

MEMORANDUM

To: Permit Applicants

From: Town Clerk

Re: Act 125

Due to the passage of Act 125, towns are now required to record a Memorandum of Municipal Action (24 V.S.A. section 4443 (c)).

The Memorandum is a one-page document to be recorded in the Land Records and requires a ten (\$10.00) dollar fee to be paid to the Town of Clarendon.

Please add the ten dollars (\$10.00) to the permit fee. Checks should be made out to 'Town of Clarendon'.

If you are submitting more than one permit (building and access) at the same time, the ten-dollar fee will cover all permits. If permits are submitted at different times, each permit will require the fee of ten dollars.

TOWN OF CLARENDON

PO BOX 30
CLARENDON, VT 05759

BUILDING, LAND USE PERMIT APPLICATION

ZONING ADMINISTRATOR
JEFF BIASUZZI
PO BOX 30
CLARENDON VT 05759
802-770-0380
JeffBVTforester@aol.com

All portions of this application **MUST** be completed legibly, including a **plot plan** showing setbacks to each property line.

TOWN OF CLARENDON
BUILDING/LAND USE PERMIT APPLICATION

Please indicate type of construction. Check all that are applicable

- | | |
|---|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial/Business |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Renovation of existing structure |
| <input type="checkbox"/> Other (Please specify) | <input type="checkbox"/> Industrial |

Permit Fees:

Fees are based on areas of new construction and include square footage of all floor space in new structures excluding unfinished basements not used for living space. Please check appropriate line(s).

<input type="checkbox"/> Residential New Construction	\$50.00 plus \$.02/sq. ft.
<input type="checkbox"/> Commercial/Industrial/Business	\$50.00 plus \$.02/sq. ft.
<input type="checkbox"/> Accessory (garage, barn, deck, etc)	\$10.00 plus \$.02/sq. ft. (\$20 MINIMUM)
<input type="checkbox"/> New Mobile Home Park	\$250.00
<input type="checkbox"/> Home Occupation/Change of use	\$20.00
<input type="checkbox"/> Sign	\$10.00
<input type="checkbox"/> Zoning Board of Adjustment	\$50.00

Instructions for a complete application

1. This application **WILL NOT BE ACCEPTED** unless all portions are completed and the fee is included to the Town of Clarendon. Applications must be legible and completed using ink or typewriter. Upon acceptance of a completed application by the Zoning Administrator and /or the Planning Commission the fee is not refundable.
FAILURE TO APPLY FOR A PERMIT PRIOR TO COMMENCING PROJECT SHALL RESULT IN THE DOUBLING OF THE FEE.
2. A general plot plan showing the location and dimensions of the property must be included with this application. The plan should show current and proposed structures and location of property lines, town roads, and setbacks of current and proposed structures.
3. Separate permits must be obtained from the State of Vermont (802-786-5709) for waste water and potable water and from the Board of Selectmen for driveway construction unless determined "Not Applicable" (N/A) by the Zoning Administrator.
4. Permit applications may be submitted to the Town Clerk or mailed to PO Box 30, N. Clarendon, VT 05759
5. An appeal of any decision by the Zoning Administrator may be filed with the Clarendon Zoning Board of Adjustment. The application is available from the Town Clerk or the Town website.
6. Permits are valid after a 15 day appeal period.
7. Permits are void two years from date of issue unless substantially commenced.
8. All construction must comply with FFA Rule 14 CFR 77.13 Safe, Efficient use, and preservation of the navigable airspace.
9. All construction must conform to VT Residential Building Energy Standard

**TOWN OF CLARENDON
BUILDING PERMIT APPLICATION**

Landowner: _____ Telephone: _____

Address: _____

Applicant (if not landowner) _____ Telephone: _____

Location of Property: _____

Abutting Property Owners: 1. _____ 2. _____

3. _____ 4. _____

Existing Use Check one: agricultural Proposed Use: agricultural
 residential residential
 commercial commercial
 industrial industrial

Lot Size: _____ Frontage on Public Road: _____

Structure Length: _____ Width: _____ Height: _____ Stories: _____

Setbacks measured from property lines to nearest part of new structure, town highway right of way is assumed 25 feet from center of road.

Setbacks (existing) - Road right-of-way: _____ Rear: _____
 Side: _____ Side: _____

Setbacks (proposed) - Road right-of-way: _____ Rear: _____
 Side: _____ Side: _____

Type Structure _____

Remodeling _____ Repair _____ New Construction _____ Renovation _____

Other (explain) _____

Number of parking spaces _____ Number Paved _____ Number unpaved _____

Proposed completion date (Permits are valid for TWO years): _____

Fee (must be included with application): \$ _____

THE UNDERSIGNED HEREBY APPLIES FOR PERMIT TO BE ISSUED ON THE BASIS OF REPRESENTATIONS CONTAINED HEREIN, ALL OF WHICH THE APPLICANT SWEARS TO BE TRUE.

Signature of applicant (must be the owner, a legally authorized agent of the owner, a lessee under a long-term lease or an optionee with a binding agreement to purchase):

Applicant: _____ Date: _____