

Zoning Permit Application
Town of Windham, Vermont
Revised: January 1, 2021

The purpose of a **Zoning Permit** is to assure the residents of Windham that any and all structures prescribe to the Zoning Regulations of the town. It also advises the Listers of Windham of any work being undertaken so they may review. This allows for listed values to be consistent with the States directives and laws concerning appraisals for the purpose of fair and equitable property Taxes.

Permits and fee are required:

Accessory Building/s

Additions

Decks and Porches

Housing Structures

Manufactured Homes

Mobile Homes

Ponds

Subdivision of land

Permit Required with NO fee:

Camper /Trailer Coach

Fences

Modifications

Restoration

Storage Trailer

Walls

No Permit Required, NO Fee:

Repairs

*Please refer to **Windham Zoning Regulations** for specifics and descriptions related to the list below.*

*A complete copy of **Windham's Zoning Regulations** can be found on the town website www.townofwindhamvt.com. Printed copies are available in the Town Office.*

Any questions please call the Zoning Administrator at the Windham Town Office. 802-874-4211

Steps for New Construction OR Alterations ~ Additions to Existing Buildings

- Determine what zoning district your parcel is in (Recreational/Commercial; Hamlet; Forest; Rural Residential; Historic; Resource Protection Area; High Elevation Protection Area) and if there are any restrictions or prohibitions on building there. (See Sections 201.1-201.7 of Zoning Regulations for details*)
- Obtain a zoning permit from the Zoning Administrator unless exempt under Sec. 301B.
- Determine if you need to submit a site plan (See Sec. 202).
- If a site plan is required, include all the information listed in Sec. 204, which includes, but is not limited to the following:
 1. Name and address of owner and abutting landowners
 2. Existing features and structures (a simple drawing is sufficient)
 3. Proposed structure locations and land use areas
 4. Construction sequence and timetable
 5. A riparian management plan
- Business site plans should include landscaping and screening (see Section 401C).
- Septic systems must be approved by the State of Vermont. (Contact Jackie Carr, Permit Specialist, Department of Environmental Conservation, Springfield, VT 802-279-4747.)
- A proposed driveway must be approved by the town Road Commissioner, who is a Select Board member, in consultation with the road foreman. (see Section 401B).
- Driveway access off a state road needs approval from the State of Vermont. (Contact Jackie Carr)
- A permit is required from the Floodplain Administrator for all proposed construction and development in Regulated Flood Hazard Areas (See Sections 707 and 708). See the Vermont Floodplain Atlas https://floodready.vermont.gov/assessment/vt_floodready_atlas or the FEMA website at <https://msc.fema.gov/portal/home> for floodplain maps and information.
- Solar and wind energy systems for on-site electrical consumption are permitted in accordance with the regulations outlined in Sections 505 and 506. * A complete copy of Windham's Zoning Regulations may be found on the town website (www.townofwindhamvt.com). Printed copies are available in the Town Office.

Windham Zoning Permit Fee Schedule

- Accessory Building – 10 cents / square foot (minimum \$10.00)
- Barn/Garage – 10 cents/square foot of footprint (minimum \$25.00)
- Conversion of Unfinished to Living Space- 10 cents/square foot (minimum \$10.00)
- New House – 20 cents /square foot of living space (minimum \$25.00)
- Manufactured Homes - 20 cents per square foot of living space (minimum \$25.00)
- Additions: -same fee as above according to type of structure.
- Deck or Porch - \$10.00
- Mobile Home - \$50.00
- Pond - \$25.00
- Subdivisions - per acre fee \$20.00
- Camper/ Trailer – NO FEE

Recording fee for all Zoning Permits is \$15.00 per page.

All payments made payable to “Town of Windham”

Zoning Permit Application # _____ (zoning officer will assign)

Town of Windham, 5976 Windham Hill Road, Windham, VT 05359

1. Property Tax Map # _____ Acreage _____ 911 address: _____
2. Applicant: _____
Address: _____
Phone#: _____ Email: _____
3. Owner's Name: (if different from above) _____
Address: _____
Phone: _____
4. Permit Requested for: (house, garage, deck, addition, pond, fences) _____
5. Description of project: _____
6. Use: Primary Residence _____ Vacation Residence _____ Rental _____ Shed _____ Other _____
7. Please attach a sketch of property on separate sheet that shows dimensions of Property, location of existing structures and relationship of proposed project. Include setbacks (distance between property lines and the structures), driveway locations, parking and fences. Identify location of septic and well where appropriate.

Certification of Applicant /Owner

The undersigned applicant/owner hereby certifies that all information submitted on this application is true, accurate and complete. The undersigned applicant/Owner has full authority to request approval for the proposed use of the property and for any proposed improvements. This authorization allows Town of Windham Officials access to the property for the purpose of reviewing all aspects of this application. Applicant/Owner understands that a permit issued by the Town of Windham does not include any other governmental permits that may be necessary.

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date _____

- If upon inspection of the site, any of the above information is found to be incorrect, the Owner shall be held solely responsible.
- Owner must obtain a Certificate of Conformance from town of Windham Zoning Administrator prior to occupying any living spaces.

To Be Completed By Zoning Administrative Officer

Application Fee Paid: _____ Recording fee paid: \$15.00 _____

Fees to be paid to "TOWN OF WINDHAM"

Date received: _____ Approval Date: _____ Effective Date : _____

Conditional Approval: _____

Denied: _____

Zoning Administrator Signature _____

Any decision of the Zoning Administrator may be appealed to the Zoning Board of Adjustment by filing a written notice of appeal within 15 days of the date of the Zoning officers Decision. Appeal shall be filed with the Clerk of the Zoning Board of Adjustment.

Posted Windham, Vermont Town Clerk Office on: _____

Windham, VT Town Clerks Office Received for Record This ____ Day of ____ AD 20 _____

Recorded in the Windham, VT Land Records Book _____ Page _____

Attest: _____ Windham VT Town Clerk