

Town of Plymouth Zoning Permit Application

68 Town Office Rd.
Plymouth, VT 05056

802-500-1815
clerk@plymouthvt.org

Project Location (911 address): _____

Property Owner(s): _____ Phone: _____

Owner(s) Address: _____ Email: _____

Applicant (if not owner): _____ Phone: _____

_____ Email: _____

Lot Size (acres): _____ Approximate Cost: \$ _____ Road Frontage: _____

Zoning District: _____ Overlay District: _____ # of Permitted Bedrooms: _____

Are there existing non-conformities at this address? _____

Project Description

Circle All That Apply: Addition, Agricultural Barn, Camp, Carport, Change of Use, Deck, Demolition, Exterior Renovations within the Coolidge Homestead Overlay, Garage, Land Clearing within a Subdivision or Shoreland Overlay, New Construction, New Road, Patio, Pool, Pond, Covered Porch, Shed, Sign, Subdivision, Impervious Walkway within the Shoreland Overlay

Describe Project (Include All Dimensions & Heights): _____

Existing Use of
Property/Structure: _____ Proposed Use: _____

Explain Change of Use or Other(?): _____

Distance from: Road /ROW: _____ Property Line: Left: _____ Right: _____ Rear: _____ Lake/Stream: _____

New Square Footage: Basement: _____ 1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____ Other: _____ Total: _____

I hereby certify that the information herein, including all attached documents is true and accurate. The Applicant is authorized to act on behalf of the property owner:

Owner/Applicant Signature: _____ Date: _____

Office Use Only

Date Received: _____ Application #: _____ Zoning Fee: _____ Recording Fee: _____

Date Paid: _____ Check #: _____ Parcel ID: _____ Tax Map/Lot: _____ Book/Page Recorded: _____

Approved: _____ Denied: _____ Referred to Board: _____

Comments/Reason: _____

Zoning Administrator Signature: _____ Date: _____

Zoning Permit Application Instructions

If your property is within these Zoning Overlay Districts, a Conditional Use hearing before the Planning Commission is required. A Change of Use permit application in these Overlays requires a Conditional Use hearing.

Flood Hazard Overlay Zone: For a property located within a Flood Hazard Zone, the ZA must submit the application to the Agency of Natural Resources, Dept. of Environmental Conservation for a 30 - day comment period before a Conditional Use hearing can be warned.

Shoreland Overlay: In addition to fulfilling the requirements for this overlay, the Vermont Shoreland Protection Act regulates activities within 250 feet of the mean water level of lakes greater than 10 acres in size, and may require a permit review by the Agency of Natural Resources, Dept. of Environmental Conservation.

Coolidge Homestead Overlay: For property located within this overlay, the applicant must meet the review criteria listed under Section 3.22.3 of the Zoning Ordinance.

Conditional Use Standards must be met for the following zoning applications:

Home Occupation ____ Rural Small Enterprise ____ Extraction of Gravel, Sand, Soil, & Minerals ____
Height Limitations ____ Outdoor Lighting ____ Off Street Parking ____ Landscaping & Screening ____
Commercial & Industrial ____ Mobile Home Parks ____

Subdivisions: Depending on the specifics of a subdivision, either a Zoning Permit, or Conditional Use approval and a Zoning Permit are required. See Section 3.2 of the Zoning Ordinance.

APPLICATION REQUIREMENTS before review by Zoning Administrator:

Site Plan: A drawing of the proposed project showing the relation to existing structures, septic system, utility lines, driveway, and road. Include footprint size, height, and elevation for new structures.

Structure Set Backs: or Distance from the road or right of way, property lines, and lake, river or streams.

1. Road frontage includes a private road, shared drive, or a legal right of way.
2. Existing use is the current use of the land or structure prior to this application.
3. Setback from the road (State, Town, Private, ROW) is measured to the centerline.
 4. Setback from a stream is measured from the topmost part of the bank.
 5. Setback from a pond or lake is measured from the high-water mark.
6. Property lines must be staked out and visible within the general area of development, if applicable.

Application requirements you may need help with:

Zoning District, Overlay District, Permitted bedrooms (Assessors Property Card), Existing Non-Conformities may require a Variance.

FEES:

Non-refundable application fee is to be paid with the application submittal.

Fee is based on .10 per square foot of any new construction or a minimum of \$75.00.

There is a \$15 Recording fee. All checks shall be made payable to the Town of Plymouth

This permit will not be valid and no construction shall commence until 15 days from approval. Permit is valid for 3 years from date of approval.

THINGS TO KNOW AND CONSIDER

The following Ordinances are in effect in the Town of Plymouth:

Dog Ordinance: Registration required

Zoning Ordinance: Permit required for Accessory structures over 200 sq. ft.

Access / Driveway: Permit required

Short-Term Rental Ordinance: Registration required

1. Do you need a 911 Address? Contact the Town Clerk to obtain a reflective 911 number to be displayed at the entrance to your driveway.
2. Do you have a home battery back - up system? Call the Town Clerk to obtain a decal to alert first responders in case of a fire.
3. Do you need a driveway permit? Contact the Town Clerk for a permit for a driveway on a town road. If your driveway will be located on a state highway, the clerk can give you contact information for VTRANS. As a property owner, it is your responsibility to flag your property line before the Road Foreman reviews your application.
4. Do you need a Dog License? Visit the Clerk's office to register your pet and get a dog tag.
5. Are you building a new house? You will need to submit a Zoning Permit which lists the documents you will need to include with your application form. For new construction, the Town Clerk can give you the Vermont Residential Building Energy Standards Code Book.
6. Do you want to add Accessory structures to your property, such as a shed? If your property is not within the Flood Hazard, Shoreland, or Coolidge Homestead Overlays or the River Corridor, Accessory Small Structures no greater than 200 square feet in footprint and less than 12 feet in height are exempt from permitting as long as the placement of the structure is within the Set-Back for your parcels zoning district.
7. If you are a second home owner and intend to rent your home on a short - term basis, you will need to be aware of the Town of Plymouth Short Term Rental Ordinance. Your Short - Term Rental property must be registered with the Town of Plymouth. Call the Town Clerk for more information regarding this.
8. Is your property within 250 ft. of the shoreland? You will want to review The Vermont Shoreland Protection Act handbook before clearing any natural vegetation or adding new impervious surfaces to your property. A permit may be required from the Department of Environmental Conservation's Shoreland Permitting and a zoning permit application from the Town of Plymouth.
9. Does your Waste Water Permit match the number of bedrooms in your house? You will need a permit from a regional engineer if you plan to increase the number of bedrooms in your house and a Change of Use zoning permit from the Town of Plymouth.
10. Is your property located along a river? If so, you will need to review River Corridor regulations regarding River Corridor Protection Procedures. Section 2.9 of the Plymouth Zoning Ordinance addresses state permitting requirements regarding proposed changes to vegetation or ground disturbance within the Riparian Buffer and Stream Setback and / or the placement of structures within this area. State and local permitting is required along River Corridors.