

Town/Village of Ludlow

Zoning Checklist

Application for Permitted Use

Overview: The following checklist has been prepared by the Town/Village of Ludlow's Zoning Administrator to inform you, the applicant, of the minimum application requirements when submitting an application for a Permitted Use. All information or documentation required on the checklist must be provided prior to any application being accepted as complete, (unless waived by the Zoning Administrator).

Should you have questions, or require assistance in preparing your application, please contact the office of the Zoning Administrator (228-2845).

1. Required Forms & Fees:

_____ Zoning Application Form Completed & Attached

_____ Application Form Signed by Landowner and Applicant (if different)

_____ Written permission from the Landowner if the Landowner is not available to sign (there is an extra \$15 recording for permission letters)

_____ Required Fees (use attached Fee Schedule to Calculate Required Fees)

2. Required Building Elevation Plans and Floor Plans (2 sets in appropriate architectural scale)

_____ Building elevation plans shall be submitted showing all sides of the structure(s) and shall be of sufficient detail to allow the Zoning Administrator to determine compliance with the requirements of the Zoning Ordinance,

_____ Floor plans for the structure(s) shall be submitted with sufficient detail and all measurements to demonstrate the intended use of the interior of the building.

(Note: In the instance of an addition to an existing structure, the Zoning Administrator may, at her discretion, waive the requirement for architectural drawings and floor plans for those not effected by the construction.)

3. Required Site Plan(s) drawn in an appropriate scale showing the boundaries of the property and including the following minimum information

_____ Locator map of an appropriate scale showing the relation of the property boundaries and road frontage to at least two intersecting roads in the vicinity.

_____ Name of the project, current owners' name, address, current deed reference, E911 locatable street address, and Tax Parcel number for the property.

_____ Name of firm preparing plan, scale, north point and date of preparation (and/or revisions).

_____ Existing and proposed street lines, widths of streets, driveway locations, etc;

_____ Location of existing & proposed easements, building lines, parks and other open space, water mains, sanitary sewers, storm water drainage lines, drainage structures, and drainage ways;

- _____ Boundaries of zoning districts lying within the property, and the presence of any municipal boundary if any;
- _____ The location of water supplies and sewage disposal areas;
- _____ An outline of the proposed building area for each lot;
- _____ Existing site conditions, including watercourses and ponds, wetlands, and floodplains.

4. Other Permits That May Be Required: The following is a list of additional Town/Village of Ludlow Permits that may be required as part of your application.

(Alphabetical list):

- _____ Highway Access Permit (New or altered driveways or roads off of a Town Highway)
- _____ Highway Cut Permit (Underground utilities crossing a Town Highway)
- _____ Sewer Department Allocation/Connection Approval (If Municipal Sewer Service Required)
- _____ State Waste Water Permit (If Onsite Wastewater Treatment)
- _____ Water Department Allocation/Connection Approval (If Municipal Water Service Required)
- _____ *E-911 House Location Number (new construction), issued by the Zoning Administrator.

5. Other Information: The following information is provided for your convenience:

Office of the Select Board—(802) 228-2841
Health Department - (802) 228-2841
Highway Department . (802) 228-2271
Planning & Zoning Department - (802) 228-2845
Sewer Treatment Plant - (802) 228- 8431
Water Department - (802) 228-8431

*Notice All properties in the Town/Village of Ludlow are issued a locatable street address by the E-911 Coordinator (program administered by the Zoning Administrator).

Please be sure to post your address in a location visible from the street (night & day) to assure that emergency personnel will not experience delays when responding to your home.

TOWN & VILLAGE OF LUDLOW, VERMONT

PERMIT FEES (ADOPTED 8/6/2018)

ALL FEES REFLECT THE \$15 RECORDING FEE.

Residences	\$165.00 per unit plus \$0.10 per sq. ft., plus Certificate of Occupancy fee & Energy Certificate if required
Motels, Hotels, Inns, etc.	\$115.00 per rental unit, plus \$0.10 per sq. ft., plus Certificate of Occupancy & Energy Certificate if required
Commercial Structures	\$215.00 per unit, plus \$0.10 per sq. ft. plus Certificate of Occupancy fee & Energy Certificate if required
Industrial Structures	\$215.00 per unit, plus \$0.10 per sq. ft. plus Certificate of Occupancy fee & Energy Certificate if required
Additions/Alterations to Existing Residential Structures	\$65.00 plus \$0.10 per sq. ft. added, plus Certificate of Occupancy fee & Energy Certificate if required
Additions/Alterations to Existing Commercial Structures	\$115.00 plus \$0.10 per sq. ft. added, plus Certificate of Occupancy fee & Energy Certificate if required
Detached Accessory Buildings	\$65.00 plus \$0.10 per sq. ft. added, plus Certificate of Occupancy fee & Energy Certificate if required

