

Town of



For Office Use: Permit # \_\_\_\_\_

Parcel Lot ID# \_\_\_\_\_

## Zoning Application

➡ Location of Property \_\_\_\_\_

Name of Landowner Applicant \_\_\_\_\_

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

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

If the parcel is owned by an LLC, what is the name of the person representing that LLC? \_\_\_\_\_

Telephone Day \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Is the address your correct and legible mailing address? It will be where we mail the approved permit. ☐ YES ☐ NO

➡ **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** (Flood Hazard Zone, see pg. 3)
- ☐ **HDRO** (Historic Design Review Overlay)
- ☐ **VDRO** (Village Design Review Overlay)

➡ **Sewer Allocation or Wastewater Permit obtained?**

- ☐ Yes ☐ No ☐ Not Applicable

➡ Summary of the new proposed project (do not leave this blank; ask the ZA for assistance as needed):

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➡ List all existing uses/structures on the lot (i.e.: 4 BR home, garage, tool shed, mother-in-law apartment over garage):

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Fees must be included before an application is considered complete and are non-refundable. Make checks payable to the Town of Wilmington. Additional fees may be added, refer to the full fee schedule on the website or in the ZA's office.

\$100 Base fee (ask ZA if applies) \_\_\_\_\_

\$18 Basic filing fee \_\_\_\_\_

New Construction fee (see pg. 2) \_\_\_\_\_

Other (Change of Use, lot mergers,  
STR Use fee, \$150 After-the-Fact fee, etc.) \_\_\_\_\_

☐ Date paid \_\_\_\_\_ Total due: \_\_\_\_\_

**Construction Fee Schedule:**

For New Construction or After-the-Fact construction only, (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.

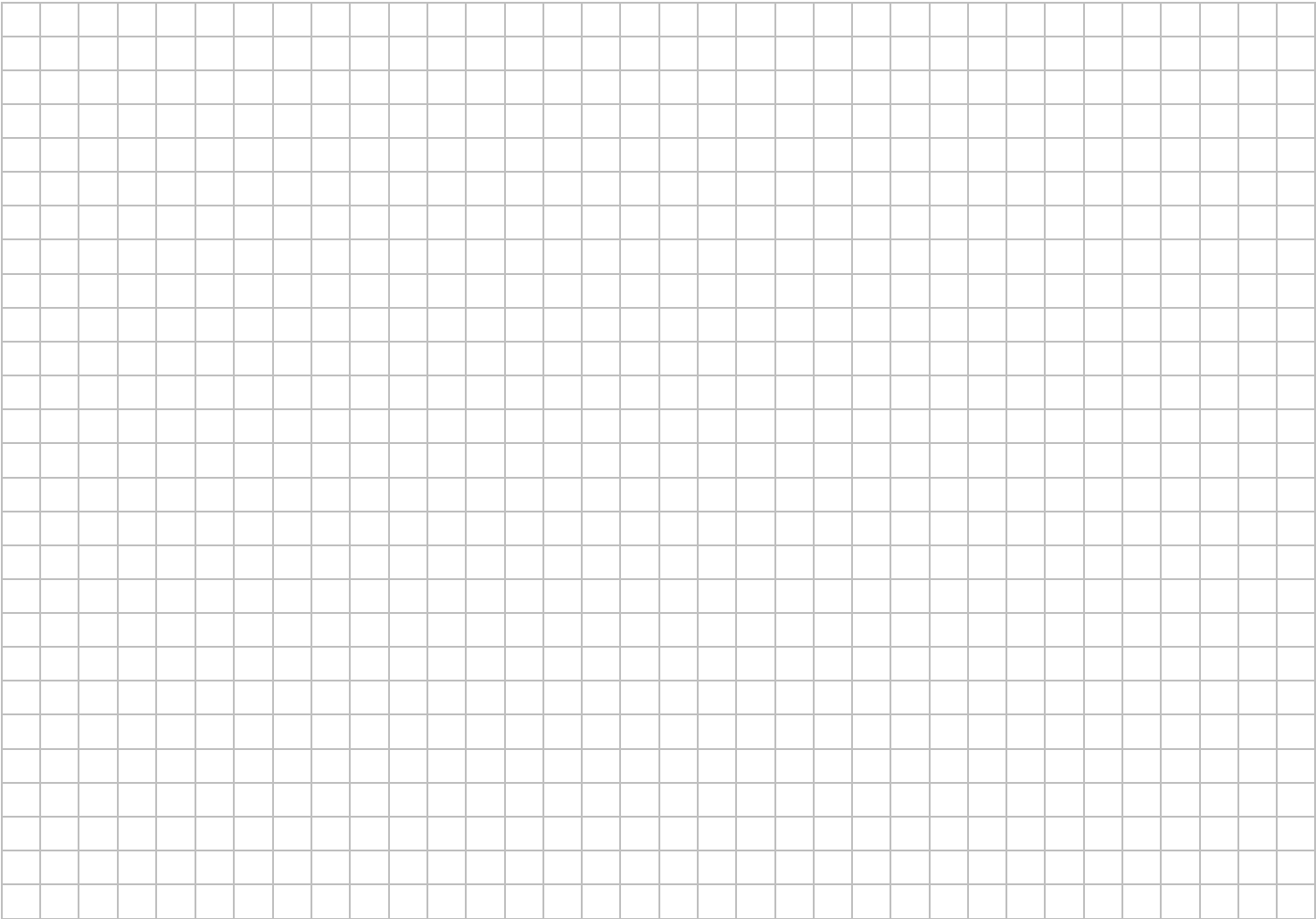
1-500 sq ft	\$50
501-750 sq ft	\$75
751-1,000 sq ft	\$100
1,001-2,000 sq ft	\$200
2,001-3,000 sq ft	\$300
3,001-4,000 sq ft	\$400
For every additional 1-1,000 sq ft of construction: add \$100	

