



How-To: Apply for a Zoning Certificate of Compliance

A zoning Certificate of Compliance (also known as a Zoning Certificate Letter) Asserts that there are no known zoning violations. Though not required by the City, it is often advised by realtors and attorneys to obtain one.

Follow these steps to obtain a Certificate of Compliance.

- Fill out the Certificate of Compliance form:
<https://cms6.revize.com/revize/southburlington/Planning/Forms/CC%20Form%202017%20Generic%20fillable%202017.pdf>
- Fill out the middle three lines (name on deed, address, and date and save the document with a new name – the address perhaps)
- The fee for this document is \$40.00. Our website offers an online payment option:
https://www.southburlingtonvt.gov/how_do_i/make_a_payment/index.php When the it asks for a permit number, type “TBD”. Other payment options are also explained in the link.
- **Digital submissions are strongly encouraged and can be returned more quickly.** Email the Certificate of Compliance form to planning@sburl.com
- Applications are processed in the order in which they are received and upon confirmation of payment.
- Allow 5-7 business days, we often turn them around sooner.
- We will return the completed certificate by email, please be sure to provide us with an email/phone number to reach you if there are any questions.