

**ZONING PERMIT
APPLICATION
CITY of NEWPORT**
222 Main Street, Newport, VT 05855-5000

Property Owners Name: _____ Daytime Phone: (____) _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-911 Locatable Address: _____

Adjacent Property Owners: _____

Estimated Completion Date: _____ Zoning District: _____

Estimated Construction Value: _____ Parcel ID#: _____

Proposed Use and/or Construction: _____

Building Setbacks	Building Dimensions
Front: _____ Rear: _____	Length: _____ Width: _____ Height: _____
Left Side: _____ Right Side: _____	

Lot Size: _____ Road Frontage: _____

Source of Water: _____ Sewage Disposal Method: _____

I, the undersigned, request a zoning permit for the use and/or construction stated, to be issued on the basis of the representation contained in this application and any required submission materials. I fully understand that any incorrect or misleading representations may result in the permit becoming void and legal action instituted by the City of Newport. I further understand that the permit may contain conditions with which I will be required to comply.

Owner's Signature: _____ Date: _____

For Administrative Use Only – 7/07		
Application Number: _____	Submitted on: _____	Fee: _____
Referred to Development Review Board on _____ - Meeting Date: _____		
Site Plan _____	Conditional Use _____	Variance _____ Appeal _____
Granted: _____	Denied: _____	By: _____
Chair, Development Review Board		
Upon the representations contained herein this Zoning Permit is hereby -		
Granted: _____	Denied: _____	By: _____
Administrative Officer		
Reasons for Denial or Conditions: _____		

A copy of the complete permit is on file in the Zoning Administrator's Office.

An interested person may appeal any decision by the Administrative Officer to the Development Review Board in accordance with 24 VSA, Chapter 117, §4465, in writing, within 15 days of the date of such decision. The fee is \$150.

An interested person who has participated in the municipal regulatory proceeding may appeal the decision rendered in that proceeding by the appropriate municipal panel (Development Review Board) to Environmental Court in Accordance with 24 VSA, Chapter 117, §4471, in writing, within 30 days of the date of such decision. The fee is \$225.

If you fail to appeal a decision, your right to challenge the decision at some future time may be lost because you waited to long. You will be bound by the decision, pursuant to 24 V.S.A. §4472(d).

THIS IS A LOCAL PERMIT APPLICATION ONLY. Other permits may be NECESSARY. To determine if other permits are required, contact the State Regional Permit Specialist at (802) 476-0195 and the State Dept. of Labor and Industry at (802) 828-5098.

ACKNOWLEDGMENT OF RESPONSIBILITY

I hereby affirm that I am the fee title owner or the owner's agent* of the property for which this application has been made. I am the party whom the City should contact regarding any matter pertaining to this application and it is my responsibility to keep myself informed of the progress of the application.

I further understand that additional information such as a survey of the property, traffic analysis, or expert testimony may be required for analysis of the application, and that upon my written authorization, fees for such additional information will be my responsibility.

I agree to allow City personnel access to the property to review all aspects of this application and for tax assessment purposes.

Property Owner's Signature: _____

*NOTE: Written documentation must be submitted and approved by the Zoning Administrator proving that the agent is legally authorized to act on the property owner's behalf.

It is **HIGHLY RECOMMENDED** that applicants discuss the application and requirements with the Zoning Administrator prior to submission to ensure that all necessary information is submitted and to ensure efficient and timely processing of the application. The Zoning Office phone number is (802) 334-6992.

Application Requirements:

- An application for a zoning permit shall be filed with the Administrative Officer on form(s) provided by the municipality.
 - Required application fees, as set by the Legislative Body, also shall be submitted with each application.
 - All applications shall include a sketch plan, no smaller than 8.5" x 11", drawn to scale, that depicts the following:
 - The dimensions of the lot, including existing property boundaries,
 - The location and footprint of existing and proposed structures or additions,
 - The location of existing and proposed accesses (curb cuts), driveways and parking areas,
 - The location of existing and proposed easements and rights-of-way,
 - Setbacks from property boundaries, road rights-of-way, surface waters and wetlands,
 - The location of existing and proposed water and wastewater systems, and
 - Other such information as required by the Administrative Officer to determine conformance with these regulations.
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Additional requirement for applications requiring Conditional Use Review or a Variance:

- A list of the names and addresses of all adjoining property owners, without regard to any public right-of-way.
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Additional requirements for applications requiring Site Plan Review by the Development Review Board:

