

Town of



For Office Use: Permit # _____

Parcel Lot ID# _____

DRB (Design Review Board) Hearing and Zoning Application

➡ Location of Property _____

Name of Land Owner _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone Day _____ Cell _____ Email _____

(optional) Applicant or Agent _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone Day _____ Cell _____ Email _____

➡ **Property Zoning District:**

- Conservation CON
- Village VIL
- Residential RES
- Resort – Residential R - RES
- Commercial/Residential COM/RES
- Resort - Commercial/Residential R – COM/RES

➡ **Does the lot have access to Town Sewer/Water?**

- Yes No Not Sure?

➡ **Property Zoning Overlay:**

- None
- Flood Hazard Zone FLOOD
- Historic Design Review HDRD
- Village Design Review VDRD

➡ **Sewer Allocation obtained?**

- Yes No Not Applicable

Summary of proposed project: _____

Fees must be included before your application is considered complete. Make checks payable to the Town of Wilmington. Fees are non-refundable. Additional fees may be added, please refer to the full fee schedule.

Base fee \$100 _____

Basic filing fee \$18 _____

DRB hearing fee \$150 _____

Construction fee (see next page) _____

Other fees (list to left) _____

Date paid _____ Total due: _____

Construction Fee Schedule

Construction fee (use gross floor area, including unfinished areas with a ceiling height over 4 feet and for basements include what could be typically finish-able 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	

Property owner’s deed date of sale: _____ Lot size: _____ Frontage: _____

To assist the DRB in understanding your proposal, it is recommended that you 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) _____

Describe the proposed Use(s) _____

Describe the Subdivision, if applicable, including the number of lots, frontage(s), lot size(s): _____

Please include:
New construction _____

Existing and proposed setbacks _____

Information you believe will be helpful to the DRB specific to the Criteria for granting a Waiver. Please use a separate sheet of paper if you need more space. _____

HISTORIC REVIEW DISTRICT - The following additional information may be required for proposals in the Historic District:

- Existing Conditions
 - o Photographs of existing building(s) including structural features and materials
- Proposed Changes
 - o Site Plan
 1. Layout Plan
 2. Grading and Drainage Plan
 3. Utilities Plan
 4. Planting or Landscaping Plan
 - o Building Plans
 1. Floor Plans
 2. Exterior Elevations
 3. Details
 - o Material samples, including structural features and such, other information as is relevant and necessary for proper consideration of the application and is requestion thereon.
- A 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
 - o Spatial Relationship
 - o Visual Appearance
- Building Criteria
 - o Form Relationships
 - o Visual Appearance

All applications must be submitted with a plot plan, a floor plan where applicable*, as well as an application fee. After initial review, other information or fees may be required. Incomplete applications will not be considered. Include:

- Property line dimensions (shape), with the address of property and names of bordering road(s)**
- Indication of the drawing's scale, with an arrow indicating North**
- Location, size, dimensions, and shape of any structures present on the site or proposed for construction including porches, decks, pools, fences and accessory structures, parking areas and driveways**
- Clear indication of the work to be done, including all changes that are proposed to the physical features of the site or existing structures, proposed parking areas or driveways**
- Measurements in feet of front, side and rear setbacks from property lines to existing and proposed structures**
- Any easements that cross the property, or other pertinent legal features including sidewalks**
- *Include a floor plan for all new dwellings and include a septic design, wastewater permit or sewer allocation for all increases in the number of bedrooms**
- *For Lodging Use Short-Term Rentals (STR), Include a floor plan and a copy of your completed state STR Safety Form (blank copies available on the Town Website under Zoning Department)**

- A list of abutters must accompany this application.
- Applicants are hereby notified that additional federal, state, or local permits may be required. To determine what other permits may be required for your project, contact the State of Vermont, Department of Environmental Conservation, Permit Assistance Specialist at 802-282-6488.
- 911 signage is to be erected in a visible location at the start of construction.
- For projects not involving complex state or federal permitting, Development Review Board decisions shall expire after no more than twenty-four (24) months from the date of issuance. For projects involving complex state or federal permitting, the Development Review Board decision shall expire after no more than forty-eight (48) months after date of issuance. The Zoning Permit issued by the Zoning Administrator as a result of a Development Review Board approval shall expire on the same date the Development Review Board decision expires.
- Appeals regarding the decisions, actions, or lack of actions of the Development Review Board are to be made in writing to the Environmental Court within 30 days of the decision, act, or failures to act.
- Find the Handbook containing information and explaining the key requirements of Vermont's Residential Building Energy Standards online at https://publicservice.vermont.gov/energy_efficiency/rbes
- Find the Handbook for Commercial Building Energy Standards online at https://publicservice.vermont.gov/energy_efficiency/cbes

Questions? Visit, email, or call the Zoning Administrator at 802-464-8591 ext. 124

Return signed application to: Zoning Administrator, PO BOX 217, Wilmington, VT 05363

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.

Owner Signature/Date

(optional) I, _____, am the owner of property at _____
_____, and I hereby authorize _____
to represent me and speak on my behalf in the matter of this case.

Applicant/Agent Signature Date

Owner Signature/Date

For Zoning Administrator Use:

Permit type _____ Date complete application received: _____

Approved

Denied

Referred to the Development Review Board

Zoning Administrator Signature/Date