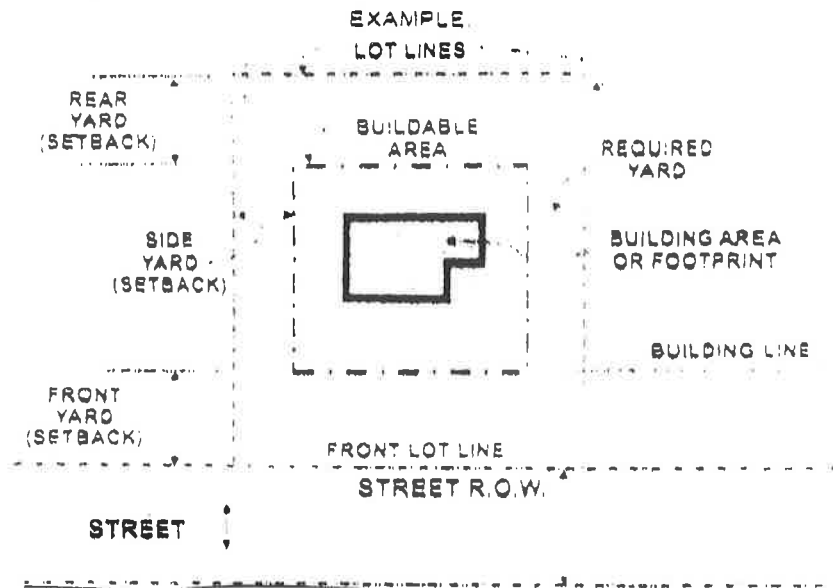
Town Permit approval does not release the property owner from obtaining all other VT and/or federal permits that may be required for your project.

Submit the completed application and fee to the Town Clerk. By statute, the ZA has up to 30 days to review a completed application although it is usually a much shorter time frame.

Setbacks

The most common questions homeowners have involved required setbacks. Setbacks are the distance from the property line to any structure and are measured from the closest point to the line. Because these are minimum distances, it is critical that you locate your property lines accurately and measure carefully. Front setbacks are measured from the edge of the right of way, for town roads that is typically 24'6" from the center line of the road. State right of ways may be larger, contact VTRANS if you live on a state highway.

Note: a site plan is a required part of every application including front, rear and side setbacks.



District	Minimum Lot size	Minimum Setback			Minimum Lot Depth	Minimum Lot Frontage	Max Building Coverage	Max Building Height**
		Front*	Rear	Side				
ARR	40,000 sq ft	40 ft.	30 ft.	20 ft.	150 ft.	125 ft.	20%	3 stories or 35 ft.
RC	40,000 sq ft	40 ft.	30 ft.	20 ft.	150 ft.	125 ft.	35%	3 stories or 35 ft.
CI	40,000 sq ft	40 ft.	30 ft.	20 ft.	150 ft.	125 ft.	50%	3 stories or 35 ft.
CON	40,000 sq ft	40 ft.	30 ft.	20 ft.	150 ft.	125 ft.	20%	3 stories or 35 ft.

Rights-Of-Way are assumed to be 49.5 feet minimum.

*Front setbacks are measured from edge of road right of way.

**Max building height greater than 35 but less than 50 feet subject to conditional use.

See Land Use District Map:

ARR - Agricultural + Rural Residential District

RC - Residential & Commercial District

CI - Commercial & Industrial District

CON - Conservation District

CLARENDON, VERMONT

Land Use District Map

Legend

- ~ US Highway
- ~ State Highway
- ~ Class 2 Town Road
- ~ Class 3 Town Road
- ~ Class 4 Town Road
- ~ State Forest Road
- ~ Private Road
- Other Road

- Surface Water
- Agricultural + Rural Residential District
- Residential + Commercial District
- Commercial + Industrial District
- Conservation District

