

# Town of Proctor Zoning Permit Application

## Instructions

Land development may begin in the Town of Proctor only after a zoning permit is issued by the Zoning Administrator. The following activities may begin only if they comply with all regulations set forth in the Town of Proctor Zoning Regulations:

- Division of a parcel into two (2) or more parcels;
- Construction, exterior reconstruction, conversion, structural alteration, relocation or enlargement of any building(s) or other structure(s), or any mining, excavation or landfill; and
- Any change in the use of any building or other structure, or land, or extension of use of land.

A zoning permit shall not be required for interior or exterior changes that do not change the permitted use footprint of a structure or modify conditions which may have been set by the Zoning Board of Adjustment or the Planning Commission.

To apply for a zoning permit, please follow the instructions below.

1. Provide all of the information requested in this application.
2. Submit one (1) copy of a sketch plan with your application that:
  - a. Shows the dimensions of the lot to be built on; and
  - b. Shows the location of the building/accessory structure(s) to be erected, with front, side, and rear setbacks identified.
3. Submit a surveyor's plot plan of the property, if available.
4. Sign and date the permit application.
5. Include the proper permit fee (refer to the Zoning Permit Fee Schedule to determine the proper fee).
6. Any application for construction that will require connection to the Town of Proctor water or wastewater (sewer) system shall be accompanied by a plan showing all connections to Town mains. The fee for connection to the Town water system is \$350.00. The fee for connection to the Town wastewater (sewer) system is \$350.00. Payment in cash, check or money order made out to the Town of Proctor is required at the time of application. No zoning permit will be approved until the plan is reviewed and approved by the Selectboard and its appointed water and wastewater administrator.
7. Before there is any use or occupancy of any structure or addition authorized, it must be inspected upon completion by the Zoning Administrator and a Certificate of Occupancy (CO) issued. A \$50.00 refundable fee for issuance of a CO is required. It is the responsibility of the applicant to notify the Zoning Administrator when construction is complete and arrange for an inspection.
8. In applying for a Certificate of Occupancy, the applicant shall certify that it complies with all governmental regulations, if any, covering plans, building, plumbing, and sanitation codes.
9. Return completed applications and proper permit fee to the Proctor Town Clerk.
10. If you need help completing your zoning permit application, contact the Zoning Administrator, Stan Wilbur at 459-3333 ex13. You may also find it helpful to read the Town of Proctor Zoning Regulations to familiarize yourself with the requirements for building and development in town. Failure to provide all required information and the proper fee will delay the processing of this application.

# Town of Proctor Zoning Permit Application

Permit # \_\_\_\_\_ Date \_\_\_\_\_

## 1. Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## 2. Landowner (if different than applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## 3. Property

Location: \_\_\_\_\_

Size (acres): \_\_\_\_\_

Road Frontage: \_\_\_\_\_

*(If property fronts on more than one road please include each frontage measurement.)*

Parcel ID#: \_\_\_\_\_

*(Your Parcel ID# can be found on your property tax statement.)*

Existing Use: \_\_\_\_\_

## 4. Project

Description of Work to be Done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change of Use: Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Dimensions of Existing Building: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

# Stories: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Dimensions of Proposed Building: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

# Stories: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Requires Connection to Town Water: Yes \_\_\_\_\_ No \_\_\_\_\_ Requires Connection to Town Sewer: Yes \_\_\_\_\_ No \_\_\_\_\_

Private Sewer: Yes \_\_\_\_\_ No \_\_\_\_\_ Private Well: Yes \_\_\_\_\_ No \_\_\_\_\_  
*(If yes, attach copy of state approvals.)*

Estimated Construction Cost: \_\_\_\_\_

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### 5. Sketch Plan

Please include one (1) copy of the sketch plan for your project. The sketch plan shall be no smaller than 8.5" x 11" and drawn showing the dimensions of the lot to be built on, location of the building and accessory buildings to be erected with front, side, and rear setbacks identified. Also include a surveyor's plot plan of the property, if available.

