

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 (802-228-2845).

1. Required Forms & Fees:

_____ Zoning Application Form - attached to completed checklist.

_____ Application Form Signed by Landowner and/or Applicant.

_____ Written permission letter 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. Please include Certificate of Occupancy and Energy Certificate fee).

2. Required Building Elevation Plans and Floor Plans

_____ All building plans must be marked "Construction Set" or "For Construction" in the revision section of the title block, and dated.

_____ 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.

_____ Following completion of construction greater than 500 square feet, "As-Builts" will be required prior to issuing a Certificate of Occupancy.

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 if applicable, and Tax Parcel ID number for the property.

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

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.

_____ 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

ADMINISTRATIVE PERMIT FEES (includes \$15 Recording Fee)

Residences	\$165.00 per unit plus \$0.10 per sq. ft
Motels, Hotels, Inns, etc.	\$115.00 per room, plus \$0.10 per sq. ft.
Commercial Structures	\$215.00 per unit, plus \$0.10 per sq. ft.
Industrial Structures	\$215.00 per unit, plus \$0.10 per sq. ft.
Additions/Alterations to Existing Residential Structures	\$65.00 plus \$0.10 per sq. ft.
Additions/Alterations to Existing Commercial Structures	\$115.00 plus \$0.10 per sq. ft.
Detached Accessory Buildings	\$65.00 plus \$0.10 per sq. ft.
Lot Line Adjustments (includes Mylar)	\$140.00
Access Permits	\$40.00
Sign Permits	\$40.00
Certificates of Occupancy	\$50.00
Home Occupations	\$115.00
Bianchi's	\$50.00

<u>Recording Fees:</u>	
Property Owner Letter of Permission	\$15.00
Energy Certificates	\$15.00
Mylars	\$25.00

Note: Fees are doubled if building starts without a permit

PUBLIC HEARING FEE SCHEDULE

Conditional Use Permits, Amendments, Appeals, Reconsiderations, Site Plan Reviews, Variances and Flood Hazard Reviews	\$300.00
Planned Residential Developments & Amendments	\$600.00
Subdivision Permits & Amendments	\$600.00 plus \$150.00 per lot
Local Act 250 Review	\$300.00
DRB Permit Recording Fees (surcharge to each permit)	\$15.00 per page
Subdivision Mylar Recording Fees	\$25.00



Ludlow, Vermont

Town & Village Zoning/Building Application

Property Location: _____ **Parcel ID:** _____

Property Owner: _____ Phone No.: _____

Mailing Address: _____ Email: _____

Contractor: _____ 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
 Municipal Sewer
- Approved on: _____ for _____ Bedrooms VT Permit or Municipal Account No.: _____ **(Provide permit copy)**

Structure Setbacks (Required)

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.

Contractor Printed Name: _____ **Date:** _____

Contractor Signature: _____ **Date:** _____

Property Owner Printed Name: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____

Application No: _____ Fee: _____ Total Square Footage: _____ Date: _____

ACTION TAKEN BY ADMINISTRATIVE OFFICER: APPROVED DENIED REFERRED TO DRB

Comments/Reason: _____

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)]. If land development has not started within one year from the date of the issuance of a Zoning Permit for a permitted use, the zoning permit shall expire on the anniversary date of its issuance. If a zoning permit has expired prior to the start of land development, then a new zoning permit must be applied for and granted before development may commence. For there to be a "start of land development" a substantial amount of work on the project must have been accomplished.

Administrative Officer: _____ **Date:** _____