**➡ Required information:**

All applications must include deed information; the Town Clerk can assist you if you cannot find your deed or have trouble navigating the land records search on the Clerk’s webpage. **Deed Location:** Book \_\_\_\_\_ Page \_\_\_\_\_ If you have dwelling use (Single-Family Home, Duplex, etc.) on the parcel, for how many bedrooms is your home listed? The Assessor Clerk or ZA can assist you with finding this information on your Lister Card. **Bedrooms Listed:** \_\_\_\_\_ 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 add an alternate phone contact number on request of the police and fire chiefs, and the STR Safety Form. Forms are on the Zoning Department webpage or in the ZA’s office.

**➡ On the sketch area below, include:**

- ☐ Property lines and names of bordering road(s); indicate which direction is North.
- ☐ The location, size, and shape of any structures present including porches, decks, pools, and fences.
- ☐ Label parking spots, easements, sidewalks, and driveways.
- ☐ Measurements in feet of front, side and rear setbacks from property lines to existing and proposed structures.



- You are hereby notified that federal, state, or local permits may be required: [www.dec.vermont.gov/permitnavigator](http://www.dec.vermont.gov/permitnavigator)
- See the Residential and Commercial Building Energy Standards online at [www.publicservice.vermont.gov/efficiency](http://www.publicservice.vermont.gov/efficiency)
- 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.
- Interested parties may appeal the decision of the Zoning Administrator (ZA) within 15 days to the Development Review Board, after which applicant shall lose all rights of appeal, and the decision of the Zoning Administrator shall be final.

Questions? Visit, email, or call the Zoning Administrator (ZA) at 802-464-8591 ext. 124, [amiller@wilmingtonvt.us](mailto:amiller@wilmingtonvt.us)  
 Return the signed application (photos of this form not accepted) to: Zoning, PO BOX 217, Wilmington, VT 05363  
 If you drop off your application in person, the Town Hall physical address is 2 East Main Street in Wilmington; you may be able to pick up your P-Poster at the same time. Appointments are advised as the ZA is often on site visits.

**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

➡ **Agent-assisted cases only:**

(optional) Second Applicant or Agent \_\_\_\_\_

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

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

Telephone Day \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

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

➡ **SFHA (FLOOD) cases only:**

Estimated cost of construction/repair/remodel: \$ \_\_\_\_\_ Current Assessed Value: \$ \_\_\_\_\_

For all SFHA (FLOOD) applications, provide the Zoning Administrator a copy of the ANR Permit Navigator Sheet.

➡ **For Zoning Administrator Use:**

FLOOD Permit Navigator Sheet Received? ZA Initial \_\_\_\_\_

Comments req. from Floodplains Manager? ZA Initial \_\_\_\_\_

Permit Type: ☐ Structure ☐ Use ☐ Other Date complete application received: \_\_\_\_\_

☐ Approved

☐ Denied

☐ Referred to the Development Review Board

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