

West Rutland
REQUEST FOR CERTIFICATE OF OCCUPANCY (CO)
802 438-2204 X 16 zoning@westrutlandvt.org

Purpose of this Form: Section 1107 of Town Zoning (posted at www.WestRutlandVT.Org) **require** that the Property Owner attest to the fact that a Project approved by a Zoning Permit has been completed, and the property is in full compliance with the details or parameters of the applicable approved permit. **Failure to submit this (completed) form before occupying or using a structure is a violation of Town and VT regulations.**

Property Owners Name: _____ Phone: _____

Email Address: _____ Property Tax Map #: _____

Mailing Address: _____ City: _____ Zip Code: _____

Physical Address of property _____

A Town CO will not be issued unless the following requirements are complete (w/documents attached to this Form):

1. A completed/signed VT Residential or Commercial Building Energy Standard Certificate for any projects that involved the construction/remodeling of a heated/cooled structure.
2. A VT E-911 address number has been installed at an easily visible location at the property's entrance.
3. Copies of all applicable VT Department of Public Safety CO's issued for the commercial/rental use of a property.

I, _____, certify that all Construction and/or Change(s) of Use has been completed as approved and all conditions have been complied with in regards to Permit # _____ which was issued on _____ and I hereby request that a FINAL Certificate of Occupancy/ Compliance be issued. I understand that any incorrect or misleading statements or representations, intentional or otherwise made to the Zoning Administrator and reasonably relied upon to issue this Certificate may be cause for the Certificate to be declared null and void and the potential basis for legal action to require the full compliance with the requirements and conditions of the issued permit or the return of the parcel to its prior condition. I agree to allow relevant Town personnel access to the property for inspection purposes.

Owner's Signature: _____ Date: _____

For Administrative Use Only :

CO Request received by ZA on: _____

Based upon the representations contained herein this Certificate of Occupancy is hereby

Granted: _____ Denied: _____ Reasons for Denial: _____

By: _____, Zoning Administrator Date: _____

A copy of this form and applicable (approved) Zoning permit will be maintained in the Zoning departments Office files.

TO APPEAL THIS DECISION: An interested person may appeal any decision by the Administrative Officer to the Development Review Board in accordance with 24 VSA, Chapter 117, §4465, in writing, within 15 days of the date of such decision. The fee is \$250. An interested person who has participated in the municipal regulatory proceeding may appeal the decision rendered in that proceeding by the appropriate municipal panel (Development Review Board) to Environmental Court in Accordance with 24 VSA, Chapter 117, §4471, in writing, within 30 days of the date of the DRB's decision. The fee is \$250. If you fail to appeal a decision, your right to challenge the decision at some future time may be lost because you waited too long. You will be bound by the decision, pursuant to 24 V.S.A. §4472(d).