

**TOWN OF NEWFANE, VERMONT  
APPLICATION FOR ZONING PERMIT**



(Please use ink)

APPLICANT.....TELEPHONE (            ).....

MAIL ADDRESS.....

PROPERTY OWNER.....TELEPHONE (            ).....

MAIL ADDRESS.....

LOCATION #..... ROAD.....TAX LOT #.....# ACRES.....

**1. DIVISION OF PROPERTY:**

NUMBER OF **NEW** LOTS CREATED.....TOTAL # OF LOTS.....

PLEASE SUPPLY SURVEY OF PROPERTY OR PLAT PLAN, **TO SCALE**, SHOWING EXISTING AND PROPOSED PROPERTY LINES, ACREAGE, LEGAL RIGHTS-OF-WAY AND ANY OTHER PERTINENT INFORMATION

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**2. NEW CONSTRUCTION AND/OR NEW ADDITIONS:**

TYPE AND USE OF STRUCTURE.....

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SIZE OF STRUCTURE: FRONT.....SIDE.....SIDE.....REAR..... HEIGHT.....

FLOOR AREA- BSMT (FINISHED).....1<sup>ST</sup> FL.....2<sup>ND</sup> FL..... 3<sup>RD</sup> ..... TOTAL .....

STRUCTURE SET BACK FROM CENTER OF LEGAL RIGHT-OF-WAY.....

FROM ADJOINING PROPERTY LINES: SIDE ..... SIDE ..... REAR .....

EST. DATE WORK TO COMMENCE .....EST. DATE OF COMPLETION .....

(PLEASE SUPPLY SURVEY OF PROPERTY OR PLAT PLAN, **TO SCALE**, SHOWING PROPERTY LINES, LEGAL RIGHTS-OF-WAY, PROPOSED STRUCTURE, ALL SET BACKS AND ANY OTHER PERTINENT INFORMATION)

**3. RESTORATIONS, RELACEMENT, RENOVATIONS AND SIGNAGE:**

TYPE AND USE OF STRUCTURE.....

.....

**WARNING:** State permits may be required for this project. Call 1-802-282-6488 to speak to the State Permit Specialist before beginning any construction.

**APPLICATION FOR ZONING PERMIT**

**PAGE 2**

HEALTH PERMIT NUMBER..... DATE .....

ACCESS PERMIT NUMER ..... DATE.....

STATE AND OTHER PERMITS..... DATE .....

I HEREBY CERTIFY THAT ANY AND ALL STATEMENTS CONTAINED HEREIN ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT, AND I WILL COMPLY WITH ALL THE REQUIREMENTS OF THE TOWN OF NEWFANE ZONING BY-LAWS.

PRINT NAME OF APPLICANT..... DATE .....

SIGNATURE OF APPLICANT ..... DATE .....

PRINT NAME OF OWNER ..... DATE .....

SIGNATURE OF OWNER ..... DATE .....

(Do not write in the spaces below)

APPLICATION NO..... DATE RECEIVED ..... FEE: APPLICATION .....  
RECORDING .....

..... APPLICATION APPROVED

..... APPLICATION DENIED for the following reasons:

Section ..... Article ..... Paragraph ..... Sub-Paragraph .....  
Of the TOWN of NEWFANE ZONING BY-LAWS

EXPLANATION:

.....  
.....  
.....  
.....  
.....

Applicant may appeal a rejection of this application to the DEVELOPMENT REVIEW BOARD (DRB) within FIFTEEN (15) DAYS of the denial date. Referred to Development Review Board (DRB) .....

Date..... Zoning Administrator.....

# Instructions for completing Zoning Permit Application

Fill out application as completely as possible:

Name, address, zip code and telephone number of **applicant**.

Name, address, zip code and telephone number of **Property Owner**.

Property location, tax lot number and lot size.

**I Division of Property**

A **Total** number of new lots created

B **Total** number of lots after division

C Supply a drawing (freehand or professional) to scale showing existing and **proposed lot, side, rear and front lines, right-of-ways, and any other information of interest**

**2. New Construction and/or New additions**

A. Indicate type and use of structure, size, floor area, square foot total and height

B. Front setback distance (minimum 65 ft. from center line of legal access).

C. Side setback distance (minimum 25 ft. from either property line.

D. Rear setback distance (minimum 25 ft from either property line.

E. Structure distance from stream/river (minimum 75 ft. from high water mark).

F. Structure must be erected on land with a slope of 25% or less.

G. Estimate date work is to commence and estimated completion date.

H. Supply a drawing (freehand or professional) to scale showing proposed structure, all setbacks, compass Points and other information of interest.

**3. Restoration, Replacements, Renovations and signage**

A. Indicate type and use of structure. See note on application section

Signatures of applicant and/or property owner- In lieu of signature, applicant may submit written permission by property owner for representation on permit application.

**WARNING: State permits may be required for this project.**

**Call 1-802-279-4747 to speak to the State Permit Specialist before beginning any construction.**

## Application Fees

### A. Land Division

For each newly created lot      One hundred dollars    (\$100.00)

### B. Dwellings

1. New Construction, additions, relocations of existing dwelling: twenty five cents (\$.25) per gross square foot ( exterior dimension)
2. Accessory structures (ie, Barn, shed and stand alone garage): fifteen cents (\$.15) per gross square foot (exterior dimension)

### C. Commercial

New construction, additions, relocations of existing structure: twenty five cents (\$.25) per gross square foot (exterior dimension) Also see "E" below.

### D. Other structures

Bridges, fences, signs    : fifteen dollars (\$15.00)

### E. Application to Development Review Board

For site plan review, conditional use permits and appeal of Zoning Administrator's action, interpretation of Zoning By-Law: One hundred dollars (\$100.00)

### F. Late Fee

For work done without a permit: double the normal application fee.

### G. Minimum Application fee.

Minimum application fee for a Zoning Permit. Fifteen Dollars (\$15.00)

### H. Recording Fee

Add a state Recording Fee of fifteen dollars (\$15.00)

Notes: 1. Vermont Statute, generally referred to as the "Bianchi Law" requires listing of all municipal permits in the land records of the town. Thus a fifteen dollar (\$15.00) recording fee must be included with the application fee for a zoning permit in addition to the appropriate application fee. This may be on one check made out to the Town of Newfane.

2. Vermont statute (24.VSA 4448d and Section 207.1) of the Newfane Zoning By-Laws require that the Zoning Administrator has 30 days to act on a complete application after receipt. Please plan projects with this time frame in mind. Note also that no permitted development may be undertaken until the appeal period (15 days following the issuance of a zoning permit) has passed.

3. Applications can not be processed if it is not completely filled out, Plot plan is missing, incorrect or incomplete and/or the appropriate fee is missing

Mail completed application to: Zoning Administrator, Town of Newfane, P.O. Box 36,  
Newfane, Vt 05345 or drop off at the Town Office at 555 Vermont Route 30 in Newfane

Effective July 1, 2021