

TOWN OF HALIFAX, VERMONT

ZONING PERMIT APPLICATION FORM

Parcel ID _____

(For Use By Administrative Officer Only) Application #: _____

Date *completed* application filed with Administrative Officer: _____

Date Application APPROVED: _____ or DENIED: _____

Fee Paid: \$ _____ Zoning District: Conservation Village Rural Residential

Referred to: (check all applicable and note date)	Type of Application: (check all applicable)	
<input type="checkbox"/> Planning Commission _____	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential
<input type="checkbox"/> ZBA _____	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> State Agency _____	<input type="checkbox"/> Home Industry	<input type="checkbox"/> Deck
	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Temporary Use

INSTRUCTIONS TO APPLICANTS: Please submit original application and all required attachments to: Zoning Administrator, c/o Halifax Town Office, P.O. Box 127, West Halifax, VT 05358 or to the Town Clerk at the Town Clerk's Office.

► A Driveway Permit may be required prior to approval of a zoning application.

ALL ITEMS MUST BE COMPLETED & FEES PAID OR THIS APPLICATION WILL BE RETURNED
(If questions are not applicable to your project, please indicate so.)

- Name of Applicant _____ Phone # _____
Mailing Address _____
- Name of Landowner _____ Phone # _____
(if different than Applicant)
Mailing Address _____
- Location of Property _____
Zoning District (check one): Conservation Village Rural Residential
- Size of Lot (# acres): _____ Frontage On: Public road. (# ft) _____
Private right-of-way (# ft) _____
- Are you seeking a zoning permit for the development of land which is currently undeveloped?
 Yes—(please answer question #7)
 No—(please skip question #7 and go to question #8)
- Do you own any land/property which abuts this property? Yes No
If YES, please identify: # Acres _____ # Feet of Frontage _____ Date Acquired _____
Current use of abutting property: _____

(continued on reverse)

8. EXISTING USE OF PROPERTY

Describe the EXISTING use of the property for which you are seeking a Zoning Permit (use of structures and/or land) _____

(Complete the following based on the EXISTING use of the property, as applicable)

For residential uses.....}	# existing dwelling units _____	# existing bedrooms _____
	# existing parking spaces _____	(answer only if more than 2 dwelling units)
For non-residential uses....}	# existing parking spaces _____	existing days of operation _____
	# existing employees _____	existing hours of operation _____
	# existing patrons/day _____	# vehicles/day (1-way trips) _____
For home industry.....}	# square feet of living area of your home: _____ (total living area, excluding unoccupied attics, basements, garages, sheds)	

9. PROPOSED USE OF PROPERTY

Describe the proposed USE of the property for which you are seeking a Zoning Permit (use of structures and/or land) _____

(Complete the following based on the PROPOSED use of the property. See attached Worksheet to determine required number of parking spaces.)

For residential uses.....}	# dwelling units _____	# bedrooms _____
	# parking spaces _____	(answer only if more than 2 dwelling units)
For non-residential uses....}	# parking spaces _____	days of operation _____
	# employees _____	hours of operation _____
	# patrons/day _____	# vehicles/day (1-way trips) _____
For home industry.....}	# parking spaces _____	# vehicles/day (1-way trips) _____
	# employees (who are not also members of your household) _____	
	# square feet of your home to be used for home industry _____	# square feet of outbuildings to be used for home industry _____

10. PROPOSED WORK

Describe the proposed work. Be sure to identify all construction activity and site work associated with this project. (For example: Add 1200 square feet of living space to existing home; relocate driveway and shed.

Work will commence on _____ and be completed by _____
(date) (date)

11. DIMENSIONS (*Dimensions must also be shown on your drawn plot plan; see pp. 4-7.*)

	<u>Existing</u>	<u>Proposed</u>
Dimensions of structure:	Front _____ ft.	Front _____ ft.
	Side _____ ft.	Side _____ ft.
	Side _____ ft.	Side _____ ft.
	Rear _____ ft.	Rear _____ ft.
	Height _____ ft.	Height _____ ft.
	# Stories _____	# Stories _____
	Total square feet _____	Total square feet _____
Shortest distance from structure to:	Road center _____ ft.	Road center _____ ft.
	Rear lot line _____ ft.	Rear lot line _____ ft.
	Side lot line _____ ft.	Side lot line _____ ft.
	Side lot line _____ ft.	Side lot line _____ ft.

12. PLOT PLAN. A detailed Plot Plan must accompany this Zoning Permit Application. Please refer to the attached sample Plot Plan drawing and instructions sheet.

