Winooski Zoning/ Building Combined Application Form 2014

City of Winooski, 27 West Allen Street, Winooski, VT 05404
Phone (802) 655-6410 Fax (802) 655-6414, www.winooskivt.org

Please fill out the application below and submit the complete form to the City Clerks Office. Processing will be delayed if an application is incomplete. Please allow adequate time for permit processing. A zoning permit and/or building permit is required for any exterior and or interior modifications to your property.

State permits may also be required please contact the Vermont Division of Fire Safety, Williston Department 802.879.2300. Energy Efficiency Standards apply; please contact Efficiency Vermont at 1-888-921-5990.

Property Owner: _____ Phone: _____ Cell: _____

Address: _____ Parcel ID: _____ City: _____ State: _____

Email: _____ Signature: _____

Proposed Construction Information:

Scope of Work to be Done:	**Please Complete a detailed description of work to be completed. Attach site plans that include: dimensions of land, perimeter outline including dimensions of all structures, setbacks, easements/ right of ways, changes to topography, grading, landscaping and location of utilities. Along with photographs and estimated cost sheets.**
☐ Sub Division ☐ New Building ☐ Commercial Use ☐ Residential Use ☐ Garage ☐ Addition ☐ Demolition ☐ Electrical* ☐ Plumbing* ☐ Roofing ☐ Shed ☐ Swimming Pool ☐ Deck/ Porch ☐ Fence ☐ Interior Renovation ☐ Exterior Renovation ☐ Repair/ Replacement ☐ Change of Use ☐ Pre 1978 Building * Indicates State Permit may be required	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Cost of Work: $_____ The fee is based on a sliding scale; The fee schedule is available in the City Clerks Office of online at www.winooskivt.org **(Note: Fees are determined by staff and are subject to change).**

-CONTINUED ON OTHER SIDE-

For Office Use Only:	**Application Received By (Initial):** _____ **Application Entered By (Initial):** _____ **Zoning Permit #:** _____ **Building Permit #:** _____	Date Stamp

Must be Filled Out:

Existing Use of Property: _____	Proposed Use of Property: _____
Existing Conditions	**Proposed Conditions**
Front Setback (in ft.): _____	**Front Setback (in ft.):** _____
Side Setback (Right): _____	**Side Setback (Right):** _____
Side Setback (Left): _____	**Side Setback (Left):** _____
Rear Setback: _____	**Rear Setback:** _____
Number of Parking Spaces: _____	**Number of Parking Spaces:** _____

I hereby certify that:

- I have read and examined this application and the information I have provided is true and correct.
- A Zoning Permit is not a Building Permit (Please see flow chart available on-line at www.winooskivt.org).
- New construction for a building permit shall be accompanied with a copy of approved construction documents from the Zoning Administrator for the zoning permit. As well as any State permits that were issued through out the zoning process.
- A Building Permit will be deemed incomplete without full descriptive details of existing and proposed property use, construction to be completed and estimated cost. A Building Permit is deemed approved once this application is signed by the Building Inspector; after the permit is signed an orange permit card will be issued. The orange permit card is to be posted at site in view to the public street.
- Change Orders and/or Amendments to a plan, application or other documents accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued.
- Applications not meeting all requirements of the Zoning Ordinance or requiring Conditional Use or Subdivision review shall be forwarded to the Development Review Board for consideration. The Zoning Permit Process takes time, including a 17-30 day appeal period following approval (Please see flow chart available on-line at www.winooskivt.org).

I certify that I am the owner of record, agent or contractor of the named property. The proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent. I agree to conform to all applicable laws of this jurisdiction. In addition, I certify that the Code Official of Code Official's authorized representative shall have the authority to enter areas covered by such information provided on this application to enforce the provisions of the code(s) applicable to the permit.

_____ / _____ / _____

Name of Property Owner: Print | Signature | Date

_____ / _____ / _____

Name of Applicant: Print | Signature | Date

Contact Information for Applicant: Phone: _____ Email: _____

Applicant is: ☐ Owner ☐ Contractor ☐ Agent ☐ Other _____

For Official Use Only

Application Reviewed by: _____ **Date:** _____ **Fee Amount $** _____
Zoning Administrator

Application Reviewed by: _____ **Date:** _____ **Fee Amount $** _____
Building Administrator

☐ **Zoning Permit Approved** ☐ **Zoning Permit N/A** ☐ **Building Permit Approved** ☐ **Building Permit N/A**

☐ **Fee Paid** ☐ **Amount:** _____ ☐ **Check #** _____ ☐ **Cash** **Date:** _____ **Initial:** _____