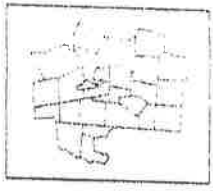
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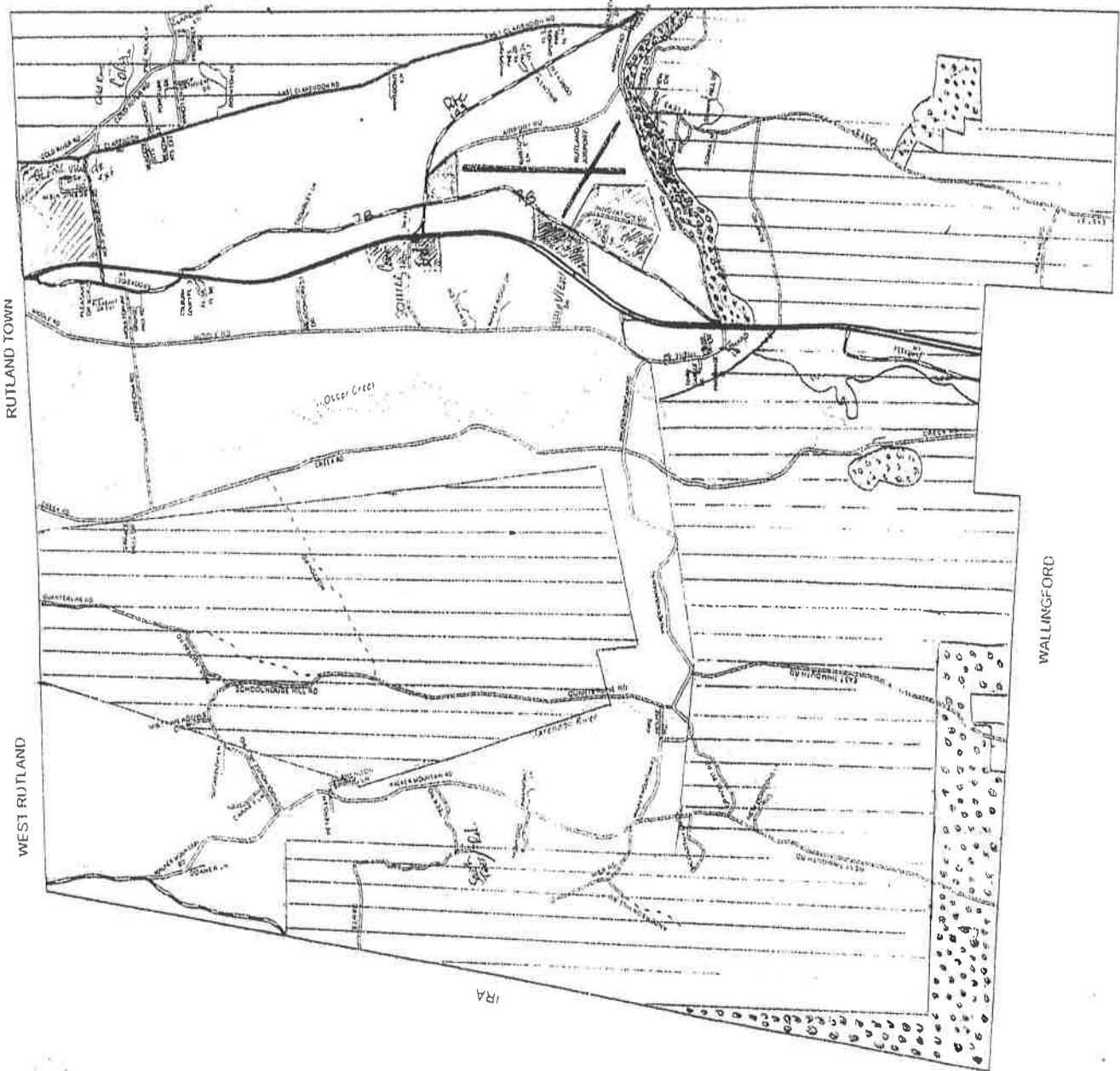
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LOCATION MAP



SHREWSBURY



RUTLAND TOWN

WEST RUTLAND

WALLINGFORD

IRA

Permit Fees: Fees are based on areas of new construction and include square footage of all floor space in new structures excluding unfinished basements not used for living space.

