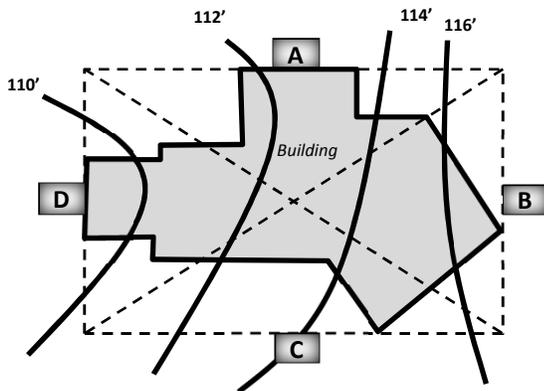


NEW DWELLING CHECKLIST

This checklist must accompany all Administrative Permit applications for new single family or multi-family dwellings.

Applicant	Administrator	Administrative Permit applications for new homes must include a site plan that illustrates:
		north arrow
		all property lines
		height, dimensions, and location of all existing and proposed buildings, driveways, parking areas, and accessory structures
		existing and proposed setbacks from all property lines and roads
		existing and proposed setbacks from all streams and wetlands and their required buffers
		the average finished grade and the height of the new dwelling at the average finished grade. Use the calculation method below:



- First draw the smallest rectangle that can enclose the building.
 - Find the midpoint of each side of the rectangle.
 - Add the elevation at each midpoint, then divide the total by four to find the average finished grade:
- $$\frac{A+B+C+D}{4} = \frac{109+112.75+114+116.5}{4} = \frac{452.25}{4} = 113.06$$
- Find the height of the home at the average finished grade.

Applicant	Administrator	Administrative Permit applications for new homes must include floor plans that illustrate the following:
		a dimensional drawing of each level of the home including the basement and garage
		labels for each room
		<i>*Note: any room 80 SF or greater with a door, a window, and a closet will be considered a bedroom. NO EXCEPTIONS.</i>

Applicant	Administrator	Administrative Permit applications for a new home must provide the following documentation:
		Town Sewer. Where the proposed home would be served by the town sewerage system, the applicant must submit an allocation form signed by the Director of Public Works.
		On-site Sewer. Where the proposed home would be served by an on-site wastewater treatment system the applicant must provide a State Water and Wastewater Discharge Permit.
		Original Growth Management Allocation Certificate. Unless the applicant provides evidence that the building lot was created prior to 1990, the applicant must submit the original (photocopies not accepted) certificate.
		Access Permit. A new or modified access to any town road requires an Access Permit approved by Williston Public Works. The applicant must provide a state approved access permit if the new dwelling will access a state road. A new dwelling accessing a private road is not required to submit an Access Permit, however the proposed access should be built to meet Williston's Public Works Standards.
		Signed Final Plans. If this house is being built on a lot within an approved subdivision, the applicant must submit the final plans from that subdivision signed by the Administrator or the Chair of the DRB along with this permit.
		In the Village. New homes in the VZD must comply with the Williston Village Historic District Design Review Guide and may be subject to review by the HAAC and DRB.