

# 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](mailto:clarendon.zoning@comcast.net)

## **BUILDING, LAND USE PERMIT APPLICATION AND FEES**

**Permit 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.

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.

**Memorandum of Municipal Action MMA** is a one-page document to be recorded in the Land Records which requires an additional fee.

Recording fee for MMA **\$15.00**

All permits must include a plot (site) plan showing all 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.

## BUILDING, LAND USE PERMIT APPLICATION AND FEES

Accepted forms of payment: cash, checks made out to 'Town of Clarendon'  
or Credit/debit card - with a 3 ½ % fee

### Permit Fees:

Residential New Construction	\$50.00 plus \$.02/sq. ft.
Commercial/Industrial/Business	\$50.00 plus \$.02/sq. ft.
Recording fee for MMA	\$15.00
Survey Mylars	\$25.00
Home Occupation/Change of Use	\$50.00
Sign	\$10.00
Appeals*	\$50.00

\*Appeals of Zoning Administrators decisions, conditional use review, commercial applications, site reviews, flood hazards or variance issues to the Board of Zoning Adjustment.

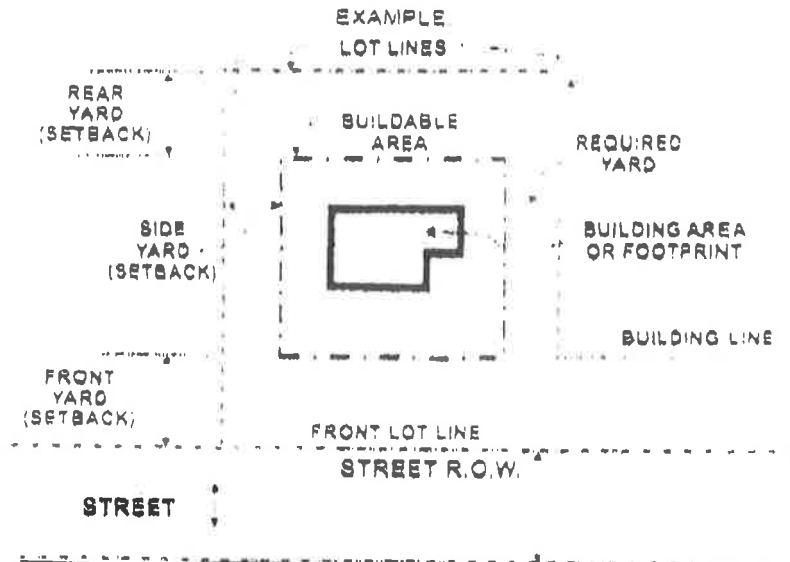
### Instructions for a complete application:

- **FAILURE TO APPLY FOR A PERMIT PRIOR TO COMMENCING PROJECT SHALL RESULT IN THE DOUBLING OF THE FEE.**
- This application **WILL NOT BE ACCEPTED** unless the form is 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.
- Separate permits must be obtained from the State of Vermont for waste water and potable water and a driveway access permit from the Town of Clarendon unless determined "not applicable" (N/A) by the Zoning Administrator.
- Permits are valid after a 15-day appeal period.
- Permits are void two years from date of issue unless substantially commenced.

