



City of Winooski

Vermont's Opportunity City

27 West Allen Street
Winooski, Vermont 05404
802 655 6410
winooski.vt.gov

Combined Permit Application

Zoning/Building

Instructions

To expedite your application, please read the following instructions carefully. Incomplete applications will delay the review and may cause the application to be denied. **All pages must be returned.**

This application is required for any exterior work or interior modifications to your property. This form will be used to apply for any work within the City of Winooski related to building, zoning, or public infrastructure. Please read the following information carefully as you fill out **all** the information listed in this application. Failure to complete all the required information in this application will result in delays of review and possible denial of the request. State permits may also be required.

Applicants are responsible for contacting the Vermont Division of Fire Safety; Williston Department to coordinate State of Vermont Permitting: 802 879 2300

Energy Efficiency Standards may also apply as identified by Efficiency Vermont: 888 921 5990

Section 6.10 of the City's Unified Land Use and Development Regulations require this application be submitted to the City and include any application fees as may be established by the City Council. In addition to any required fees, the application shall also include the following:

1. A statement describing the existing and intended use of the land and structures and/or any proposed structural changes.
2. A sketch plan, no smaller than 8.5" x 11", drawn to scale, and accurately depicting:
 - a. the dimensions of the lot, including existing and proposed boundaries
 - b. the location, footprint, and height of existing and proposed structures, and additions
 - c. the location and dimension of existing and proposed accesses (curb cuts), driveways, and parking areas
 - d. the location of existing and proposed easements, rights-of-way, and utilities
 - e. setbacks from property boundaries, road rights-of-way, surface waters, and wetlands
 - f. the location of existing and proposed water and wastewater connections
 - g. other information as may be needed to determine compliance with these regulations as specified by the Zoning Administrator

Please contact the Planning and Zoning Manager to schedule a meeting or discuss details/fees prior to applying (this will assist in determining the level of detail needed and may expedite processing). Depending on specifics and scale of project, not all of the items listed above may be applicable and additional information may be required (including review by another board or commission for conditional use, etc.).

Waiver

I have read and acknowledge the requirements necessary to submit this application. I understand that failure to provide the required items listed above and, in this application, may result in a denial of my application. I understand that any fees paid with this application are non-refundable regardless of approval or denial of this application. By signing this application, I grant the City of Winooski or their representatives' permission to access the property identified in this application for the purposes of reviewing and verifying conditions are as represented and hold the City harmless for any impacts to the property.

Applicant's Signature _____ **Date** _____

Property Owner's Signature _____ **Date** _____

(If different from applicant)



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Applicant Information [] Check here if primary contact

Name _____ Street Address _____
 Primary Phone Number _____ City _____
 Primary email _____ State _____ Zip Code _____

Owner Information (if different from applicant) [] Check here if primary contact

Name _____ Street Address _____
 Primary Phone Number _____ City _____
 Primary email _____ State _____ Zip Code _____

Check all that apply:

* = state permits may be required

Multi-Departmental Permits

- Demolition
- Exterior Renovations
- Interior Renovations
- New Construction*
- Repair/Replace
- Water & Wastewater

Building Permits

- Electrical*
- Plumbing*
- Roofing

Zoning Permits

- Accessory Structure
- Change of Use
- Deck/Patio
- Sign(s)
- Subdivision/Planned Unit Development/Site Plan
- Swimming Pool

Description of Work to be Completed

Include extra pages if necessary

Property Address _____

Description of Work _____

For Official Use Only

Application Received by: _____ Zoning Permit # _____

Fee Paid \$ _____ Check# _____ Building Permit # _____

Property Code: _____ Building Permit Fee \$ _____

Site Plan Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
Owner Signature	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
Application Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
Project Narrative	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a

DATE STAMP



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The area below can be used to draw simple site plans that show property boundaries, existing structures, proposed structures, or proposed conditions. Include dimensional measurements for any features identified and setbacks from property boundaries. If the project area is larger or more complex than what can be accommodated below, additional drawings prepared by a design professional should be provided.

Scale: 1 square = ____ ft.

Applicant Checklist

Applications **will not be accepted** without the following actions included:

- | | | | |
|-------|---------------------------------------------------------------|-------|------------------------------------------------------------------------------------------|
| _____ | Sign the Application | _____ | Include a description of the work |
| _____ | Include a site plan | _____ | Identify the type of permit |
| _____ | Pay your application fee
(complete fee schedule on page 4) | _____ | Provide site photos, renderings, or any other information
(required for sign permits) |



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Fees and Instructions

Complete the following fee worksheet as it relates to the specific work you have proposed in this application package (**listing the total amount of all fees is required upon submission**). Calculations will be evaluated to ensure that the appropriate funds have been submitted. Errors resulting in over or under payment will be corrected when permits are issued. Additional fees may be required depending on the project/development's specifications. If the proposed work is not identified below, contact the Planning and Zoning Manager: 802 655 6410 (consult Chapter 28 of the City's Municipal Code). The "Grand Total" amount will be due upon submission of this application. Failure to include the appropriate fees will result in an incomplete application.

The fees identified below represent **zoning permits only**. Additional fees may be required for building permits or public works permits. Fees for building permits and public works permits will be calculated at the time of issuance. The estimated cost of work will be used to evaluate to appropriate fees as outlined in Chapter 28 of the City's Municipal Code.

Estimated Cost of Work \$ _____

ZONING PERMIT FEE CALCULATIONS – *(Fees for Building Permits calculated separately)*

Complete either the left side or the right side of the fee chart, **BUT NOT BOTH**. If the proposed work is referenced under the "Specific Project" heading, complete the left side **only**. If the proposed work is referenced under the "General" heading complete the right side **only**. Projects that require approval from the Development Review Board (DRB), such as subdivisions, Planned Unit Developments (PUDs), site plan review, conditional uses, waivers, or variances will require additional fees. Consult the Zoning Administrator prior to submission of application.

Specific Project Zoning Permits - \$100.00

- New Construction
- Building Additions

PLUS:

Residential - Single Unit & Two-Unit

_____ square feet x \$0.10 = \$ _____

Residential - Multi-Unit

_____ square feet x \$0.12 = \$ _____

Commercial

_____ square feet x \$0.15 = \$ _____

Gateway/Mixed Use

_____ square feet x \$0.25 = \$ _____

Specific Zoning Project Permit Total

\$ _____ + Recording Fee ¹
(square footage fee plus base fee)

General Zoning Permits - \$75.00

- Change of Use²
- Sign(s) (New)
- Swimming Pool
- Deck/Patio (No other changes)
- Accessory Structure (No other changes)

PLUS: Recording Fee ¹

1. Recording fees will be set based on state guidelines. Current recording fees are \$15.00.

2. From one permitted use to another permitted use in an existing structure.

Grand Total (zoning permit and recording fees) \$ _____