

Town of

*Wilmington*

**Application for DRB Review**

Location of Property: \_\_\_\_\_ Parcel ID # \_\_\_\_\_

**OWNER:**

Name of Land Owner: \_\_\_\_\_

Mailing Address (street or box #) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Daytime \_\_\_\_\_ Night \_\_\_\_\_ E-Mail \_\_\_\_\_

**AGENT:**

Agent Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Daytime \_\_\_\_\_ Night \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner's Deed was Recorded on: Date of Sale \_\_\_\_\_

What is the present Approved use(s) of the property? \_\_\_\_\_ Lot size: \_\_\_\_\_ Frontage: \_\_\_\_\_

**What district is the property located?**      **Residential**      **Commercial/Residential**

**Resort/Commercial**      **Resort/Residential**      **Historic Review**      **Conservation**      **Village**

**Has Sewer Allocation been obtained?** Yes   No   NA   **Is Property in Flood Zone?** Yes   No   NA

**Brief Summary of Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If applying for a subdivision, how many lots are planned under this permit?** \_\_\_\_\_

**PERMISSION TO ENTER THE PROPERTY:** Signing of this application authorizes the Zoning Administrator, Development Review Board, and/or the Listers' to enter onto the premises for the purpose of verifying the information presented.

I, \_\_\_\_\_, am the owner of property at \_\_\_\_\_, and I hereby authorize \_\_\_\_\_ to represent me and speak on my behalf before the Development Review Board in the matter of this case.

\_\_\_\_\_  
Owner Signature/Date      Agent Signature/Date

**The Development Review Board has the responsibility to hear and decide upon applications for conditional use permits. The Development Review Board will evaluate and approve, deny or condition an application based on the conditional use criteria listed below. In granting conditional uses, the Board may attach such additional reasonable conditions and safeguards as it may deem necessary to implement the purposes of the Zoning Bylaw. The Board shall act to approve or disapprove any such requested Conditional Use within forty-five (45) days after the date of the final public hearing held, and failure to do so within such period shall be deemed approval. If you have any questions, please contact the Zoning Administrator at 464-8591.**

To assist the DRB in understanding your proposal, it is recommended that you also submit a summary describing the existing and proposed uses on your property. You may use the form below or submit a separate summary sheet.

Describe the Existing Use (s)

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Describe the Proposed Use (s)

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Describe the Subdivision, if applicable, including number of lots, frontage, lot size:

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Please include information on:

New construction: \_\_\_\_\_

Existing and proposed setbacks: \_\_\_\_\_

Information you believe will be helpful to the Board specific to the Criteria for granting a Waiver (see the five Criteria below). Please use a separate sheet of paper if you need more space.

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#### Historic Review District

**The following information may be required for proposals in the Historic Review District:**

- ❖ Existing Conditions
  - Photographs of existing buildings including structural features and materials
- ❖ Proposed Changes
  - Site Plan
    - Layout plan
    - Grading and drainage plan
    - Utilities Plan
    - Planting or landscaping plan
  - Building Plans
    - Floor plans
    - Exterior elevations
    - Details
  - Material samples, including structural features and such other information as is relevant and necessary for proper consideration of the application, and is requested thereon.
- ❖ Map specifying lot within Historic Review District (attached to this application)

**CRITERIA FOR DEVELOPMENT WITHIN THE HISTORIC REVIEW DISTRICT:** The Development Review Board shall make findings on the Historic Review Area standards listed below. The Board will evaluate how the proposed development will conform to the requirements of the Wilmington Zoning Ordinance and the following criteria (see Historic Review District Regulation for complete listings):

- ❖ Site Criteria
  - Spatial Relationships
  - Visual Appearance
- ❖ Building Criteria
  - Form Relationships
  - Visual Appearance

**A list of all abutters must accompany this application for it to be considered complete.**

This information must be submitted with a plot plan, a floor plan where applicable, as well as an application fee. Other forms may be required. Your plot plan must contain all the information listed on the next page. After initial review you will be provided with any other application material that is required, and with information on procedures and additional fees. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** If you have questions, please contact the Zoning Administrator at 802-464-8591. **RETURN APPLICATION TO:** Zoning Administrator, PO BOX 217, Wilmington, VT 05363.

<b>FOR USE BY THE ZONING ADMINISTRATOR</b>		<b>Parcel #</b> _____
<b>Application #</b> _____	<b>Date Received</b> _____	<b>Fee Received</b> _____
<b>Development Review Board Hearing Date</b> _____		<b>Date Warned</b> _____
<b>Permit Type:</b> _____	<b>Approved</b> _____ <b>Denied</b> _____	<b>Reason</b> _____
<b>Administrative Officer's Signature</b> _____		<b>Date</b> _____

#### FEE SCHEDULE

Owner Name \_\_\_\_\_

Fees must be included with the Application. Please make checks payable to the Town of Wilmington. Application Fees are non-refundable. The fees below are the most used; they do not include all fees. Please refer to the full fee schedule.

Base Application Fee (\$50 + \$13 filing fee)	\$63.00
Other Fees (see below)	\$ _____
Hearing Fee (DRB, Sign Board of Adjustment)(\$75 + \$13 filing fee)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**Fee Schedule (based on area of new construction)**

Construction fee (use gross floor area, including unfinished areas with a ceiling height over 4 feet and for basements include what could be typically finishable space only). There is no fee for Accessory structures such as decks and porches that are less than 200 sq. ft in area.	1-500 sq. Ft	\$50
	501-750 sq ft	\$75
	751-1,000 sq ft	\$100
	1,001-2,000 sq ft	\$200
	2,001-3,000 sq ft	\$300
	3,001-4,000 sq ft	\$400
	For every additional 1-1,000 sq ft of construction: add \$100	
	*All subdivisions have a basic fee of \$100 + \$63 for the first lot, and \$50 for each additional lot (includes filing fee)	
	*Mergers of lots have a basic fee of \$63 with no additional fee (includes filing fees)	

**Information that must be included on plot plan**

1. Name and address of property owner, address of property
2. Indication of the drawing's scale
3. Arrow pointing North
4. Property line dimensions
5. Lengths of front, side and rear setbacks from property lines of existing and proposed structures/signs
6. Identification of adjacent streets or other adjacent property
7. Any easements that cross the property, or other pertinent legal features including sidewalks
8. Location, size, dimensions and shape of any structures present on the site or proposed for construction including porches, decks, pools, fences and accessory structures
9. Clear indication of the work to be done, including all changes that are proposed to the physical features of the site or existing structures.
10. Location and dimensions of all existing and proposed parking areas and driveways
11. Please include a floor plan and a septic design for all new dwellings and increases in the number of bedrooms
12. Please use dark ink for the forms and plot plan

## SAMPLE PLOT PLAN