13. OTHER APPROVALS. Submit copies of the following approvals with this application, as applicable.

State Subdivision Permit # _____ Dated _____

Health Permit # _____ Dated _____

Highway Access Permit # _____ Dated _____

I (WE) HEREBY CERTIFY THAT ALL STATEMENTS HEREIN CONTAINED ARE TO THE BEST OF MY (OUR) KNOWLEDGE, TRUE AND CORRECT.

Signature of Applicant: _____ Date _____

Signature of Landowner _____ Date _____
(*required if different than Applicant*)

(For Use By Administrative Officer Only)

DECISION: APPLICATION FOR A ZONING PERMIT AS REQUESTED IN THIS ZONING APPLICATION FORM IS HEREBY APPROVED DENIED

Conditions of Approval: _____

Reasons for Denial: _____

Signature of Administrative Officer: _____ Date _____

ANY INTERESTED PERSON, AS DEFINED BY CHAPTER 117, TITLE 24, SECTION 4465, MAY APPEAL ANY DECISION OF THE ADMINISTRATIVE OFFICER TO THE ZONING BOARD OF ADJUSTMENT WITHIN 15 DAYS OF SUCH DECISION.

Town of Halifax

PLOT PLAN AND SITE PLAN INSTRUCTIONS

Why is a Plan Needed? In order for informed decisions to be made by the Administrative Officer, Planning Commission, and Zoning Board of Adjustment, applicants are required to submit either a Plot Plan or a Site Plan with their applications for zoning approval. Information contained on these “sketches,” including existing and proposed site conditions, will assist the respective approving authority in better understanding zoning applications.

Which Do I Submit, a Plot Plan or a Site Plan? Projects which require Site Plan Approval, Conditional Use Approval, or Planned Residential/Planned Unit Development Approval will require the completion of a Site Plan containing the items identified below. Site Plans are more detailed than Plot Plans. All other projects will require the completion of a Plot Plan. Before you undertake the completion of any zoning approval forms, please be sure to contact the Halifax Zoning Administrator for more information regarding Plot Plan and Site Plan requirements: Zoning Administrator, c/o Halifax Town Office, P.O. Box 127, West Halifax, VT 05358.

How Do I Draw a Plot Plan or Site Plan? Plot Plans and Site Plans need not be prepared by a professional consultant, although it is advised for complex projects involving large tracts of land and multiple uses or structures. All Plans must be drawn to scale and must include each of the items listed below, as applicable to your project. The attached sample Plan will give you an idea of how to prepare your plan.

Lot dimensions can be determined from an existing survey, from a deed description or by actual on-site measurements. These same methods can be used to determine other required distances and site characteristics. It's important to be as accurate as possible in preparing your plan since conditions may be placed on your zoning permit which relate to the Plot Plan or Site Plan which you have submitted.

Special Note: Applications for signs, land subdivision, and PRD/PUDs contain slightly different plot plan requirements than those listed below; please refer to the respective application forms for specific information.

1. PLOT PLAN REQUIREMENTS

The Plot Plan must show all of the following information, as applicable to your project:

- Name of applicant and landowner; date
- Lot lines including dimensions and size of lot
- Location and dimensions of all existing and proposed structures and/or uses
- Location and names of adjacent roads or streets
- Location of all streams, rivers and wetlands
- Measurements (distances) from all existing and proposed structures and/or uses to all lot lines, center lines of roads, nearest bank of streams, rivers, and wetlands
- Location and dimensions of all existing and proposed rights-of-way and easements (access, utility, etc.)
- Location and dimensions of driveways, parking areas, and all paved/gravelled surfaces
- Location of proposed and existing water wells and septic systems
- Names of abutting property owners
- Indicate NORTH with an arrow
- Scale of Plot Plan (e.g., 1 inch = 50 feet)

2. **SITE PLAN REQUIREMENTS** (*Special note: In situations where a Site Plan is required, it is not necessary to also submit a Plot Plan. To do so, would be a duplication of information.*)

The Site Plan must show all of the following information, as applicable to your project.


- All items listed in Plot Plan (*see above requirements for Plot Plans*)
- Name and address of person preparing the plan
- Number and location of parking spaces
- Location and dimensions of loading areas
- Existing and proposed contours; proposed site grading
- Existing and proposed deed restrictions
- Proposed traffic circulation patterns
- Locations of existing and proposed signs
- Existing and proposed walkways
- Proposed landscaping (show location, type and size of plantings, including existing trees, shrubs, and other vegetation to be retained)
- Proposed screening (show location, type and size)
- Location of trash storage/dumpster
- Location of exterior lighting
- Outside storage areas
- Indicate the potential development of the entire property (attach narrative as needed)
- Indicate anticipated phasing of development (attach narrative as needed)