## 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

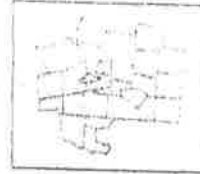
Residential + Commercial District

Commercial + Industrial District

Conservation District



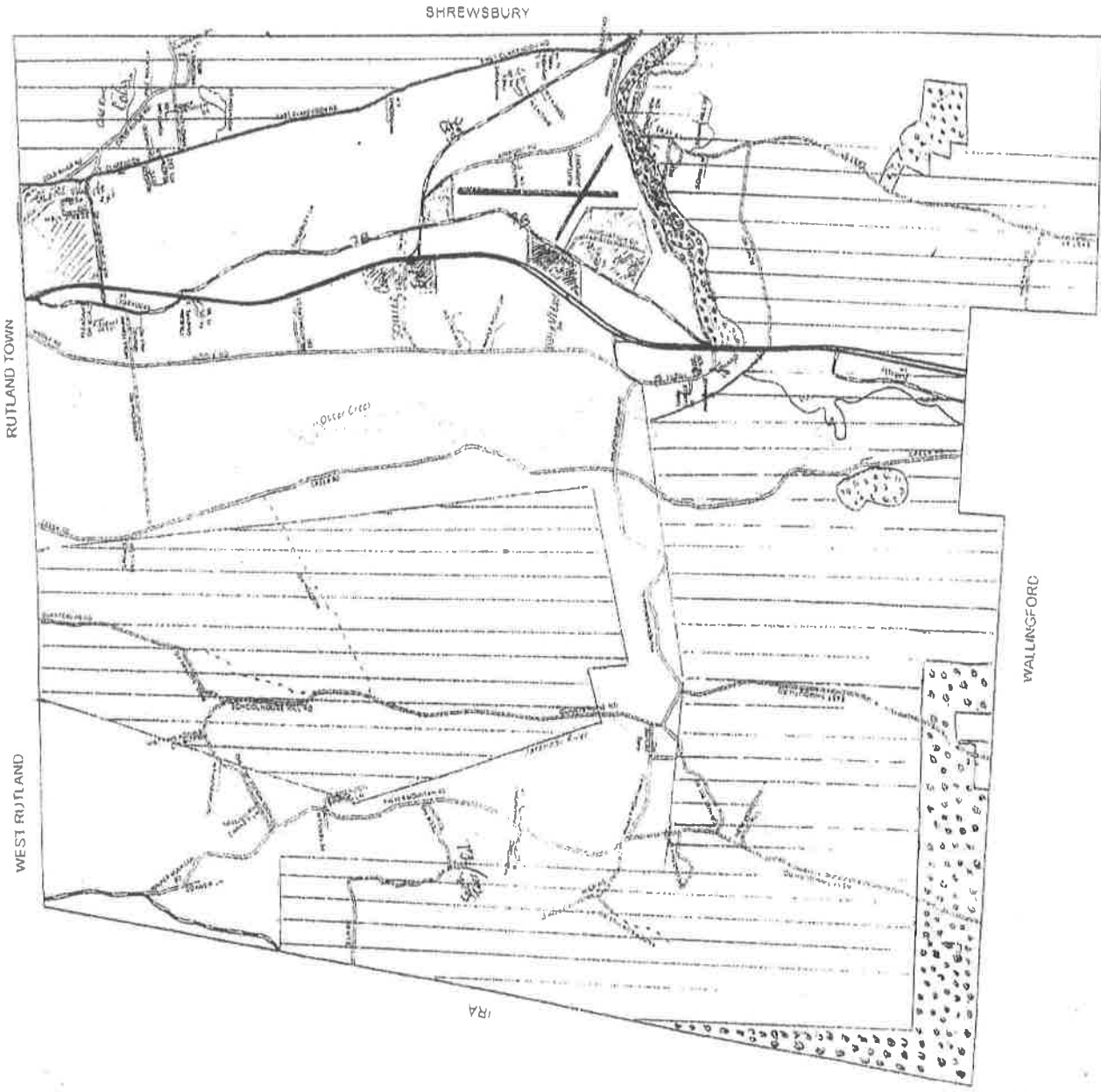
LOCATION MAP



Copyright Rutland Regional Planning Commission  
This map (D 988/C04, Security Map/Clarendon road)  
was produced on 6/20/2005



Produced by: Rutland Regional Planning Commission



**TOWN OF CLARENDON**  
**BUILDING PERMIT APPLICATION**  
Kevin H. Dougherty, Zoning Administrator  
279 Middle Road, PO Box 30, Clarendon VT 05759  
[clarendon.zoning@comcast.net](mailto: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: \_\_\_\_\_