

**TOWN OF CLARENDON VERMONT  
APPLICATION TO BOARD OF ADJUSTMENT**

(Submit in triplicate)

Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
(Owner, lessee, agent)

Address \_\_\_\_\_

Landowner (If other than above) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Legal Description of Property: Book \_\_\_\_\_ Page \_\_\_\_\_ Lot Size \_\_\_\_\_

Location of Property \_\_\_\_\_

- Type of Application: ( ) Appeal from decision of Administrative Officer  
( ) Application for a Conditional Use Permit  
( ) Application for a Variance. (Must meet the conditions of 24 V.S.A. §4468 before approval may be granted)  
( ) Application for a change of a nonconforming use or nonconforming structure

Provision of Zoning Regulation in question: \_\_\_\_\_

Reason for appeal: \_\_\_\_\_

Previous use: \_\_\_\_\_

Proposed use: \_\_\_\_\_

The owner or applicant should submit with this application any information and data required to advise the Board fully with reference to the application or appeal, such as plans, elevations, landscaping diagrams, a neighborhood land use map.

**A fee of \$50.00 made payable to [redacted] Town of Clarendon must be submitted with this application.**

Dated \_\_\_\_\_ Signature of Appellant \_\_\_\_\_

**FOR USE BY BOARD OF ADJUSTMENT**

ZBA Application No. \_\_\_\_\_ Fee paid \_\_\_\_\_ Date \_\_\_\_\_

Notice of Hearing \_\_\_\_\_ Date of Hearing \_\_\_\_\_

Notices mailed to : \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ on the basis of the following determinations or conditions:  
\_\_\_\_\_  
\_\_\_\_\_

Date of Decision \_\_\_\_\_

Board of Adjustment

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**INSTRUCTIONS FOR APPLICANT**

1. Within 15 days of the date of a decision or act of the administrative officer, the applicant must file with the secretary of the board of adjustment a copy of the notice of appeal and a copy of the decision or act on which the appeal is based.
2. Conditional use permit applications and applications for a variance or to make changes to a nonconforming use or structure may be made directly to the board at any time.
3. All appeals and applications must be filed in triplicate with the secretary of the board on the form provided, together with payment of the required fee.
4. Submit with this application dimensioned site plans, elevations, landscaping diagrams, traffic circulation and parking diagrams, neighborhood land use maps and any additional information or data to advise the board fully with reference to the application or appeal.
5. Specify as precisely as possible the reasons for the application or appeals request.
6. Contact the administrative officer for additional information about procedures for filing an appeal.

**FACTS FOR OBTAINING A VARIANCE**

*(24 VSA Section 4468)*

1. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the zoning regulation in the neighborhood or district in which the property is located;
2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning regulation and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;
3. That the unnecessary hardship has not been created by the appellant;
4. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, not be detrimental to the public welfare; and
5. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the zoning regulation and from the plan.