

AP - \_\_\_\_\_ - \_\_\_\_\_

**WILLISTON, VERMONT  
ADMINISTRATIVE PERMIT**  
AS REQUIRED BY WILLISTON  
DEVELOPMENT BYLAW 5.1.3

<b>Date Received:</b>

*Notice of Recording*

Williston, VT Town Clerk's Office Received for Record AD _____
At _____ O'clock _____ minutes ____ M
And recorded in Book _____ Pages _____
Attest _____ Town Clerk

*For complete document, see the Planning Office*

**Site Information:**

Development Site Address: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot #: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ . \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Property Owner's Information:**

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owners Acknowledgment:** *As the owner of the property described above or the owner's guardian/trustee, I hereby apply for a permit to alter or construct the structure or structures described on this form. I understand that if this application is approved, I must post notice on the property and allow a **15-day appeal period** before work begins. I understand that VT law allows 30 days to find this application complete. The information and representations contained in this application are true and accurate to the best of my knowledge.*

 **PROPERTY OWNER'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NAME PRINTED:** \_\_\_\_\_

*\*Property owner must also read and sign the acknowledgements on the bottom of page 3.*

**Applicant/Owner's Representative Information:**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Briefly describe the proposed change in use or improvements to the property:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ZONING ADMINISTRATORS ACTION:**

After reviewing the proposed change in use and/or improvement, the Administrator has taken the following action:  
\_\_\_\_\_ Denied \_\_\_\_\_ Approved \_\_\_\_\_ Approved this permit request with the conditions listed on page 4.

**Zoning Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PUBLIC WORKS ACTION, WHEN REQUIRED:**

The DPW finds that the proposed improvements comply with all applicable standards, including, but not limited to, the requirements for access to town roads and connection to town utilities.

**Director of Public Works:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Please answer all of the questions below.

**1. List any applicable subdivision or site plan approvals that may be related to this application request:**

Permit #: \_\_\_\_\_ (and/or) Subdivision Name: \_\_\_\_\_  
*Prior subdivision or site plan approvals may contain conditions of approval that could affect your project.*

**2. What is the existing use of the property?**

\_\_\_\_ Residential    \_\_\_\_ Commercial    \_\_\_\_ Office    \_\_\_\_ Industrial    \_\_\_\_ Public    \_\_\_\_ Institutional

**3. Is the application for a change in use?** \_\_\_\_ Yes    \_\_\_\_ No

What is the PROPOSED use? \_\_\_\_\_  
\_\_\_\_ Residential    \_\_\_\_ Commercial    \_\_\_\_ Office    \_\_\_\_ Industrial    \_\_\_\_ Public    \_\_\_\_ Institutional

**4. Is this an application for a new single family home?** \_\_\_\_ Yes    \_\_\_\_ No    **Multi Family Home?** \_\_\_\_ Yes    \_\_\_\_ No

**For a Single Family Home:**    Finished Floor Area: \_\_\_\_\_ (sf)

# of Bedrooms: \_\_\_\_    Finished Basement: \_\_\_\_ Yes    \_\_\_\_ No

**For Multi-Family Homes:**    # of Units: \_\_\_\_\_    Finished Floor Area (Total): \_\_\_\_\_ (sf)

# of Bedrooms (total): \_\_\_\_    Finished Basements: \_\_\_\_ Yes    \_\_\_\_ No

*If building a new single or multi-family home, please attach a New Home Checklist . An application for a new home must include documentation of Residential Growth Management Allocation.*

**5. Is this an application for an accessory dwelling?** \_\_\_\_ Yes    \_\_\_\_ No

Floor Area: \_\_\_\_\_ (sf)    # of Bedrooms: \_\_\_\_    Floor Area of PRIMARY Residence: \_\_\_\_\_ (sf)

**6. What is the existing or proposed wastewater treatment system?**

\_\_\_\_ Municipal    \_\_\_\_ On-Site Septic    \_\_\_\_ Community Septic

*Applications for improvements, expansions, or changes in use that will result in greater sewage flows are required to submit documentation of the necessary wastewater treatment capacity. Documentation may include a valid wastewater permit from the State of Vermont or a certificate from Williston Public Works confirming the available treatment capacity for those projects connected to the municipal wastewater system.*

**7. Please check all that apply and attach a checklist for each of the following categories.**

This is this an application for a(n):

\_\_\_\_ Deck or Patio    \_\_\_\_ Fence    \_\_\_\_ Telecommunications Facility  
\_\_\_\_ Pool    \_\_\_\_ Home Business    \_\_\_\_ New Home  
\_\_\_\_ Accessory Structure (including detached garages, play stuctures, sheds, etc)  
\_\_\_\_ Residential Improvement (any expansion or improvement to an existing structure)

**8. If there will be any change in building height or if a new building is proposed, what is the proposed building height?** \_\_\_\_

**9. Will your proposed project alter the amount of existing or required parking?** \_\_\_\_ Yes    \_\_\_\_ No

**10. Is there a stream or wetland within 150 feet of the proposed work?** \_\_\_\_ Yes    \_\_\_\_ No

*If yes, please attach a completed Watershed Health Checklist . Please consult Williston Planning staff if you are unsure. A professional wetlands delineation may be required.*

**11. Is any of the proposed work in a Special Flood Hazard Area?** \_\_\_\_ Yes    \_\_\_\_ No

*If any of the work proposed is in a Special Flood Hazard Area, this application will be referred to Vermont's National Flood Insurance Coordinator. This application will not be considered complete and will not be processed until that review is finished.*

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12. Will land be cleared of vegetation, graded, or otherwise disturbed?  Yes  No

If yes, how many square feet? \_\_\_\_\_

\_\_\_\_\_ **High Risk:** My project will disturb *more* than 87,118 SF (2 acres) and /or is within 150 feet of a stream/wetland.