Lot Line Adjustments	\$140.00	<u>Recording Fees</u>	
Access Permits	\$40.00	Administrative Permits (Building/Zoning, Lot Line Adjustment, Access, Sign, Certificate of Occupancy & Bianchi)	\$15.00
Sign Permits	\$40.00	Property Owner Letter of Permission	\$15.00
Certificates of Occupancy	\$50.00	Energy Certificates	\$15.00
Home Occupations	\$115.00	Mylars	\$25.00
Bianchi's	\$50.00	DRB Decisions	\$15.00/per page

PUBLIC HEARING FEE SCHEDULE

Conditional Use Permits, Amendments, Appeals & Variances	\$300.00
Planned Residential Developments	\$600.00
Subdivision Permits	\$600.00 plus \$150.00 per lot
Local Act 250 Review	\$300.00

**All Development Review Board (DRB) Decisions must be recorded with the Town Clerks Office*

DIRECTIONS FOR COMPLETION OF APPLICATION

During the 1998 session, the Vermont Legislation adopted Act 125 which, in conjunction with a Vermont Supreme Court decision [*Bianchi versus Lorenz*], has made zoning permits a land title issue.

As of 01 July 1998, these permits will be recorded in the Ludlow Town Land records. In order to assure the accuracy and readability of the applications, **all** information must be typed or hand printed clearly and legibly. Scribbling and cross-outs will not be acceptable.

Property Location is the legal address from the Town's tax records. This may be obtained from the Board of Listers.

Land Records information is available from the Board of Listers.

Applicant must be the property owner(s), as listed on the deed.

Mailing Address is the property owner's legal mailing address, where they receive their mail.

Lot Size and **Road Frontage** is available from the Board of Listers.

Nature of Work, Existing Use, Proposed Use, Dimensions, Cost, and Area are all self-explanatory.

Setbacks are established by regulation and shall be as exact as possible.

Water system, Septic System, and Electric are self-explanatory, and must have prior approval.

We regret any added work this may add; however, since this will directly impact the title and salability of the property, we wish to ensure that the permit records are complete and acceptable - thereby avoiding any future problems.

Thank you for your cooperation.



Ludlow, Vermont

Town & Village Zoning/Building Application

Property Location: _____	Parcel ID: _____
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Property Owner: _____ Phone No.: _____

Mailing Address: _____ Email: _____

Applicant: _____ Phone No.: _____

Mailing Address: _____ Email: _____

Lot Size: _____ Zoning District: _____ Floodway/Plain: _____ Cost of Construction _____
Required

Project Description: _____

Project Dimensions (Fill in all that pertain to your building project):

Basement: _____ 1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____ Coverage Maximum _____

Garage(Include 2nd Floor if applicable): _____ Deck/Porch: _____ Building Height: _____

Septic or Municipal Sewer Approved on: _____ for _____ Bedrooms Permit No.: _____

Structure Setbacks:

Center of Road: _____ ft. Left Side: _____ ft. Right Side _____ ft. Rear: _____ ft. Lake _____ ft. Right-of-Way _____ ft.

The undersigned hereby request a zoning/building permit for the following uses, to be issued on the basis of the representations contained herein.

Two (2) copies of the plot plan, building plans, including floor plans, and building elevations must be submitted with this application.

It is acknowledged that this permit may require reassessment of the property and therefore, the Town Listers and other Town personnel are granted access to the property, by the owner, for the purpose of reviewing all aspect of this application. **The property owner must sign this application, or write a letter allowing an agent to sign on their behalf, prior to submittal.**

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Application No: _____	Fee: _____	Total Square Footage: _____	Date: _____
ACTION TAKEN BY ADMINISTRATIVE OFFICER: APPROVED DENIED REFFERRED TO DRB			
Comments/Reason: _____			
<small><i>This permit will not be valid, and no construction shall commence, until fifteen (15) days from the date of approval. Any interested persons have fifteen (15) days in which to appeal the issuance of the permit [24 V.S.A. 4464 (a)(1)]. Construction must start within one year (1) from issuance shall be completed within two (2) years of its date of issue(single family homes exempt), or the Zoning permit shall become null and void and re-application to complete any activities shall be required (Section 224).</i></small>			
Administrative Officer: _____			Date: _____