Recording fees \$15.00
Survey Mylars \$25.00

Residential New Construction \$50.00 plus \$.02/sq. ft.
*Structures used as living quarters or accessory structures including shipping-type containers, garages, decks, sheds and porches.

Commercial/Industrial/Business \$50.00 plus \$.02/sq. ft.

Home Occupation/Change of use \$50.00
*Home occupation includes one sign.

Sign \$10.00
*Not included with above.

Appeals \$50.00
*Appeals of Zoning Administrator decisions, conditional use review, commercial applications, site reviews, flood hazard or variance issues to the Board of Zoning Adjustment.

Instructions for a complete application

- This application **WILL NOT BE ACCEPTED** unless all portions are completed and the fee is included to the Town of Clarendon. Applications must be legible and complete. Upon acceptance of a completed application by the Zoning Administrator, the fee is not refundable.
- **FAILURE TO APPLY FOR A PERMIT PRIOR TO COMMENCING PROJECT SHALL RESULT IN THE DOUBLING OF THE FEE.**
- A general plot plan showing the location and dimensions of the property must be included with this application. The plan should show current and proposed structures and location of property lines, town roads, and setbacks of current and proposed structures.
- Separate permits must be obtained from the State of Vermont for waste water and potable water and from the Town Clerk for driveway construction unless determined "Not Applicable" (N/A) by the Zoning Administrator.
- Permit applications may be submitted to the Town Clerk or mailed to PO Box 30, Clarendon, VT 05759
- An appeal of any decision by the Zoning Administrator may be filed with the Clarendon Zoning Board of Adjustment. The application is available from the Town Clerk.
- Permits are valid after a 15-day appeal period.
- Permits are void two years from date of issue unless substantially commenced.
- All construction must comply with FFA Rule 14 CFR 77.13 Safe, Efficient use, and preservation of the navigable airspace.
- All construction must conform to VT Residential Building Energy Standard

**TOWN OF CLARENDON
BUILDING PERMIT APPLICATION**

Kevin H. Dougherty, Zoning Administrator
279 Middle Road, PO Box 30, Clarendon VT 05759

clarendon.zoning@comcast.net

Cell: 802-683-9984

Date received by ZA: _____ Application number: _____

Name of applicant(s): _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Mailing address (if different): _____

Phone number: _____ E-mail: _____

Property owner (if different): _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone number: _____ E-mail: _____

Property Description:

Property 911 address: _____ Acreage: _____

Proposed Use: _____

For New Construction Only:

Structure Width: _____ Depth: _____ Height: _____ Stories: _____

Setbacks - Front: _____ Rear: _____ R Side: _____ L Side: _____

If Required:

VT Wastewater Permit: _____ Subdivision Permit: _____ Driveway Permit: _____

Proposed completion date (Permits are valid for TWO years): _____

Fee (must be included with application): \$ _____

I certify that the above information is true, accurate and complete. I understand that I must abide by all state and local laws and ordinances and I am responsible for obtaining any state required permits. I will complete the proposed development in substantial compliance with this application.

Signature of applicant
(or owner if different): _____ Date: _____

For Town Use

Deed Reference: _____ Grand List Parcel ID: _____ Zoning District: _____

Returned for completed application: _____ Site visit date: _____

Approved _____ Denied _____ Date _____ Appealed Date _____

Referred to Board of Zoning Adjustment Date: _____

Reason for Referral: _____

Zoning Administrator: _____ Date: _____

Hearing Date: _____ Warned (Paper and date): _____

Abutters notified _____

Hearing Decision: _____

Appeal to VT Environmental Court: _____ Final Status: _____