\_\_\_\_\_ **Low Risk:** My project will disturb *more* than a 10,890 SF (1/4 acre) but *less* than than 87,118 SF (2 acres).

\_\_\_\_\_ **Exempt:** My project will disturb *less* than 10,890 SF (1/4 acre).

A Runoff & Erosion Control Plan Checklist must accompany all application for High Risk developments. A Low Risk Runoff & Erosion Control Checklist must accompany all applications for Low Risk developments.

13. What is the total square footage of the **NEW** impervious surface (hardscape) such as roof, deck, porch, pavement, driveway, patio, etc., that will be added to the site? \_\_\_\_\_ (sf)

14. Is this application for a project in the Village Zoning District?  Yes  No

*Work proposed in the Village Zoning District may require a Certificate of Appropriateness from the DRB.*

15. Have you attached a drawing of all proposed work?  Yes  No

*Applications for administrative permits must include a dimensioned drawing of all work. Anything being constructed or demolished must include dimensions (length, width, height). The drawing must include all property lines, existing and proposed buildings and other improvements, floorplans (all levels), driveways and parking areas, existing and proposed setbacks from all property lines, watercourses and wetlands, a north arrow, and any information required by applicable checklists.*

16. Cost of Labor: \$ \_\_\_\_\_ + Cost of Materials: \$ \_\_\_\_\_ = Total Cost: \$ \_\_\_\_\_

*The cost of labor cannot be \$0. Even if you are doing the work yourself, a reasonable value for labor must be provided.*

<b>FEES (To be completed by Williston Planning staff)</b>			Recording Fee: \$ _____
Application Type: <input type="checkbox"/> Simple <input type="checkbox"/> Major			Permit Fee: \$ _____
Impact: School \$ _____	Rec. \$ _____	Trans. \$ _____	Total Impact: \$ _____
Is a Certificate of Compliance required? <input type="checkbox"/> Yes <input type="checkbox"/> No			Cert. of Compliance Fee: \$ _____
Fees Paid? _____	Check # _____	Collected By: _____	Total: \$ _____

**ACKNOWLEDGEMENTS:** By signing this form, the owner acknowledges that they understand and accept the principles adopted in WDB 1.3 and WDB 5.6.1.

**1.3 Basic Principles Applicants Should Understand. Your signature on an application for a permit is an acknowledgement of the following basic principles:**

**1.3.1 State and federal regulations may apply.** Applicants should understand that state and federal regulations apply to many projects. Where those regulations are not as restrictive as this bylaw, this bylaw applies.

**1.3.2 Private agreements may apply.** Applicants should be aware that covenants, deed restrictions, easements, and similar private agreements affect many projects. Those agreements may be more restrictive than this bylaw.

**1.3.3 Burden of proof.** Applicants should understand that the burden of demonstrating compliance with this bylaw rests with them. Be sure you understand the relevant requirements of this bylaw before submitting a permit application.

**1.3.4 Representations are binding.** All representations made on application forms and checklists, and in the drawings and other materials that accompany an application, are binding.

**5.6.1 What happens if I change a project after an administrative permit is approved?** Failure to build in accord with the approved final plans is a violation of this bylaw, subject to enforcement as provided by WDB 7.4-7.6. A fine may be imposed and you may be required to remove all work that is not in accord with the approved final plans.

**Permission to Enter: Your signature on this application constitutes permission for on-site inspection of the property described on this application form as provided by WDB 5.2.2.3**



**PROPERTY OWNERS SIGNATURE:** \_\_\_\_\_

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**CONDITIONS AND REQUIREMENTS OF THIS PERMIT AS DETERMINED BY THE ZONING ADMINISTRATOR:**

\_\_\_\_\_ **Inspections.** One or more inspections are required for the permitted work, as provided in the development agreement or in the specific conditions of approval. You must call the Zoning Administrator and/or Williston Public Works during regular business hours at least 7 days before an inspection is needed.

\_\_\_\_\_ **Certificate of Compliance.** A Certificate of Compliance (CC) is required before the permitted work is considered complete and the premises may be occupied. A CC will be issued within 15 working days following the final inspection. Be sure that all required inspections have been made or are scheduled BEFORE filing a request for a CC.

**Special Conditions and Requirements set forth by the Zoning Administrator:**

The Zoning Administrator has approved this permit with the following conditions:

The Zoning Administrator has determined that this application is incomplete and can neither be approved nor denied without the following information:

**KEEP THIS PERMIT! A copy of the approved permit must be present on the job site during construction. After that, this permit should be placed in your permanent records. Retaining it and passing it on to future owners will save everyone time and money.**