- Approval by the Department of Public Works for adequacy of water, sewer and roadways.
 - A Site Plan Map that shall include the following:
 - Preparer and legend:
 - Name, address and signature of the person who prepared the map, and registry of Deeds Book and Page,
 - Scale, that is the number of feet in one (1) inch on the map; North arrow and date of map completion,
 - Present conditions showing:
 - Subject property boundaries and approximate location and names of abutting property owners,
 - Locations and setbacks from boundaries of: existing structures and land uses, driveways, large trees (larger than 6 inches in diameter at the base), streets, including rights-of-way and driveways, and utility easements: pads poles, pipes, wires, etc.,
 - Contours, that is, existing grade changes and/or existing drainage flow pattern.
 - Proposed changes showing:
 - For subdivisions, new lot boundaries.
 - Structures and land uses to be removed or modified and new planned constructions, features and land uses with locations and setbacks;
 - Landscaping plan, including any large tree removal, with locations of plantings and grading and drainage pattern;
 - Traffic patterns with street, driveways, parking and loading spaces and pedestrian walks;
 - New utility easements.
 - The Supporting Data Addendum shall include the following:
 - City Deed Registry, Book and Page reference for subject property;
 - A list of the names and addresses of all adjoining property owners, without regard to any public right-of-way;
 - Present land use and any deed restrictions or covenants, and if so attached copies;
 - Construction schedule, that is, planned start and finish dates for each phase and/or portion; such as structures, streets and ways, parking and loading areas, landscaping, etc...;
 - Proposed performance bonds.
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Additional requirement for applications requiring review by the Director of Public Works:

- An access permit for new direct access to any road or highway within the control or jurisdiction of the City of Newport.
- Approval from the Director of Public Works for all filling and grading that is not incidental to one or two family construction projects.

APPLICATION FEES (effective January 8, 2008)
(ALL FEES ARE NONREFUNDABLE)

Base Fee

All Applications	\$ 60.00 + \$0.06 per sq ft ¹
No Permit Required (in writing)	\$ 30.00

Additional Fees

Development Review Board Review	\$190.00
Subdivisions	\$ 30.00 per lot

All fees are doubled if the proposed use or construction has begun prior to submitting a complete zoning application.

¹ Square footage is based on the increase in building area. Building area is defined as the total of all areas taken on a horizontal plane at the main finished grade level of the principal building and all accessory buildings, exclusive of uncovered porches, terraces and steps. All dimensions shall be measured between exterior faces of walls.

Application fee calculation

Base fee	\$ 60.00	
Sq ft fee	+ _____	\$0.06 x total sq ft increase in building area
Per lot fee	+ _____	\$30.00 x number of lots (subdivisions only)
DRB review	+ _____	\$190.00 (site plan review, conditional use, variance, appeal)

Total _____

Late Filing Fee x 2 Applicable if project has begun prior to submitting application

Total _____

MINIMUM LOT REQUIREMENTS

Zoning District	Lot area	Frontage	Lot depth	-----Set Backs-----			Coverage	---Building Height---	
				Front yard	Rear yard	Side yard		Accessory	All others
Conservation	25 ac	500'	400'	100'	200'	200'	5%	20'	25'
GR w/public water & sewer	10,000 sf	100'	100'	30'	30'	20'	25%	20'	35'
GR w/public water OR sewer	30,000 sf	100'	100'	30'	30'	20'	25%	20'	35'
GR w/on-site water & sewer	40,000 sf	100'	100'	30'	30'	20'	25%	20'	35'
UR - 1 family	8,000 sf	80'	80'	30'	20'	20'	25%	20'	35'
UR - all other uses	12,000 sf	100'	100'	30'	30'	20'	25%	20'	35'
Urban Recreational	5,000 sf	50'	50'	30'	0'	0'	50%	15'	15'
Commercial Zone A	10,000 sf	100'	100'	0'	0'	0'	100%	20'	65'
Commercial Zone B residential	10,000 sf	100'	100'	30'	20'	20'	25%	20'	65'
Commercial Zone B all others	10,000 sf	100'	100'	0'	0'	0'	100%	20'	65'
Public Health/Office	12,000 sf	100'	100'	30'	20'	20'	25%	20'	65'
Light Industrial	20,000 sf	100'	150'	50'	25'	25'	40%	20'	40'
Industrial	40,000 sf	100'	150'	50'	25'	25'	60%	20'	65'