

Town of Waltham Vermont Application for Zoning Permit For Building Construction

The undersigned hereby requests a zoning permit for the following to be issued on the basis of the representations contained herein. The permit will be voided in the event of any misrepresentation, or failure to complete the work as described within two years of approval. A general plat plan showing the location of the property and buildings or work areas must be attached to the application. **An interested person may appeal any decision of the Zoning Administrator within 15 days of such decision. This permit will not take effect until any appeals have been resolved.**

- Location of Property_____
- Tax Map Description Book#_____ Page#_____ Lot#_____
- Name of Lot Owner_____ Tel #_____
- Address of owner_____
- Name of Applicant_____ Tel # _____
- Address of Applicant_____
- Nature of Proposed work:
New construction____ Addition____ Structural alteration____
Other_____ Square Footage_____
- General Description of the proposed development activity

- Existing Use_____ Proposed Use _____
- Lot size_____ Frontage on Public Road/or Right of Way_____

- Building Height above grade (in feet) _____
- Setbacks: Front _____ Rear _____ Side 1 _____ Side2 _____
- Lot Coverage (%) Water System _____ Sewer System _____

- Signature of Owner _____ Date _____
- Signature of Applicant (if other than the owner) _____ Date _____
- Prior to beginning construction, Applicant must obtain all state permits necessary including, but not limited to, water supply, septic disposal and storm water.

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FOR ADMINISTRATIVE USE ONLY

Permit Application # _____

Date received _____ \$ _____ fee received _____ yes _____ no

Approved _____ Date _____ Referred to Development Review Board _____

Reasons for Denial _____

Conditions of approval _____

Assessors notified _____ Date _____

Signature of Zoning Administrator _____ Date _____

Date of inspection _____ date Certificate of occupancy issued _____

Applicant Please Note:

- If applicant is not the owner, applicant must show proof of owner authorization
- Applicant must attach a site plan (PDF File if possible) identifying the location of the parcel, and accurately depicting the improvement proposed in relationship to the lot lines and other structures on the parcel. Any sheet of the site plan drawing must not exceed 24” wide X 36” long. Drawing must be to scale with the scale identified and large enough to depict the details clearly and an arrow should show depict the direction of north. The drawing shall depict the shape, design, size and height of the proposed structure and the location of all infrastructure details proposed to serve the structure including driveways, parking areas, utilities, drainage and other proposed improvements.
- See Section 325 on page 23 of the Waltham Zoning and Subdivision Regulations for permit posting requirements
- **To avoid having to tear out foundation work and any other constructed improvements, Applicant must notify Zoning Inspector** that structure location has been staked prior to beginning construction of the foundation, so that Zoning Administrator can inspect the location to verify setbacks.
- When structure is completed, Applicant must notify Zoning Administrator before requesting a Certificate of Occupancy **prior to occupying the structure.**
- Applicant must obtain approval from Select Board prior to accessing lot from any town road, installing any culvert at driveway entrance, or creating drainage areas along side a town road.
- Pursuant to Vermont Law (21 V.S.A. §266), upon completion of any new residential construction or additions, alterations or renovations to any existing residential structures, a copy of a Residential Building Energy Standards Certification should be filed with the Town Clerk.