Town of Georgia
Zoning Permit Application

Instructions for filling out permit application

Section 1:
Fill out name, mailing address, email address and telephone number. **If owner of property is different than the applicant,** complete Section 1A.

Section 2:
Complete this section if you are making improvements or changes to your property which requires a zoning permit.
1) Describe improvement or change (single family residence, deck, shed, pool, fence, etc.); indicate new construction, addition/alteration, etc.
2) Indicate both current use and proposed use of property.
3) Describe location of property as indicated.
4) Indicate zoning district, lot size and lot frontage.
5) As applicable, indicate current and proposed setbacks of structures from: centerline of roadway, right and left property sidelines and rear property line. **NOTE: Provide a site plan drawing on last page of application showing all the above dimensions. Be as accurate as possible. Incomplete applications will not be acted on and will be returned.**
6) Indicate dimensions of proposed construction and existing structures as applicable. Provide information regarding height, number of floors, square footage of structure, number of bedrooms/baths, etc.

Section 3: Septic Permit Information: Indicate by checking appropriate line whether or not the proposed improvements require a State septic permit. Applicants are responsible for obtaining all necessary State permits. Contact the permit specialist at the **Essex District Office of the Vermont Department of Environmental Conservation at (802) 477-2241 for further information.**

Section 4: Vermont Building Energy Standards Certificate: Indicate by checking appropriate line whether or not the proposed improvements require a Vermont Building Energy Standard Certificate or a Vermont Owner/Building Disclosure Statement to be filed.

Section 5: Affirmation: Sign and date the application where indicated, attach appropriate fee (INCLUDING $20.00 RECORDING FEE for permit and certificate of occupancy) and any additional plans etc., and return to Zoning Office for action by the Zoning Administrator.

Section 6: Other Permits Required: A checklist for use by Town to show if additional permits are required for your proposal and indicates action taken on application. **NOTE:** Driveway permits for all curb cuts on Town Highways must be obtained from the Town Road Commissioner. A State Highway Right of Way Permit must be obtained from the State of Vermont Agency of Transportation for any work conducted in a state highway right of way. Contact the AOT District Office at 524-5926.

Section 7: Decision/Action Taken: For Town Use.

For additional assistance, please contact the Zoning Administrator at 524-9794.

TOWN OF GEORGIA ZONING AND PLANNING PERMIT FEE SCHEDULE
Approved by the Georgia Selectboard on April 8, 2013

ZONING PERMITS*:

New Construction (including rebuilding, replacement, relocation of structures on a lot. Residential includes homes, camps, and seasonal dwellings

Residential (fee includes certificate of occupancy)	$100.00/unit + .05/sq. ft.
Impact Fee (required for each new dwelling unit)	$3,513.00 (Approved 5/3/13)
Commercial (fee includes certificate of occupancy)	$250.00/unit + .025/sq. ft.
Industrial (fee includes certificate of occupancy)	$250.00/unit + .025/sq. ft.
Accessory Apartment	$100.00/unit + .05/sq. ft.
Impact Fee (required for each new accessory apartment)	$783.00 (Approved 5/3/13)

Accessory Permits: (includes residential garages, carports, residential greenhouses, sheds, storage buildings and similar structures)

200 square feet or less	$25.00
More than 200 square feet	$50.00
Pools, decks, porches, fences, etc.	$25.00
Home Occupations	$60.00
Home Occupation Sign	$20.00
Sign (Commercial)	$50.00
Additions/Alterations:	
Residential	$50.00 + .05/sq.ft.
Commercial/Industrial	$125.00 + .025/sq. ft.
Renewal or amendment of zoning permits	50% of original fee

Agricultural Structures (barns, sheds, silos, sugarhouses, and similar structures directly utilized in the operation of a farm owned or controlled by a "farmer" as defined by Reg. 1.175-3 of the I.R.S. Code): No permit required, but notification to Town as per State law

Permit After the Fact Fee	**Twice the underlying permit fee**
Driveway/Access Permits	$25.00
Road Inspections	$50.00/inspection (1st one free)

Zoning Board of Adjustment Hearings: **

Variance	$150.00
Appeals	$150.00
Conditional Use:	
Residential	$150.00
Commercial/Industrial	$300.00
Change of Use: Residential	$150.00
Impact Fee required for seasonal conversions	$1165.00
Commercial	$300.00
Amendments & Renewals	50% of original fee paid