See page 6 for a Sample Plot Plan/Site Plan

Applicants please note: Residential construction must comply with Act 89 Building Efficiency Standards. The *Vermont Residential Building Energy Code Handbook* may be viewed at the Halifax Town Office, or online at http://publicservice.vermont.gov/sites/psd/files/Topics/Energy_Efficiency/RBES/2015%20RBES%20Handbook.pdf

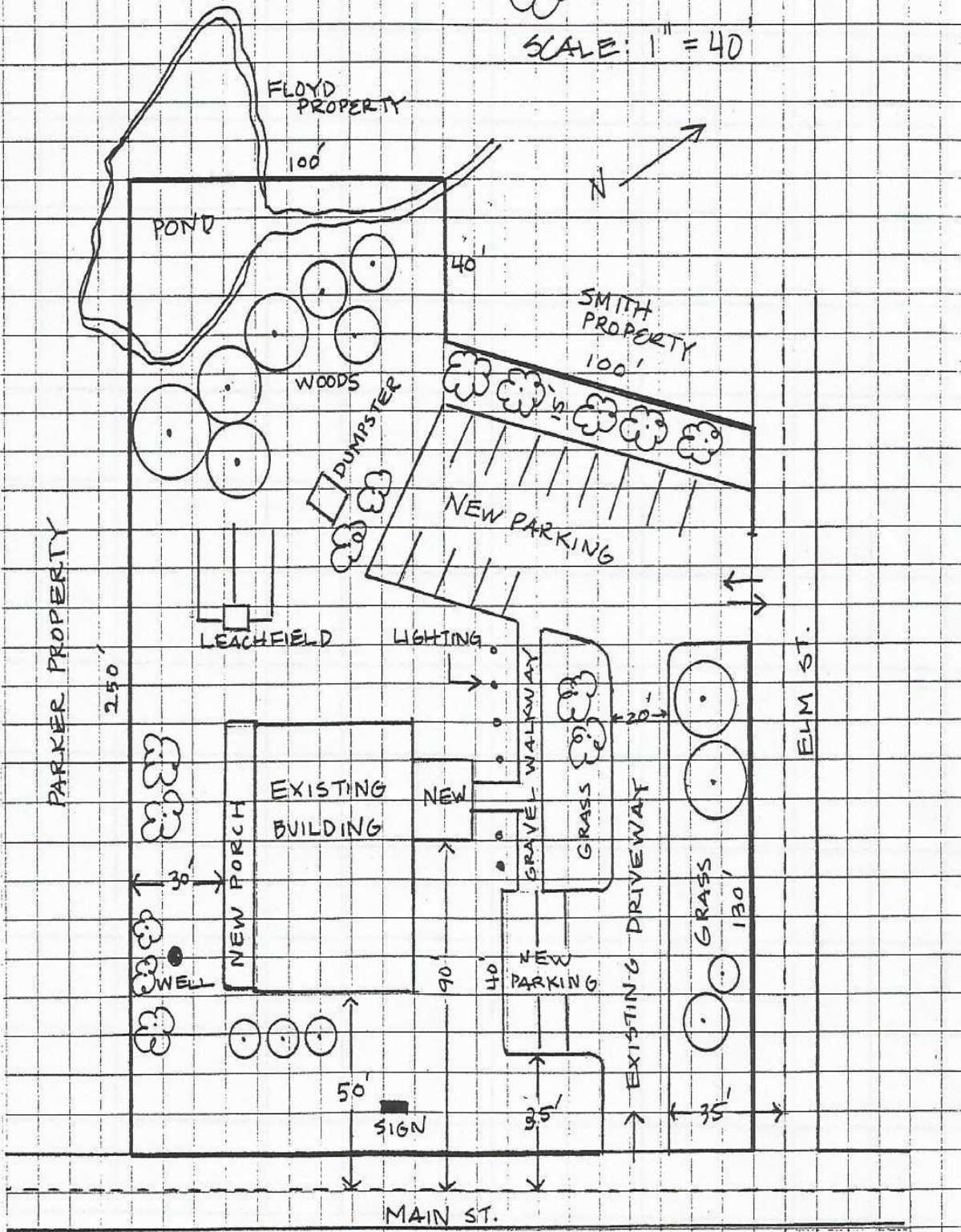
SAMPLE PLOT PLAN/SITE PLAN

APPLICANT: JANE DOE
 LANDOWNER: SAME
 DATE: 8.13.93
 LOT SIZE: 1.2 ACRES

 = EXISTING TREE/SHRUB

 = NEW TREE/SHRUB

SCALE: 1" = 40'



SITE PLAN – Indicate scale used _____

