

**CITY OF SOUTH BURLINGTON**  
**Z O N I N G   P E R M I T   A P P L I C A T I O N**

<b>PROPERTY Street Address:</b> _____	<b>Application No:</b> _____ <small>[office use only]</small>
<b>Property Owner:</b> _____	<b>Parcel Size:</b> _____
<b>Property Owner Mailing Address:</b> _____	
<b>APPLICANT:</b> _____	
<b>Applicant Mailing Address:</b> _____	
<b>Applicant Email:</b> _____	<b>Daytime phone:</b> _____

**1. PROPOSED project including building dimensions (describe):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. RELATED Site Plan, Conditional Use, PUD, Subdivision, or Misc Approval** \_\_\_\_\_

**3. Present USE(S) of the property:**  
 Single family home on its own parcel  
 Other (please state the USE per Land Development Regulations- retail, general office, multifamily residential, etc.):  
\_\_\_\_\_

**4. List all present structure(s) on property (describe including dimensions or square footage of each):** \_\_\_\_\_  
\_\_\_\_\_

**5. Does the project include a proposed change of USE?**  
 No (the property will still be used for the same purpose)  
 Yes (please state proposed changed or added USES per Land Development Regulations- retail, general office, multifamily residential, etc.): \_\_\_\_\_

**6. ESTIMATED total cost of improvements (materials and labor):** \$ \_\_\_\_\_

*Complete the following only if the project involves changes to the dimensions of your building or other site changes (ie, not interior renovations or roof / window / deck replacement)*

**7. BUILDING footprint – i.e. size in sq. ft. of main floor of house and all attached and detached structures including enclosed breezeways, garages, and sheds (describe):**    Existing: \_\_\_\_\_    Proposed: \_\_\_\_\_  
\_\_\_\_\_

**8. TOTAL impervious surfaces on site (i.e. Building footprint PLUS size in s.f. of driveways, patios, decks)**  
Existing: \_\_\_\_\_    Proposed: \_\_\_\_\_

**9. ATTACH SKETCH PLAN OR SITE PLAN**

**10. APPLICANT/OWNER CERTIFICATION**

The undersigned property owner hereby consents to submission of this application and understands that if the application is approved, the Zoning Permit and any attached conditions will be binding on the property.

\_\_\_\_\_  
 Property Owner Signature **PRINT NAME** **Date**

The undersigned applicant hereby affirms that the information presented in this application is true, accurate and complete.

\_\_\_\_\_  
 Applicant Signature **PRINT NAME** **Date**

OFFICE USE ONLY – ADMINISTRATIVE OFFICER ACTION – OFFICE USE ONLY

DATE Received: \_\_\_\_\_ FEE Received: \$ \_\_\_\_\_ Identification of zoning district: \_\_\_\_\_

Project description: \_\_\_\_\_

**SITE PLAN**

\_\_\_\_\_  
 Application # Approval Date

**SUBDIVISION**

\_\_\_\_\_  
 Application # Approval Date

**CONDITIONAL USE**

\_\_\_\_\_  
 Application # Approval Date

**VARIANCE**

\_\_\_\_\_  
 Application # Approval Date

**MISCELLANEOUS**

\_\_\_\_\_  
 Application # Approval Date

**FINAL ADMINISTRATIVE OFFICER ACTION  
 Z O N I N G P E R M I T**

**APPROVED** \_\_\_\_\_  
 Approval Date Administrative Officer's Signature

Permit EFFECTIVE date \_\_\_\_\_ Permit EXPIRATION date \_\_\_\_\_

CONDITIONS of Approval \_\_\_\_\_

Provided applicant copy of URBECE or VCBE Standards Handbook or  Not Applicable

**DENIED** \_\_\_\_\_  
 Denial Date Administrative Officer's Signature

REASON for DENIAL \_\_\_\_\_

**Notice of Appeal Rights:** Any interested person may appeal this decision by filing a written Notice of Appeal with the clerk of the Development Review Board within fifteen [15] days of the date of this decision. The notice of appeal must be accompanied by a filing fee of \$223.00.

**This permit does NOT authorize commencement of any development activity approved by the permit until the permit takes effect as set forth above.** Site modifications and improvements made prior to this permit becoming effective may be subject to removal and site restoration if a timely appeal is commenced.

**NOTE:** The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 477-2241 to speak with the regional Permit Specialist.