Recording Fee for all zoning permits (includes Certificate of Occupancy) $20.00

Planning Commission Hearings:

Sketch Plan Review:	
Minor (2-3 lots)	$75.00
Major (4 or more)	$125.00
Preliminary and Final Plat Hearings:	
Minor	$300.00 + $50.00//lot or unit
Major (includes Preliminary)	$500 + $50.00/lot or unit
Site Plan Review	$350.00
Lot Line Adjustment	$75.00
Subdivision Amendment (Minor or Major)	50% of Final Plat Fee paid
Site Plan Amendment or Renewal	50% of original fee paid
Recording Fee for all planning permits	**$10.00**
Recording Fee for Mylars	**$15.00**

Independent Engineering Consultations/Reviews/Inspection Services are paid by the applicant if required by the Planning Commission, Zoning Board of Adjustment, or Selectboard as part of permit approval or acceptance of utilities, facilities, improvements.

NOTES: *Zoning permits expire one year from date of issue. A one year extension may be allowed.
**Approvals from the Zoning Board of Adjustment will expire one year from the date of issue if construction has not progressed to the point where the applicable structure can reasonably be used for its intended purpose. An extension of one year to these permits will be granted by the Administrator Officer if application for extension takes place before the approval has expires. At the end of two years, the permit will permanently expire unless the Zoning Board of Adjustment grants a further extension.

ZONING PERMIT APPLICATION TOWN OF GEORGIA, VT **Permit #____-____-19**

The undersigned hereby makes application to undertake land development as described herein. The applicant hereby swears and affirms that all the information and representations made are true and accurate. Permit is issued based on accuracy of information provided; if false or inaccurate, permit may be revoked.

SECTION 1: APPLICANT INFORMATION (complete all)

Owner(s): _____
Address: _____
_____
Zip Code_____ Telephone _____
Email _____

Applicant(s): _____
Address: _____
_____
Zip Code _____ Telephone _____
Email _____

SECTION 1A: PROPERTY OWNER'S AUTHORIZATION (fill out only if applicant other than owner)

The undersigned property owner hereby certifies that the information submitted in this application regarding the property is true, accurate and complete and that the Applicant has full authority to request approval for the proposed use of the property and any proposed structure

Date __/__/__ Owner's Signature _____

SECTION 2: CONSTRUCTION INFORMATION (complete as necessary)

Description of improvement: _____
New construction ___ Addition/Alteration ___ Extension of Permit ___ Replacement ____
Other (please explain) _____

Current Use of Property: _____

Proposed Use: Residential ___ Comm. ___ Industrial ___ Accessory Bldg ___ Farm ____
Other (please explain)_____

Property Identification:
Location of property (E911 address): _____
Deed reference: Book _____ Page(s) _____ Parcel Tax ID # _____
Subdivision Name (if applicable) _____
Survey Name (if applicable)_____

Zoning District: _____
Lot size: _____ acres; or _____dimensions. Lot frontage:_____

Current setbacks (if applicable) from: Center of Road _____
Right side line _____ Left side line _____ Rear property line _____

Proposed setbacks from: Center of Road _____ Right side line _____
Left side line _____ Rear property line _____

Dimensions of Proposed Construction: _____X_____ _____X_____ _____X_____
Height: _____ Number of floors: _____ Total square feet of all new construction _____
Number of new bedrooms: _____ Number of new bathrooms _____

Dimensions of Existing Structures (if applicable): ____X____ _____X_____ _____X_____
Height: _____ Number of floors: _____Number of bedrooms _____ Number of bathrooms _____
Square footage of structure (total of floor area excluding basement) _____

NOTE: PROVIDE DRAWING OF LOT, INDICATING PROPOSED AND EXISTING STRUCTURES (if any), PROPOSED IMPROVEMENTS, AND EXISTING AND PROPOSED SETBACKS ON PAGE PROVIDED.