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### Please note the following information about this permit application

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This application cannot be processed until all requested information is submitted in clear and readable form. You may attach additional sheets to this application.

If a permit is granted on the basis of this application, there is a 15 day waiting period before construction may begin. Additionally, if a permit is granted:

1. An interested person may appeal any decision made by the Zoning Administrator within 15 days of the date of issuance; therefore,
2. The permit shall not take effect until the appeal period has passed.

A permit granted on the basis of this application will be voided in the event of misrepresentations of the information contained herein or if construction is not substantially in progress within one (1) year from the date of issuance. The permit may be renewed for an additional six (6) months.

The undersigned hereby applies for a Zoning Permit for the use described in this application on the basis of the representations made herein. I hereby certify the information contained herein is true and correct.

Signature of Owner(s): \_\_\_\_\_  
*(If the signature is not the owner's ATTACH written authorization from the owner.)*

Date: \_\_\_\_\_

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### For Office Use Only

Date Received: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Referred to: Planning Commission / Zoning Board of Adjustment  
*(Circle Action Taken, if applicable)*

Signature of Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## Town of Proctor Zoning Permit Application

### Zoning Permit Fee Schedule Amended April 30, 2020

The Proctor Selectboard has adopted the following Permit Fee schedule. Payment shall be in the form of cash, check or money order made out to the Town of Proctor at the time of application.

Residential Dwelling Unit (includes Manufactured Homes) One or Two Family	\$150.00
Multi-Family	\$75.00 per unit
Commercial Development	\$150.00 + \$0.04 per sq. ft.
Residential Structural Alterations or Additions	\$50.00
Commercial Structural Alterations or Additions	\$75.00 + \$0.04 per sq. ft.
Residential/Commercial Accessory Uses (e.g., fences, garages, decks)	\$25.00
Residential/Commercial Accessory Uses (Sheds)	\$10.00 up to 120 sq. ft. <u>\$25.00 more than 120 sq. ft.</u>
Signs	\$20.00 per business
Home Occupations	\$25.00
Change of Use	\$30.00
Subdivisions	\$250.00 + \$50.00 per lot
Conditional Uses	\$100.00
Any Land Development for which an above permit has not been issued, includes land clearing, earth extractions, etc.	\$50.00
Appeal Decision of the Zoning Administrator	\$150.00
Permit Compliance Letter	\$50.00 per parcel
Renewal of Expired Zoning Permits	50% of original fee
Zoning Regulations and Maps	\$10.00
Recording in Land Records of Zoning Documents	\$15.00 per page
Publishing Notices of Zoning or Planning Hearings	\$100.00
Certificate of Occupancy (Refundable)	\$50.00*

\*This fee is refundable upon issuance of a certificate of occupancy by the Zoning Administrator. It is the responsibility of the applicant to schedule an appointment with the Zoning Administrator to inspect the completed project.

Zoning Permit Fee Exemptions: schools, churches, municipality, and handicap ramps.

THE ZONING ADMINSTRATOR SHALL DOUBLE ALL FEES FOR ANY LAND DEVELOPMENT OR CHANGE OF USE, WHICH HAS COMMENCED PRIOR TO THE ISSUANCE OF A ZONING PERMIT.

**Town of Proctor Zoning Permit Application**

**Certificate of Occupancy**

**1. Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**2. Landowner (if different than applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**3. Property**

Zoning Permit #: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

Property Location: \_\_\_\_\_

We the undersigned, hereby certify that all applicable local, state and federal permits have been obtained and complied with.

\_\_\_\_\_  
Signatures of all property owners/applicants

\_\_\_\_\_  
Date

**For Office Use Only**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This permit certifies that the building or use at the above location conforms to the approved plans and zoning permits on file with the Zoning Administrator. No construction may commence or change of use made in any building or premise that is inconsistent with this permit. This permit is with respect to municipal regulations only. The applicant is responsible for obtaining other applicable state or federal approvals.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_