

TOWN OF WINDHAM, VERMONT

Zoning Permit Application

Revised 5/6/25

- 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:
- 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). Fees for Zoning permit and recording fees should accompany application.
- The Zoning Administrator reviews the application for compliance with the Zoning Regulations. Any non-complying applications are returned to the applicants with a reason for non-compliance. Complying applications are approved and the approved application is provided to the applicant(s) by the Zoning Administrator.
- Should the Zoning Administrator determine that a review by the Planning Commission or the Zoning Board of Adjustment 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.
- Approved applications are provided to the Town Clerk for recording and to the Listers of Windham. This allows for listed values to be consistent with the State's directives and laws concerning appraisals for the purpose of fair and equitable property taxes.

Permits and fees are required for:

Accessory Building/s
Additions
Decks and Porches
Housing Structures
Manufactured Homes
Mobile Homes
Ponds
Subdivision of land

Permit Required with NO Application Fee but Recording Fee is still required for:

Camper /Trailer Coach
Fences
Modifications Restoration
Storage Trailer
Walls

No Permit Required, NO Fees for:

Repairs of any kind to include:
Window Replacement
Roof Replacement
Chimney Repairs

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.

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

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). 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 location(s) and land use areas
 4. Construction sequence and timetable
 5. A riparian management plan
 6. Business site plans should include landscaping and screening (see Section 401C).
- Septic systems must be approved by the State of Vermont and submitted to the Town Clerk for recording, along with recording fees. (Contact Jackie Carr, Permit Specialist, Department of Environmental Conservation, Springfield, VT 802-279-4747.)
- An Access Permit is required for a proposed driveway and must be submitted to the Town Clerk for approval by the Windham Road Commissioner, in consultation with the road foreman. (see Section 401B). Zoning fee of \$5 and \$15 (total of \$20 payable to the Town of Windham) for recording must be submitted with Access Permit Application.
- Driveway access off a state road needs approval from the State of Vermont. (Contact Jackie Carr, see above contact information).
- 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/vtfloodreadyatlas> 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.
- 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 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 - \$20 per acre fee and a survey is required

Camper/ Trailer – No permit fee - a recording fee of \$15 / page is required.

Appeals/Variances/Commercial Change of Use -\$150

Zoning Compliance Letter/ Permit Amendment/Permit Extension - \$25

Access Permit - \$20

All payments (permit fees and recording fees) should be made payable to: Town of Windham

Zoning Permit Application #
Town of Windham, 5976 Windham Hill Road, Windham, VT 05359

1. Parcel Number: _____ Acreage: _____
2. E-911 street address: _____
3. Applicant's Name: _____
- Address: _____
- Phone: _____ Email: _____
- Owner's Name: (if different from above): _____
- Address: _____
- Phone: _____ Email: _____
4. Permit Requested for: (house, garage, deck, addition, pond, fences): _____
5. Description of project and square footage: _____

Use (Check all that apply): Primary Residence _____ Part-time _____
Rental _____ Accessory Dwelling Unit _____ Shed _____ Other _____

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

- Dimensions of the property.
- Location of existing structures if applicable
- Location of the proposed project in relation to existing structures.
- 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.
- Location of driveways, parking, and fences, whether existing or proposed.
- 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.
- Location of well and septic system if applicable. If State permits for a new well or septic have been obtained, you must provide a copy and recording fee.

- 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 (if not owner):
_____ 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 the Town of Windham's Zoning Administrator prior to occupying any living spaces.

This Zoning Permit will expire 6 months from the effective date if the project has not been started and 2 years from effective date if project has not been completed.

To Be Completed by Zoning Administrative Officer and Town Clerk:

Date received: _____ Received By: _____

Approval Date: _____ Approved By: _____

Effective Date (14 days past approval): _____

Application Rejected: _____

Application Fee Paid – Date: _____ Amount: _____ Check #: _____

Recording Fees Paid (\$15) – Date: _____ Amount: _____ Check #: _____

Fees to be paid to “TOWN OF WINDHAM”.