

Application for Zoning Permit for Sub-Division of Land

Under the zoning regulations now in effect, a zoning permit must be obtained before commencing a subdivision of land which will expand or change its present use. Also, the division of land into two or more parcels must obtain a zoning permit, if the land is located within the Flood Hazard Area.

This application form is intended to be used for the subdivision of land. If there is to be any construction, reconstruction, structural alteration, relocation or enlargement of any structure, or a change in use, then a separate application form must be obtained from the Zoning Administrator.

This form constitutes a local permit application only. Contact the State of Vermont District 1 Permit Specialist, or the Assistant Regional Engineer at 802-786-5900 to receive information on State of Vermont subdivision permit requirements.

Location of Property: _____

Tax Map Description: Lot # _____ Deed Reference: Book # _____ Page(s) # _____

Landowner Name: _____ Address: _____ Phone: _____

Applicant Name: _____ Address: _____ Phone: _____

Lot Size Prior to Sub-Division: Lot 1: Area: _____ Width: _____ Depth: _____

Lot Sizes After Sub-Division: Lot 1: Area: _____ Width: _____ Depth: _____

Lot Sizes After Sub-Division: Lot 2: Area: _____ Width: _____ Depth: _____

A general plot plan showing the location of the property, the proposed new property lines, streets or roadways, easements or right-of-ways, lot areas and lot dimensions must be attached to this application.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Please Note: If any proposed lot does not have frontage on a public road or public water, it must have an access to a public road or public water by a permanent, deeded easement or right-of-way at least twenty feet (20') in width. If a lot is to have access by an easement or right-of-way, please provide a plan of the proposed easement or right-of-way in addition to the other required information listed above. Any such easement or right-of-way must be approved by the Planning Commission prior to the issuance of a zoning permit by the Administrative Officer.

For Office Use Only

Date of Receipt: _____ Fee Paid: _____

Tax Map Number before Sub-Division: _____

Planning Commission: Approval Date: _____ Denial Date: _____

Zoning Administrative Officer: Approval Date: _____ Denial Date: _____

Administrative Officer's Signature: _____ Date: _____

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Effective Date: If a zoning permit is issued, it shall not take effect until the time for appeal (15 days) to the Zoning Board of Adjustment. In the event a notice of appeal is properly filed, the permit shall not take effect until the final adjudication of the appeal. Zoning permits and associated approvals shall remain in effect for **two years** from the date of issuance. All development authorized by the permit shall be substantially commenced within **nine months** of issuance or re-application and approval shall be required to continue development.

Requirements: It is the responsibility of the applicant to insure that a copy of the **Permit Notice Placard** is prominently displayed within view of the public right-of-way closest to the subject property. The **Permit Notice Placard** shall be displayed for **15 days** following the issuance of the permit.

Failure to comply with this notice requirement may deny interested persons their due process rights and cause the validity of the permit to be subject to legal challenge.

Certificate of Compliance: It is unlawful to use, occupy or permit the use or occupancy of any land or structure or part thereof created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a **Certificate of Compliance** is issued by the Administrative Officer stating that the proposed use of the land or structure conforms to the provisions of the Zoning Ordinance.

For Completion by the Administrative Officer

Date of Receipt: _____

Fees Paid: \$ _____

Type of Use: _____

Tax Map #: _____

Zoning District: _____

Action by Administrative Officer

- 1. Referred to the Planning Commission
- 2. Referred to the Zoning Board of Adjustment

3. Denied (Reason): _____

4. Approved Issued Zoning Permit # _____

This approval shall not become effective until: _____

Date of Administrative Officer's Action: _____

Administrative Officer's Signature: _____