***Proposed Revision***

***1/10/24***

**Zoning Permit Application Town of Windham, Vermont Revised: August 9, 2023 after PC meeting**

The purpose of a Zoning Permit is to assure the residents of Windham that any and all structures conform to the Zoning Regulations of the town.

The Permit review process is as follows:

1. The Town Clerk receives the application and reviews it for completeness. If any required information is missing, the application is returned to the applicant(s).

2. The Zoning Administrator reviews the application for compliance with the Zoning Regulations. Any non-complying applications are returned to the applicants. Complying applications are approved and the approved application provided to the applicant(s).

3. Should the Zoning Administrator determine that Planning Commission, **or ZBA,** review is required, the application is forwarded to the Commission. After review the Commission will approve or disapprove the application. The applicant(s) will be advised of the determination.

4. Approved applications are provided to the Listers of Windham for their 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. This review is not part of the approval process.

# **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 StorageTrailer

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.*](http://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. 301

● Determine if you need to submit a site plan (See Sec. 202).

● I​f 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 an 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

● B​usiness site plans should include landscaping and screening (see Section 401C).

· ● S​eptic 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).

● D​riveway 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 hdps:// ﬂoodready.vermont.gov/assessment/vt\_ﬂoodready\_atlas or the FEMA website at hdps://msc.fema.gov/ portal/home for ﬂoodplain maps and information.

● S​olar 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

**Any construction activities that result in a total earth disturbance equal to, or greater than one acre of land, or that disturb less than an acre but are part of a larger development that ultimately will disturb an acre or more of land, must receive a permit from the Vermont Department of Environmental Conservation.**

**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 (You may check more than one item): Primary Residence Part Time Residence \_\_\_\_ Rental \_\_\_\_Accessory Dwelling Unit \_\_\_\_ Shed\_ Other**

7. Attach a **drawing** on a separate sheet. The drawing shall include the following:

1. Dimensions of the property.

2. Location of existing structures if applicable

3. Location of the proposed project in relation to existing structures.

4. Show setbacks (distance of project from property lines and road center-line).

Setback requirements are described in Sections 201.1 – 201.4, **and 201.6,** of

the Zoning Regulations.

5. Location of driveways, parking, and fences, whether existing or proposed.

6. Location of swimming pools, streams, ponds, lakes, and wetlands. A map of

Resources Protection Area 1, which shows the location of wetlands, is on

p.12 of the Zoning Regulations.

7. Location of well and septic system if applicable. If State permits for a new well

or septic have been obtained, provide copies.

8. Verify that the project site does not exceed 20% slope. (Slope requirement

not applicable for fences.)

Note that applications not including all required information will be returned for correction. Note also that projects requiring formal site plan approval by the Planning Commission have specific requirements in addition to the above. See Section 202 of the Zoning Regulations to determine if these are applicable to your project.

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 :