

TOWN OF POULTNEY  
ZONING/BUILDING/SUBDIVISION PERMIT APPLICATION FORM

Application # \_\_\_\_\_

Filing fee: \$ \_\_\_\_\_

A Permit must be applied for and approved prior to undertaking any construction or land development, including the construction of alterations or additions to existing structures or accessory buildings. A Permit must be applied for and approved prior to any change of use of an existing structure or property. Incomplete applications may be denied. Construction must be commenced and completed in accordance with the timeline(s) established by the Poultney Unified Bylaws. Any material misstatement or misrepresentation in the application process may result in any permit issued to be void. If you have any questions, contact the Zoning Administrator. The owner is urged to review the Poultney Unified Bylaws. The issuance of a Permit does not relieve the owner from applying for and obtaining any other permits required by any State of Vermont, and/or Federal, Department or Agency. A PERMIT NOTICE must be posted on the subject property in accordance with the terms of the Poultney Unified Bylaws in order for any issued Permit to be valid.

PROPERTY / OWNER DATA

Names as they appear on the deed: \_\_\_\_\_

Tax map parcel identification number: \_\_\_\_\_

Street address of property: \_\_\_\_\_

Owners' mailing address: \_\_\_\_\_

Telephone number/E-mail address: \_\_\_\_\_

Does the owner own any adjoining properties or property across a town highway from the subject property? Yes \_\_\_ No \_\_\_ (If so, provide a copy of the deed and any surveys of the same)

Contractor/Designer/Architect Contact Information (attach separate sheet if needed):

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

Mailing address: \_\_\_\_\_

Telephone number/E-mail address: \_\_\_\_\_

TYPE OF APPLICATION:

- Application for Permitted Use or Permitted Structure.
- Application for a Site Plan Review by Development Review Board
- Application for a Variance
- Application for Conditional Use
- Application for Subdivision Approval
- Application for change of Nonconforming Use
- Application for alteration to a Nonconforming Structure
- Application for replacement of existing structure
- Other: \_\_\_\_\_

Application # \_\_\_\_\_

**REQUIRED DOCUMENTS /INFORMATION TO BE INCLUDED WITH APPLICATION:**

- A copy of most recent deed to the property with recording data.
- A copy of any survey of the property and if recorded, the recording information.
- A copy of the State of Vermont Wastewater and Water Supply Permit or satisfactory evidence of exemption from permit requirements.
- Copies of any and all other State of Vermont permits issued with respect to the property or use.
- Scale drawing of existing and proposed structures and improvements, to include existing setback dimensions, and a plot plan drawn to scale showing the location of the proposed construction with setback dimensions, driveways, parking and other pertinent data.
- For Site Plan Review, specific requirements as outlined in Section 1201 of the Poultney Unified Bylaws.

Estimated cost of construction, materials and labor at current market rates: \$ \_\_\_\_\_

Detailed description of proposed construction/alterations (attach separate explanation sheet(s) if needed):

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

Detailed description of existing use: \_\_\_\_\_

Detailed proposed use: \_\_\_\_\_

Building dimensions: length: \_\_\_\_\_; width: \_\_\_\_\_; vertical height: \_\_\_\_\_

Number of stories: \_\_\_\_\_

Dimensions of the lot: \_\_\_\_\_ ft. x \_\_\_\_\_ ft.; frontage on street or road: \_\_\_\_\_ ft.

Proposed or existing setbacks: from road right-of-way: \_\_\_\_\_ ft.;  
side yard: \_\_\_\_\_ ft.; other side yard: \_\_\_\_\_ ft.; rear yard: \_\_\_\_\_ ft.

**OWNERS' SIGNATURES**

x \_\_\_\_\_

x \_\_\_\_\_

**THIS SECTION FOR USE BY THE ZONING ADMINISTRATOR ONLY:**

Date complete application received with fee: \_\_\_\_\_

Zoning district: \_\_\_\_\_

Applicable sections of the Bylaws: \_\_\_\_\_

Approved

Denied: Reasons: \_\_\_\_\_ (see appeal rights contained in Bylaws)

Referred to the Development Review Board for hearing under § \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date