

2024



Permit # \_\_\_\_\_ Parcel ID # \_\_\_\_\_

## TOWN OF WEST RUTLAND

### ZONING PERMIT APPLICATION

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

(if different) \_\_\_\_\_

Address: \_\_\_\_\_

Locatable Address: \_\_\_\_\_

Size of Property: \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Flood Plain or Wetland Issues? \_\_\_\_\_

Description of proposed project; Include structures, demolitions or change of use: \_\_\_\_\_

Number of stories: (Include basement) \_\_\_\_\_ Building Height: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ Estimated Cost of Construction: \_\_\_\_\_

Type of water system: \_\_\_\_\_ Type of Sewage System: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Roads or waterways adjoining property: \_\_\_\_\_

Is the property owner the owner of the adjoining property? \_\_\_\_\_

If the answer is yes, describe the adjoining property: \_\_\_\_\_

Is the property in a flood hazard area? \_\_\_\_\_ Wellhead Protection area? \_\_\_\_\_ Wetland area? \_\_\_\_\_

\*\*\*\*\*

Attach a scaled drawing of the property on a separate sheet that shows the dimensions of the property, the location of any structures (existing or proposed) on the property, the distance between such structures and property lines and the location of driveways and parking areas. Include floor plans / elevations of the proposed building when applicable.

#### CERTIFICATION OF APPLICANT

The undersigned applicant hereby certifies that all information submitted on this application is accurate and that the information provided is complete.

\_\_\_\_\_  
Applicants signature

\_\_\_\_\_  
Date

#### PROPERTY OWNER'S AUTHORIZATION

The undersigned applicant hereby certifies that all information submitted on this application is accurate and that the information provided is complete.

\_\_\_\_\_  
Date Applicants signature

\_\_\_\_\_  
Date

# \_\_\_\_\_

\*\*\*\*\*

FOR COMPLETION BY ADMINISTRATIVE OFFICER

Date of Receipt: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Type of Use: \_\_\_\_\_

**Action by Administrative Officer:**

Approved: \_\_\_\_\_ \*This approval shall not become effective until: \_\_\_\_\_

Denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Administration Officer Action: \_\_\_\_\_

Administrative Officer's Signature \_\_\_\_\_

**Section 1105: Effective Date**

1. When a zoning permit is issued by the Zoning Administrator, it shall not take effect until the expiration of a fifteen (15) days appeal period. No site work or building shall occur until the Appeal Period of the permit has passed without a formal appeal. In the event that notice of appeal is properly filed, such permit shall not take effect until the final adjudication of said appeal.

**Section 1106: Permit Expiration & Extensions**

All activities as authorized by the issuance of the permit shall commence within twelve (12) months of the effective date; and be substantially complete within twenty four (24) months, or the permit shall expire.

**Permit referred to:**

Development Review Board: \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VT State Environmental Office: ☐ Call the state permit specialist at 802-282-6488  
to see if state permits are required

**Board Action:**

Development Review Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF OCCUPANCY OR USE (SEE ATTACHED REQUEST FORM)**