SECTION 3: SEPTIC PERMIT INFORMATION: Applicants should contact the Permit Specialist at the District 6 office of the Department of Environmental Conservation at 802-879-5676 to determine if a Wastewater and Potable Water Supply Permit is required in accordance with 10 V.S.A. Chapter 64 and the Wastewater System and Potable Water Supply Rules (dated September 29, 2007, or as periodically revised by the DEC). If, according to the DEC, a Wastewater System and Potable Water Supply permit is not required, the property owner/applicant shall provide written proof from the DEC of such to the Zoning Administrator. Where a Wastewater and Potable Water Supply Permit is required, initiation of construction under a zoning permit issued in accordance with the Town of Georgia Zoning Regulations shall be prohibited unless and until a Wastewater and Potable Water Supply Permit is issued. A copy of the required Wastewater and Potable Water Supply Permit must be attached to this permit application.

Please check one of the following:

_____ Changes are not proposed to the building or to the use which will increase the amount of wastewater disposal. I/We are not: (a) constructing a new building with a wastewater system; (b) adding a bedroom (if residential); or (c) otherwise changing or expanding the building or use which will increase the flow of wastewater. (It is not necessary to complete the remainder of Section 3).

_____ Wastewater and Potable Water Supply Permit is required. State Permit #_____ Date of Permit _____

SECTION 4: VERMONT BUILDING ENERGY STANDARDS CERTIFICATE: 21 VSA §266 (residential building energy standards) and §268 (commercial building energy standards) require that a Building Energy Standards Certificate or a Vermont Owner/Builder Disclosure Statement be filed with the Town prior to the issuance of a Certificate of Occupancy for any structure covered under the Vermont Building Energy Standards Code. Applicant must certify as follows:

_____ The structure which is the subject of this application **DOES NOT** require a Vermont Energy Standards Certificate or Vermont Owner/Builder Disclosure Statement .

_____ The structure which is the subject of this application **DOES** require a Vermont Energy Standards Certificate or Vermont Owner/Builder Disclosure Statement.

SECTION 5: AFFIRMATION:

The undersigned applicant hereby affirms that the information presented in this application is true, accurate, and complete.

Signature of Applicant: _____ __/__/19

Signature of Co Applicant: _____ __/__/19

CERTIFICATE OF OCCUPANCY: Section 3.1 (I) of the Town of Georgia Development Regulations provides, in part, as follows: It shall be unlawful to use or occupy or permit the use or occupancy of any land or structure or part thereof which requires a zoning permit under these Regulations until a Certificate of Occupancy is issued by the Administrative Officer. An application for a Certificate of Occupancy is attached.

STATE PERMIT(S) may be required. Applicants are responsible for obtaining all necessary State permits. Applicants may contact 802-477-2241 to speak with the State Permit Specialist prior to beginning construction.

SECTION 6: PERMITS/APPROVALS REQUIRED (TOWN USE ONLY)

Variance (ZBA)	_____	Approved __/__/__
Conditional Use (ZBA)	_____	Approved __/__/__
Town Subdivision (PC)	_____	Approved __/__/__
Site Plan Approval (PC)	_____	Approved __/__/__
Driveway/Access permit	_____	Approved __/__/__

SECTION 7: DECISION/ACTION TAKEN (TOWN USE ONLY)

Zoning Fee Paid _____ Impact Fee _____

Date received: _____/_____/19 Check #_____

Approved ___ Denied ___ Returned (incomplete) ___ Date _____/_____/19

Permit Valid ____/____/19

Signed _____, Zoning Administrator (Permit may be appealed within 15 days of issuance per Title 24 VSA Ch.117 Section 4465) This Permit expires 1 year from date of issue and may be extended 1 additional year upon application. * CONDITIONS IMPOSED BY THE ZONING BOARD, PLANNING COMMISSION, OR SELECTBOARD ARE HEREBY INCORPORATED INTO THIS PERMIT AND ARE BINDING ON THE PERMITTEE.

Provide drawing of proposed improvements as follows:

1) Draw sketch of lot showing lengths of front, side and rear property lines and location of Public Highway(s). Also draw an arrow indicating North.
2) Draw sketch of existing and proposed buildings or improvements with dimensions and show distance to property lines & center line of road)
3) Draw location of septic system (existing or proposed)
4) Write names of adjacent property owners next to appropriate property lines and across the road.
5) Show location of existing or proposed driveway.
6) Is the property owner the owner of adjoining property?

Note: You may submit blueprints or other engineered drawings in lieu of this sketch.