

Contact the Zoning Administrator [westfieldzoning@gmail.com](mailto:westfieldzoning@gmail.com) or 802-715-3077 before submitting this form

**TOWN OF WESTFIELD ZONING PERMIT APPLICATION INSTRUCTIONS**

CONSTRUCTION OR DEMOLITION	any new building or structure, or rebuilding on an existing footprint; or the removal of an existing building or structure
CHANGE OF USE	single to multi family dwelling, new home occupation, seasonal camp to single family home, etc.
LAND SUBDIVISION	the creation of two or more lots from an existing parcel. All subdivisions require a zoning permit and the resulting lots must meet the requirements for that Zoning District. Upon approval, a survey plat must be submitted for recording with the town within 180 days. Note that an Act 250 permit is required for subdivision which creates more than 4 lots.
BOUNDARY LINE ADJUSTMENT	a change in property boundary resulting in no new lots created. Upon approval, a survey plat must be submitted for recording with the town within 180 days.
AGRICULTURAL STRUCTURE	a structure actively used in farming, forestry, or an on-farm accessory business. No permit is required by Vermont law, though you are required to notify the town in writing along with a sketch, and meet setbacks from property boundaries, waterways, and wetlands for all new structures.

**Date completed:** The Zoning Administrator will act on your application within 30 days of the *completed* application.

**Date Posted:** When your permit is issued by the Zoning Administrator, it is posted at the town office for anyone to review, and a sign must be posted at the proposed development site visible from the road, for a 15 day appeal period.

**Date to Record:** After posting for 15 days, your permit becomes valid (if no appeal is made) on the 16<sup>th</sup> day and will be recorded in the Town Records.

**Applicant and Owner:** If an applicant is not the current owner, the current owner must be listed as co-applicant and both parties must sign the application. Please provide the mailing address for the applicant and / or owner and contact email and daytime phone numbers. An application for Boundary Line Adjustment must have signatures of both property owners. Include one owner as the primary contact "applicant" and list the other as "owner."

**Project Location:** The address of the proposed development. If there is no E911 address, then use a location description referencing the nearest street address. You will need to request an E911 address from the Town E911 Coordinator after completion of a driveway.

**Zoning District:** The Zoning Bylaw defines different areas of the town as zoning districts based on their character, use, and the vision of the Town Plan. Refer to the Town Zoning Map to determine if a parcel is in the Village District, Recreational-Residential District, or Rural-Agricultural District.

**Current and Proposed use:** The Zoning Bylaw lists uses of parcels that have been determined by the Town as "permitted" which require only review by the Zoning Administrator for approval, or "conditional" uses which require a public hearing for approval. Check the Zoning Bylaw for your use and fill it in on the application.

**Warranty Deed Book & Page:** Transfers of ownership of land are recorded in the Town Clerk's office. Provide the book number and page number where the transfer of ownership to you is recorded. The book and page numbers will often be on your copy of the deed.

**Parcel ID:** This is available from your tax bill or from the Town Tax Map.

**Abutting property owners:** List the last names of owners of all properties that border the property where there is proposed development, including abutting properties across any waterway or road or right of way.

**Proposed land development:** Describe your project, such as Subdivide 20 acres into two 10-ac lots, or change single family to multi family home, or build an addition to existing home, build a 10x12 deck, build a new 20x40 garage, etc.

**Setbacks:** The distances from a structure to the property boundaries, wetlands, waterways, etc. There are required minimum setbacks for each Zoning District defined in the Zoning Bylaw. Fill in the setback distances from your proposed structure to the edge of the Right-of-way and your property boundaries with your neighbors.

**Signature:** You certify that all you state is true. If the applicant and owner are different, both must sign. If some part of your project changes from this application, you will need to seek a new permit. A permit cannot be amended after it has been completed and reviewed.

**Board hearing required:** If your project requires a hearing, you will be notified in writing, mailed to the address listed on this application 15 days prior to the date of the hearing. The Decision of the Board will be mailed to you within 45 days after the close of the public hearing.

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FEES:	Application Fee	Recording Fee	Total Fee
Zoning Permit -any application requiring Administrative Review of a permitted use	\$55	\$15	\$70
If permit requires Development Review Board Hearing or Site Plan Review by the Development Review Board, this fee covers: -any application requiring a public hearing such as conditional use -an appeal of an administrative decision	\$340	\$30	\$370
Driveway permit <i>Additional permit from Vermont Dept of Transportation may be required</i>		\$15	\$15
Letter of Zoning Compliance	\$30	\$15	\$45
Late fee -any application made after the project is commenced or built			Double the fee
Agricultural structure	N/A	\$15	\$15
Survey plats (11×17 inch, 18×24 inch, 24×36 inch)	N/A	\$25	\$25