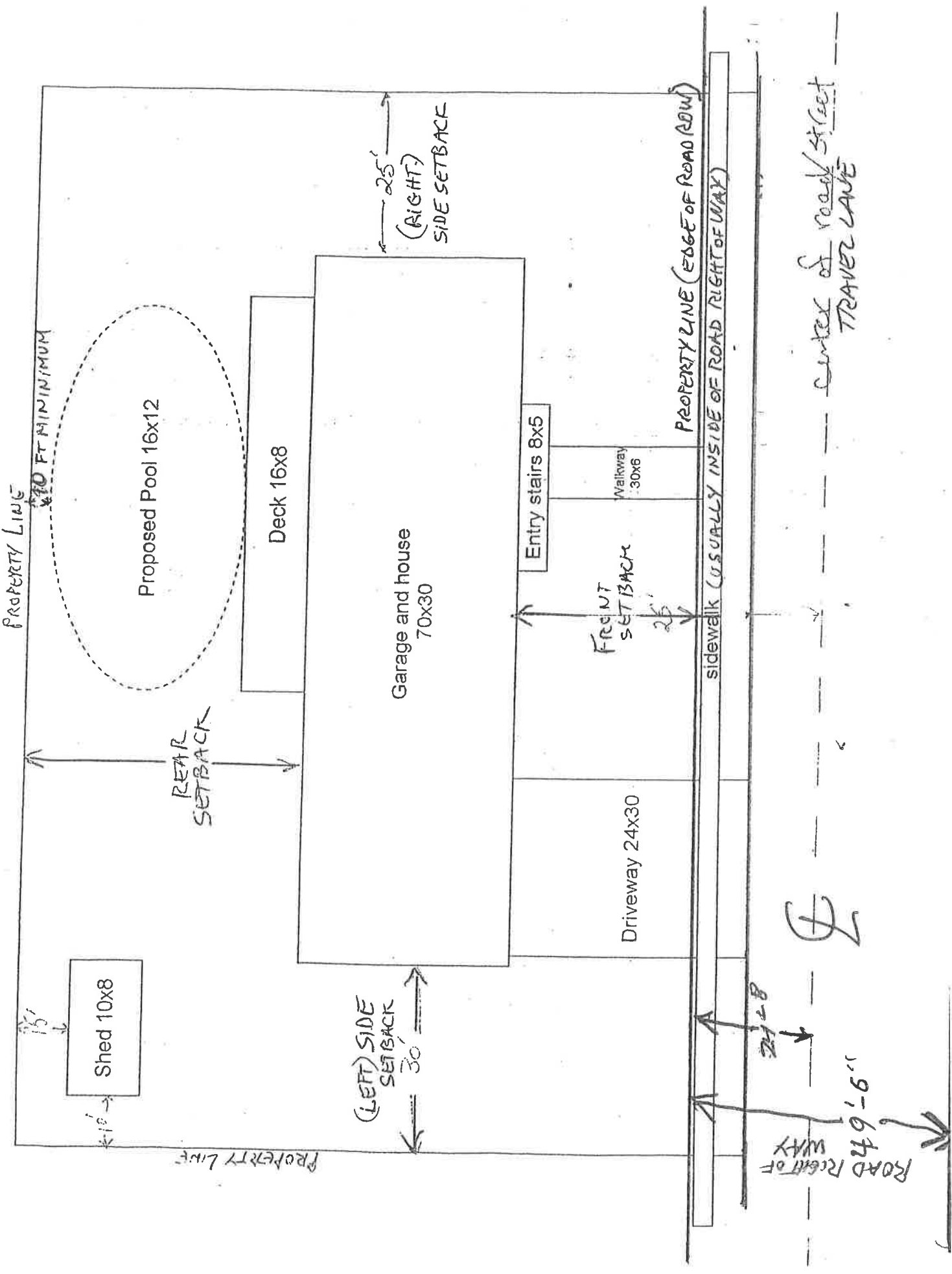
Before there is any use or occupancy of any structure or addition above, it must be inspected upon completion by the Administrative Officer. This certificate certifies that the building or use conforms to the approved plans heretofore filed with the Administrative Officer and with all applicable provisions of the West Rutland Zoning Ordinance.

Certificate Granted \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Administrative Officer's signature \_\_\_\_\_

# A SAMPLE SITE PLAN

NOTE: SETBACK DISTANCES NOTED MAY VARY, DEPENDING ON APPLICABLE ZONING DISTRICT.



Name (print)

Signature

Parcel #

Permit # Appeal #

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](http://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: \_\_\_\_\_

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**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).



## **Town of West Rutland**

35 Marble St. West Rutland, VT 05777 (802) 438-2204, fax 438-5133

### **ZONING PERMIT FEE SCHEDULE (7/1/2019) includes \$15 credit for Clerk Recording Fee (unless noted\*)**

**Zoning Fees are a required component of all Applications.**

**Approved by S.B. 9/9/2019**

**Once Application is formerly reviewed by the Zoning Administrator, Fees are not refundable without Town Manager approval.**

