

# TOWN OF UNDERHILL

P.O. Box 120  
Underhill, VT 05489

Phone: (802) 899-4434 x106

Fax: (802) 899-2137

## BUILDING PERMIT APPLICATION

**INSTRUCTIONS:** Complete the application in full and submit to the Zoning Administrator with a sketch showing dimensions of the proposed construction and a scaled sketch plan (min. 8.5" x 11") that accurately depicts: 1. the dimensions of the lot, including existing & proposed property boundaries, 2. the location, footprint, & height of existing and proposed structures & additions, 3. the location and dimensions of existing & proposed accesses (curb cuts), driveways, and parking areas, 4. the location of existing and proposed easements, rights-of-way, and utilities, 5. setbacks from property boundaries, road rights-of-way, surface waters, & wetlands, 6. the location of existing and proposed water & wastewater systems. Payment of applicable fees is due at the time of submission. Incomplete applications will be returned.

### ZONING DISTRICT(S):

- Underhill Flats Village Center     Rural Residential     Water Conservation  
 Scenic Preservation     Soil & Water Conservation

### OFFICE USE ONLY

APPLICATION # \_\_\_\_\_

PROPERTY CODE: \_\_\_\_\_

APPLICANT:	MAILING ADDRESS:
PHONE / ALTERNATE PHONE:	E-MAIL:
PROPERTY LOCATION:	ACREAGE / FRONTAGE:
LANDOWNER (IF DIFFERENT FROM APPLICANT):	LANDOWNER CONTACT INFO:
CONTRACTOR:	CONTRACTOR CONTACT INFO:

### INDICATE WHETHER ANY OF THE FOLLOWING EXIST ON THE PROPERTY:

- Rivers / Streams     Wetlands: Class (II or III) \_\_\_\_\_     Deer Wintering Areas     Floodplain: Zone \_\_\_\_\_

### EXISTING AND INTENDED USE OF THE LAND, STRUCTURES, AND/OR ANY PROPOSED STRUCTURAL CHANGES:

**PROPOSED CONSTRUCTION:** Accessory dwellings must not exceed 50% of the existing total habitable floor area of the principal single-family dwelling, excluding unfinished attics and basements. New buildings for accessory dwellings require Conditional Use approval. Attach copies of all State & Federal permit(s) and approval(s).

- |  |                 |  |       |
|--|-----------------|--|-------|
| <input type="checkbox"/> Single Family Dwelling  | Bedrooms: _____ | <input type="checkbox"/> Addition/Other (specify): | _____ |
| <input type="checkbox"/> Accessory Dwelling      | Bedrooms: _____ | <input type="checkbox"/> Accessory Structure(s):   | _____ |
| Principle _____ sf                               | Bedrooms: _____ |  | _____ |
| <input type="checkbox"/> Two Family Dwelling     | Bedrooms: _____ |  | _____ |
| <input type="checkbox"/> Multifamily Dwelling    | Bedrooms: _____ |  | _____ |
| Units _____                                      |                 |  | _____ |
| <input type="checkbox"/> Commercial / Industrial |                 |  |       |

**Estimated value / cost of construction \$** \_\_\_\_\_

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Dimensions: Complete for ALL proposed construction.							
Structure(s) (From Pg. 1)	Front	Side	Side	Rear	Stories	Height (Max. 35 ft)	Total Added SF

Setbacks: Measure the distance from the closest part of ALL NEW CONSTRUCTION to the lot lines and natural features.						
Structure(s)	Front (Road ROW)	Side	Side	Rear	Rivers, Streams, Ponds	Wetlands

Building and Lot Coverage Calculations: Complete for ALL permit applications.			
a. Total lot area (1 acre = 43,560 square feet)			ft <sup>2</sup>
b. Sum of <b>ALL</b> existing and proposed building/structure footprints (including porches, decks, sheds, garages, etc.)		ft <sup>2</sup>	
c. Calculate percentage (line b / line a) * 100	<b>TOTAL BUILDING COVERAGE</b>	%	
d. Enter total lot area from line a			ft <sup>2</sup>
e. Sum of area covered by <b>ALL</b> existing and proposed buildings, structures, impervious surfaces (driveways, parking/loading/service areas, access roads, etc.)		ft <sup>2</sup>	
f. Calculate percentage (line e / line d) * 100	<b>TOTAL LOT COVERAGE</b>	%	

