

Town of Waterford, Vermont
Application to the Development Review Board

Instructions: Beginning with step 1 below, answer each of the questions as they appear. To help you keep track, place a check in the space to the left of each numbered instruction after you have completed that question. Please read and follow all instructions.

- ___ 1. I am (Check one of the following):
 ☐ Owner of the property ☐ Lessee of the property
 ☐ Agent – Agent's Full Name: _____
 Agent's Address: _____
 Agent's Telephone: Home: _____ Work: _____
- ___ 2. In the spaces below, fill in the information requested:
 Applicant's Name: (first, last): _____
 Applicant's Mailing Address: _____

 Applicant's Telephone: Home: _____ Work: _____
- ___ 3. Tell what type of application you are applying for by checking the appropriate box.
 ☐ I am appealing the decision of the zoning administrative officer.
 ☐ I am applying for a conditional use permit.
 ☐ I am applying for a variance from the zoning district requirements.
- ___ 4. My property is zoned (check one of the following) :
 ☐ Industrial-Commercial ☐ Rural Residential
 ☐ Village District ☐ Rural Residential Special
- ___ 5. Tax Map Description:
 Sheet _____ Block _____ Lot _____
- ___ 6. Deed Reference:
 Book _____ Page _____
- ___ 7. In your own words, tell briefly what you would like to do. (For example: "I would like to build a garage.")
- ___ 8. In your own words, tell briefly why you are presently unable to do what you wrote in number 7. It would be helpful if you could cite the particular zoning ordinance. (For Example: "My area is zoned rural residential. I would like to open a store. Stores are not permitted in my zone except by conditional use permit.")

___ 9. In your own words, briefly, describe the location within Waterford where your proposed changes will occur. Indicate town road, near what intersection, who your neighbors are, any special landmarks, or anything that helps the board know where the site is located.

___ 10. With this application, you **must** attach a sketch of your plot with the following **clearly shown and labeled**: approximate dimensions (specific dimensions where they relate to your proposal), All existing buildings, any prominent features, neighbors and abutters, and **proposed changes**. If it is necessary, show traffic circulation and parking diagrams. If you are applying for a conditional use, you must show where that use will take place.

___ 11. In the space below, list **all** your abutters.

___ 12. What is your:

Lot Size (square feet or acres): _____.

Frontage on public road: _____.

___ 13. If a building is involved, answer each of the following: If not, proceed to # 12.

a) Nature of Work: New Construction ____ Addition ____

Other ____ (describe) _____.

b) Building: Length _____ Width _____ No. of Stories _____.

c) Building Setback From: Road Center Line: _____.

Rear: _____. Side: _____ Side: _____.

d) Type of Water System: _____.

Type of Sewage System: _____.

___ 14. Enclose a \$140.00 filing fee. Checks should be made out to the **Board of Adjustment, Town of Waterford**.

___ 15. Please read the following: When your completed application is received, one of two courses will be followed. a) The application may be returned to you. If the application is returned, you were unclear or omitted information. Simply refile the corrected application. b) A hearing will be scheduled. If your application is not returned, you will be scheduled for a hearing at which time the board will review your application. This will occur at the next available, appropriate hearing date. The Board meets for its regular meetings on the 1st and 3rd Tuesdays of each month. Please note that it takes approximately 20 days to publish a legal public notice in the local paper. You will be informed of the hearing date by certified mail. The Board often does not make a decision

at the first hearing, but continues the meeting to a second hearing. After the Board reaches a decision, you will be informed of that decision, and the reasons for it, by certified mail. If you have any questions, contact the zoning officer or a member of the Board of Adjustment.

Please note: The Board of Adjustment has no authority to consider or authorize a use not permitted in the zoning ordinances.

____ 16. You may enclose any other information you think is pertinent.

____ 17. I certify that I have read the preceding document and, to the best of my knowledge, all the information I have furnished is true.

Signed: _____. Date: _____.

____ 18. Place the completed form (and all other materials) in an envelope and either: a) give it to the Waterford Town Clerk; or b) mail it to Waterford Development Review Board, PO Box 56, Lower Waterford VT 05848

.....

Do not write below the line.
For use by the Board of Adjustment only.

Application Number: _____ Fee Paid: _____
Date Received: _____ Notice Date: _____
Hearing Date: _____.

Application returned for the following reasons:

Notes:

Revised July 9, 1999
Revised July 23, 2007