

PERMITTED USE CHECKLIST



All permitted use applications shall be submitted to the Zoning Administrator accompanied by two (2) copies of the proposed building elevations with heights measurements indicated and floor plans, drawn to scale and a site plan, with a scale appropriate to show the necessary details for review, at a minimum, the dimensions of the lot to be built on, location of the building and/or accessory building to be erected, altered, extended or moved and a surveyor's plot plan of the property, if available. The application should further include the location of all streams and wetlands, construction-related soil erosion measures and permanent stormwater control measures. (Refer to Section 3.11.) The applicant shall also state the existing or intended use of all buildings on the lot and supply such other information as noted below in Sections A. and B.

Submitted	
	Completed Development Application Form
	Two (2) Copies of the Application and all submittal materials
	Application Fee- See Fee Schedule (Effective 1/1/2026)
	Project Narrative - This must include the existing or intended use of all buildings on the lot.
	Dimensional Information - Required district setbacks shall be clearly depicted on the site plan. The Applicant must also provide a density calculation (if applicable) and existing and proposed lot coverage.
	Floor Plans - Floor plans shall be of all floors of the structure and shall be of sufficient detail to allow the Zoning Administrator to determine if an application, as proposed, will fully comply with these Regulations. In the instance of an addition to an existing structure, the Zoning Administrator may, at his/her discretion, waive the requirement for elevation drawings and floor plans for those elevations not affected by the proposed construction.
	Building Elevations - Building elevations shall be of all sides of the structure and shall be of sufficient detail to allow the Zoning Administrator to determine if an application, as proposed, will fully comply with these Regulations. In the instance of an addition to an existing structure, the Zoning Administrator may, at his/her discretion, waive the requirement for elevation drawings and floor plans for those elevations not affected by the proposed construction. The height of the structure shall be clearly marked on the building elevations.
	<p>Site Plans shall include the following, unless waived by the Zoning Administrator, upon a determination that such information is not necessary to determine if an application, as proposed, will fully comply with these Regulations:</p> <ol style="list-style-type: none"> 1. Location map of an appropriate scale showing the relation of the property boundaries and road frontage to at least two (2) intersecting roads in the vicinity; 2. Name of the project, current owner(s) name and address, and tax parcel number for the property; 3. Names and address of all adjoining property owners; 4. Name of firm or individual preparing plan, scale, north point and date of preparation; 5. Existing and proposed features in sufficient detail to allow the Zoning Administrator to determine compliance with these Regulations; 6. Zoning setback lines; 7. All distinct and/or prominent physical features, (existing or proposed), such as tree lines, no-cut zones, stone walls, ledge outcroppings, watercourses, water supplies, wastewater areas or sewer lines areas, or items of historical or cultural significance or the like;

Incomplete applications will be returned. The Zoning Administrator will determine whether the application is administratively complete. Determinations of the Zoning Administrator can be appeal within 15 days in accordance with 24 VSA §4465 and Section 2.11 of the town's zoning regulations.