

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

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 (ask ZA if applies) \$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: \_\_\_\_\_

Summary of proposed project (do not leave blank, ask the ZA for assistance as needed). Describe the existing Use(s):

\_\_\_\_\_

\_\_\_\_\_

Describe the proposed Use(s): \_\_\_\_\_

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, photographs of existing building(s) including structural features and materials
- Proposed Changes
  - o Site Plan (Layout Plan, Grading and Drainage Plan, Utilities Plan, Planting or Landscaping Plan)
  - o Building Plans (Floor Plans, Exterior Elevations, Details)
  - o Material samples, including structural features and such other information as is relevant.
- 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.

- Site Criteria (Spatial Relationship/Visual Appearance)
- Building Criteria (Form Relationships/Visual Appearance)

**Applications must be submitted with a line drawn site plan, a floor plan where applicable, and the fee. After initial review, other information or fees may be required. Incomplete applications will not be considered. Include:**

- Property line dimensions (border, shape), address of property and names of bordering road(s); indicate North.**
- The location, size, and shape of any structures present including porches, decks, pools, fences and accessory structures; label parking spots, easements, sidewalks, and driveways.**
- An indication of the work to be done, including changes that are proposed to the physical features of the site.**
- Measurements in feet of front, side and rear setbacks from property lines to existing and proposed structures.**
- Include a floor plan for all new dwellings, units, or Short-Term Rentals (STRs), and a wastewater permit or sewer allocation for all increases in the number of bedrooms. For STRs in existing dwellings, include a photo of the exterior and a copy of your completed STR Safety Form.**

- Applicants are hereby notified that additional federal, state, or local permits may be required. Complete the Vermont Permit Navigator at [dec.vermont.gov/permitnavigator](http://dec.vermont.gov/permitnavigator)
- 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.
- Applicant must post notice ("P" poster) within view from the public right-of-way most nearly adjacent to the subject property until appeal period has passed. 911 signage is to be erected in a visible location at the start of construction.
- See the Residential Building Energy Standards online at [publicservice.vermont.gov/energy\\_efficiency/rbes](http://publicservice.vermont.gov/energy_efficiency/rbes)
- See the Commercial Building Energy Standards online at [publicservice.vermont.gov/energy\\_efficiency/cbes](http://publicservice.vermont.gov/energy_efficiency/cbes)

PERMISSION TO ENTER THE PROPERTY: Signing of this application authorizes the Zoning Administrator, Development Review Board, and/or Town agents 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

Questions? Visit, email, or call the Zoning Administrator at 802-464-8591 ext. 124  
Return signed application (photos of this form not accepted) to: Zoning, PO BOX 217, Wilmington, VT 05363  
You may email a .PDF file of this completed form to: [jroberts@wilmingtonvt.us](mailto:jroberts@wilmingtonvt.us)

For Permits in the Special Flood Hazard Area:  
Estimated cost of construction/repair/remodel: \_\_\_\_\_ Current Assessed Value: \_\_\_\_\_  
For all SFHA (FLOOD) applications, the applicant shall provide the Zoning Administrator a copy of the ANR Permit Navigator Sheet with this application; visit [dec.vermont.gov/permitnavigator](http://dec.vermont.gov/permitnavigator)

For Zoning Administrator Use:  
Permit type \_\_\_\_\_ Date complete application received: \_\_\_\_\_

- Approved       Denied       Referred to the Development Review Board

\_\_\_\_\_  
Zoning Administrator Signature/Date