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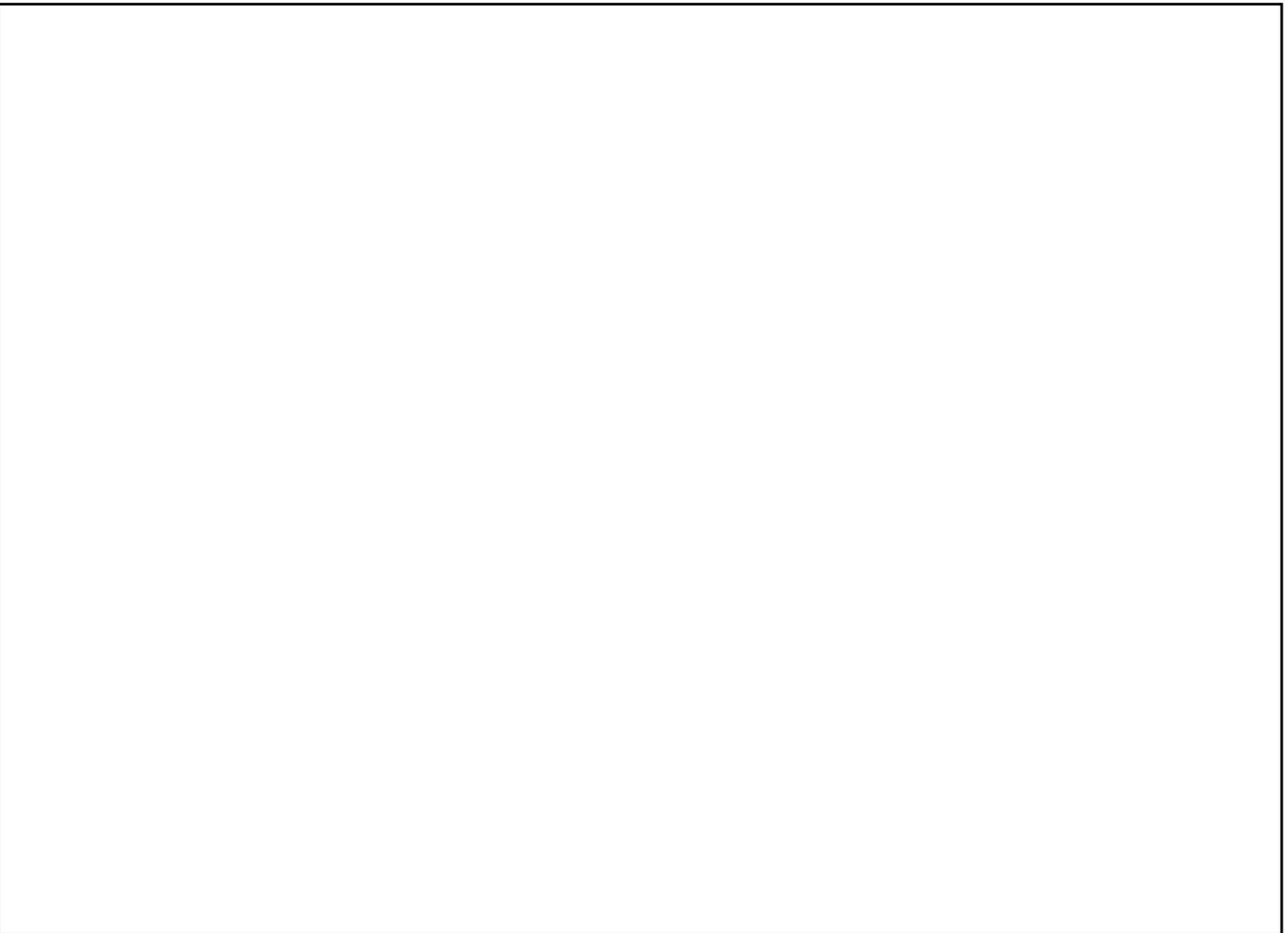
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**INSTRUCTIONS:** Provide a sketch showing dimensions of the proposed construction. You may use another sheet, or the space below.



**INSTRUCTIONS:** On another sheet, provide a scaled sketch plan (min. 8.5" x 11") that accurately depicts: 1. the dimensions of the lot, including existing & proposed property boundaries, 2. the location, footprint, & height of existing and proposed structures & additions, 3. the location and dimensions of existing & proposed accesses (curb cuts), driveways, and parking areas, 4. the location of existing and proposed easements, rights-of-way, and utilities, 5. setbacks from property boundaries, road rights-of-way, surface waters, & wetlands, 6. the location of existing and proposed water & wastewater systems.

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The undersigned hereby requests a Zoning Permit for the construction project described in this application. By signing below, Applicant acknowledges that they will comply with the requirements of the permit, if granted, and all Town Regulations. **Separate State permits including, but not limited to, water/wastewater, stormwater, Act 250, and Construction General Permits may be required. It is the obligation of the Applicant to contact the State Permit Specialist at 802-879-5676 prior to construction.**

The Zoning Administrator (or representative) may access the subject property for purposes of inspections before, during, and upon completion of the project. A Permit Notice sign will be supplied to the Applicant with this application to be posted within view of a Town Highway until the 15-day appeal period expires. Interested parties may exercise their appeal rights pursuant to 24 VSA §4465.

Applicant and/or their consultant(s) should check with the Road Foreman for any posted road restrictions. Failure to substantially commence construction by the permit expiration date will require a new permit from the Zoning Administrator. Upon completion of construction, Applicant must contact the Listers' office and the Zoning Administrator to obtain a Certificate of Occupancy (where applicable).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

**RECEIVED** Date \_\_\_\_\_

**APPROVED** Date \_\_\_\_\_

Effective Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

Permit Fee	\$
Posting Fee	\$
Recording Fee	\$
<b>TOTAL FEE</b>	<b>\$</b>
<input type="checkbox"/> Check #	<input type="checkbox"/> Cash

**REFERRED**

To: \_\_\_\_\_

Date \_\_\_\_\_

To: \_\_\_\_\_

Date \_\_\_\_\_

Comments/Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REJECTED** Date \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date