



# 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 are required

**Multi-Departmental Permits**

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

**Building Permits**

- Electrical\*
- Plumbing\*
- Roofing

**Public Works Permits**

- Curb Cut
- Foundation
- Greenbelt Excavation
- Paving
- Street Excavation
- Utilities

**Zoning Permits**

- Accessory Structure
- Change of Use
- Deck/Patio
- Fence
- Sign
- Subdivision/Planned Unit Development
- 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: \_\_\_\_\_ Public Works Permit # \_\_\_\_\_

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 = 1 foot

### 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<br>(complete fee schedule on page 4) | _____ | Provide site photos, renderings, or any other information<br>(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 Ch. 28 of the City's Municipal Code). The "grand total all fees" amount will be due upon submission. 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 Ch. 28 of the City's Municipal Code.

**Estimated Cost of Work**     \$ \_\_\_\_\_

### Zoning Permit Fees

Projects that require approval from the Development Review Board (DRB), including subdivisions, planned unit developments, conditional uses, waivers, or variances will require additional fees. Consult the Zoning Administrator prior to submission of application.

#### **Administrative Permits - \$100.00 plus:**

Residential - Single Family & Duplex

\_\_\_\_\_ square feet x \$0.10 = \$ \_\_\_\_\_

Multi-Family

\_\_\_\_\_ square feet x \$0.12 = \$ \_\_\_\_\_

Commercial

\_\_\_\_\_ square feet x \$0.15 = \$ \_\_\_\_\_

Gateway/Mixed Use

\_\_\_\_\_ square feet x \$0.25 = \$ \_\_\_\_\_

#### **Administrative Permit Total**

\$ \_\_\_\_\_  
 (square footage fee plus base fee)

#### **Other Permits - \$75.00**

- Change of Use<sup>1</sup>
- Fence (New)
- Sign (New)
- Swimming Pool
- Deck/Patio (No other changes)
- Accessory Structure (No other changes)

#### **Total Zoning Permit Fees**

\$ \_\_\_\_\_ + recording fee<sup>2</sup>  
 (total administrative permit *OR* other permit fee)

**1.** From one permitted use to another permitted use in an existing structure.

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

**Grand Total all Fees** \$ \_\_\_\_\_