

Town of



For Office Use: Permit # _____

Parcel Lot ID# _____

DRB (Development 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 _____

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 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 (Change of Use, lot mergers, _____

STR Use fee, \$150 After-the-Fact fee, etc.) _____

☐ 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	

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 _____**
Summary of proposed project (do not leave blank, ask the ZA for assistance as needed):

Describe all the existing 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. _____

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: _____**

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
- 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
- See the Commercial Building Energy Standards online at publicservice.vermont.gov/energy_efficiency/cbes

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