<b>New Residential Single Family Dwelling</b> (includes attached garage, decks, porches submitted at time of initial application)	\$120.00
<b>Residential Additions &amp; detached Accessory Structures,</b> pools, storage containers, etc.	\$ 50.00
Fences and Walls, over 3 feet in height	\$ 45.00
Demolition of Structure(s)	\$ 30.00
Home Occupations	\$ 50.00
Change of (existing permitted) Use (no increase in structure footprint)	\$ 50.00
<b>Commercial/Industrial</b> new construction for a permitted use (includes DRB review)	\$250.00 + \$.02/sq. ft.
Development Review Board Hearing (Appeals, Variances, Conditional Use, Site Plans)	\$250.00
Subdivisions & Boundary Line Adjustments (includes DRB review)	\$50.00/Lot - \$250.00 Min.
Planned Unit Development (PUD)	\$50.00/Unit - \$250 Min.
Sign (per sign, same fee whether 1 or 2 sided)	\$3.00/sq.ft. - \$25.00 Min.
Land Filling	
From 1 to 30 cu. yds - No Permit Required	\$ 0
From 31 – 100 yds (ZA review & permit required)	\$115.00
Over 100 cu. yds. (DRB & permit required)	\$250.00
Project Requiring Act 250 Approval and Hearings	\$400.00 + \$.02/sq. ft.
Permit & Zoning Compliance Opinions from ZA	
Option 1: For “unofficial” email reply following a preliminary file review:	No Fee
Option 2: For Formal Letter of ZA Opinion - Requires written request, with areas of specific concern identified, with permission to access (at min.) exterior of the property, base Fee (up to 2 hrs. ZA time; \$25/ hr. additional time charged if required) <i>*Clerk Recording optional &amp; extra.</i>	\$65.00
Paper Copies of Zoning Ordinance, Town Plan, Subdivision Regulations, (also available at <a href="http://www.westrutlandtown.com">www.westrutlandtown.com</a> )	\$20.00 each



## **Town of West Rutland**

35 Marble St. West Rutland, VT 05777 (802) 438-2204, fax 438-5133  
Zoning Administrator: Extension 16 [Zoning@WestRutlandVT.org](mailto:Zoning@WestRutlandVT.org)

### **West Rutland Zoning Informational Sheet**

#### **Do I need a zoning Permit?**

The West Rutland Zoning Ordinance states that no person shall commence any land **development or change** without a Zoning Permit issued by the Zoning Administrator. **If in doubt, please contact the Zoning Administrator (ZA) for clarification.**

#### **How long does it take to obtain a Town Permit?**

The rules allow the Zoning Administrator up to 30 Days to process your (complete) zoning application. The usual time to process a simple permit is about one week.

However, if you project involves subdivisions, commercial use, or a non-conforming property, the Planning Commission or Zoning Board of Adjustment (ZBA) may require a Hearing. This process will extend the review and approval time for approximately a month.

#### **Is there an "appeal" time after the Zoning Administrator approves your permit?**

Yes, VT statute mandates that all Permits be subject to a minimum 15-day appeal period after the Zoning Administrator approves your permit. If a formal appeal of the Permit is filed with the Town during this 15 days; the Permit will have to be reviewed by the ZBA. No Permit is in effect until the required warning/appeal periods have expired. Starting a project without an effective Permit is a Zoning Violation.

#### **Who is the Zoning Administrator?**

The Town's Zoning Administrator is Jeffrey Biasuzzi. **Office hours are Mondays 8:15 am to 4:00PM and on Thursday mornings 8:15:00 am until Noon.** If this does not fit your schedule, please call or email to make an appointment. The Zoning Officer is located in the Town Hall, and is there to assist you with the permitting process. If you have any questions **please call 438-2204 ext. 16**, or [zoning@westrutlandvt.org](mailto:zoning@westrutlandvt.org)

#### **What if I need other Town and State Permits?**

If your project may require new Access/Right of Way, Sewer Permit, Water Permit, Boundary/Lot Line Adjustments, Energy Code Certification, Asbestos certification (before demolition), Act 250, Subdivisions, Water/Wastewater Disposal or other possible VT & Federal reviews. The ZA may provide the information, and will suggest you contact VT's Permit Assistance Specialist; Rick Oberkirch, in Rutland. His phone# is (802) 786-6488, and email [Rick.Oberkirch@vermont.gov](mailto:Rick.Oberkirch@vermont.gov).

#### **Does the Town have Certificate of Occupancy/Use?**

Yes. Please contact the Zoning Administrator when your project is complete and schedule a compliance inspection. Failure to obtain a CO will affect the issue of Zoning compliance and marketability of title.