

Permit # \_\_\_\_\_

## TOWN OF STAMFORD

986 Main Road, Stamford, VT 05352 (802) 694-1361

### Notice of Building Construction

And Memorandum of Municipal Action 24 V.S.A. section 4449(c)

911 Street Address: \_\_\_\_\_ District: \_\_\_\_\_

Deed recording: Book # \_\_\_\_\_ Page # \_\_\_\_\_

Location of Property as shown on Grand List \_\_\_\_\_

Parcel ID as shown on Grand List \_\_\_\_\_ Lot# \_\_\_\_\_

Legal name of landowner/applicant: \_\_\_\_\_

(list all owners of record as shown on deed)

Mailing address: \_\_\_\_\_ Tel # \_\_\_\_\_

Name of builder: \_\_\_\_\_ Tel # \_\_\_\_\_

Proposed use: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

Permit Type: Accessory Building \_\_\_\_\_ Farm Structure: \_\_\_\_\_ Other \_\_\_\_\_

For erection, repair or replacement of one small accessory building not exceeding 300 sq. ft. in area and 10 feet in height which meets the required setbacks. (See Zoning Bylaws Section 2.2.)

For construction of a farm structure (a building, enclosure, or fence for housing livestock, raising horticultural or agronomic plants, or carrying out other practices associated with accepted agricultural or farming practices, including a silo as "farming" is defined in 10 V.S.A. § 6001(22) (See Zoning By-laws, Section 8.6.)

Length: \_\_\_\_\_ ft Width: \_\_\_\_\_ ft Height: \_\_\_\_\_ ft # of Stories: \_\_\_\_\_ Total Sq Ft: \_\_\_\_\_

Setback from: Road right of way: \_\_\_\_\_ ft Rear property line: \_\_\_\_\_ ft Lot size: \_\_\_\_\_ acres  
Side property line: \_\_\_\_\_ ft Side property line: \_\_\_\_\_ ft Road frontage: \_\_\_\_\_ ft

I swear under the pains and penalties of perjury that the statements contained in this application are true to the best of my knowledge and belief. Submission of this document authorizes the Zoning Administrator and appropriate town official i.e. Lister/Assessor, Road Commissioner, to view and inspect the property before, during and upon completion of the project for which this permit is granted.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Application received by \_\_\_\_\_ Date received in Town Office \_\_\_\_\_ Fee received \$ \_\_\_\_\_

(Receipt by Town Office does not constitute receipt by Zoning Administrator.)

\*\*\*\*\* FOR USE BY ZONING ADMINISTRATOR \*\*\*\*\*

Date received by Zoning Administrator \_\_\_\_\_

Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Referred \_\_\_\_\_ No permit needed \_\_\_\_\_ Date: \_\_\_\_\_

If approved, Effective Date \_\_\_\_\_ (there is a fifteen (15) day appeal period)

If denied or referred to Planning Commission and/or Zoning Board of Adjustment, cite applicable Zoning By-law section: \_\_\_\_\_

If this permit is denied, you may appeal the decision of the Zoning Administrator by filing an Application to the Zoning Board of Adjustment within fifteen (15) days.

Signed: \_\_\_\_\_

Zoning Administrator Debra Burchard

Distribution: 1. Applicant 4. Board of Listers/Assessor 7. Selectboard  
2. Town Office – for posting 5. Zoning Board of Adjustment 8. Zoning Administrator file (orig.)  
3. Bilmonts Store – for posting 6. Planning Commission

**FEE SCHEDULES:** Effective 4/4/2024. Applications for a "NOTICE OF BUILDING CONSTRUCTION" permit shall be returned to the town office with the required fee. (Receipt by Town Office does not constitute receipt by Zoning Administrator.) There is no charge for filing this notice except the required \$15.00 recording fee.

1. If any land development is performed without obtaining a permit, the land owner will be charged twice the normal permit fee that would have been applied. This includes the division of a parcel of land, construction, reconstruction, conversion, structural alteration, relocation, enlargement, and/or extension of the use of the land.
2. Should the owner still not comply with #1 above upon notification, a Zoning Violation procedure will be initiated, which could result in additional expense and/or mandatory removal of the structure.
3. This permit is valid for two (2) years and can be extended for one (1) additional year upon written request to the Zoning Administrator.
4. All permits are contingent upon approval of all applicable State permits.
5. Due to the necessary work involved, all fees will be retained whether a permit is granted or denied.

Other possible permits or certifications that may be required separately:

Building or Conditional Use Permit

Driveway Permit must be submitted to the Town Office for review and approval by the Road Commissioner.

Contact the State Permit Specialist (802) 282-6488 or (800) 974-9559 for all State permit requirements. These may include permits or certifications regarding water, wastewater and compliance with Vermont Residential Building Energy Codes.

If your proposed construction or project lies within a Flood Hazard Area or River Corridor, you are also required to adhere to the Town of Stamford's Flood Hazard Area Regulations (Appendix I of the Zoning By-Laws) and provide the Zoning Administrator with the appropriate report.

For additional questions, contact the Stamford Zoning Administrator through the town office at (802) 694-1361 or by email at [zoningadministrator@stamfordvt.net](mailto:zoningadministrator@stamfordvt.net).

\*\*\*\*\* Instructions for filing a Zoning Permit Application \*\*\*\*\*

1. The application must be complete. The landowner MUST sign the application.
2. If you are constructing a new house or building on a vacant lot, please contact the Town Clerk to obtain a 9-1-1 locatable address.
3. A copy of the plans for the new construction (and picture, if available) must accompany this application.
4. Be sure to give enough details, such as box number, distance to a cross road, or other identifiable land marks so the property can be located by the Administrator.
5. A plot plan must be drawn on the grid page attached to the Zoning Permit Application. A plot plan is a sketch showing boundaries/property lines, area of the lot, all existing and proposed buildings, all front, rear and side yard setbacks from property lines, location of water supply and septic system/leach field and a north arrow. Include a copy of any professionally prepared Site Plan, if available.
6. Applicant is responsible for verifying lot line locations and complying with all setbacks, Zoning By-laws and any other conditions as set forth in this permit. All costs to remedy non-compliance will be borne by the applicant and may include removal or relocation of the structure as required to correct any violations.
7. Include copies of all permits from the State of Vermont, including Waste Water/Septic.
8. Interested parties may appeal any decisions of the Zoning Administrator within fifteen (15) days of such decision. No permit issued shall take effect until the 15 day appeal period has ended.

