

**Town of Richford, Vermont**  
P. O. Box 236, Richford, Vermont 05476  
1(802)848-7751/Fax 1(802)848-7752  
Email: zoning@richfordvt.org

Property ID# \_\_\_\_\_

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

**ZONING PERMIT APPLICATION FOR:**

( ) Building Permit ( ) Conditional Use ( ) Variance ( ) Waiver ( ) Site Plan Review ( ) Subdivision ( ) Appeal of Decision

Reason for Application: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Physical Location: \_\_\_\_\_

Directions to Property: \_\_\_\_\_

Date Acquired: \_\_\_\_\_ Land Records: Book # \_\_\_\_\_ /Page # \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Zoning District: \_\_\_\_\_  
(Circle One) Mixed Use/Village Residential/Commercial-Industrial/Rural Residential/Agricultural/  
Recreation-Conservation/Forest-Conservation/Water Supply/Education

Proposed Structure: New Building ( ) Addition ( ) Other ( ) \_\_\_\_\_

Length \_\_\_\_\_ Ft. Width \_\_\_\_\_ Ft. Height \_\_\_\_\_ Ft.

**Dimensional Standards:**

Lot Size \_\_\_\_\_ Frontage \_\_\_\_\_ Ft. Lot Depth \_\_\_\_\_ Ft.

Setbacks: Road \_\_\_\_\_ Ft. Right \_\_\_\_\_ Ft. Left \_\_\_\_\_ Ft. Rear \_\_\_\_\_ Ft.  
(from road center line)

Existing Easements: \_\_\_\_\_

Are there any non-conforming uses or structures (including variances)? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, describe: \_\_\_\_\_

Is there a flood plain located on the property? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, describe: \_\_\_\_\_

Is there a wetland, stream or pond located on the property? YES \_\_\_\_\_ NO \_\_\_\_\_

Water System Type: \_\_\_\_\_ When Established: \_\_\_\_\_

Septic System Type: \_\_\_\_\_ When Installed: \_\_\_\_\_

Adjoining Property Owners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other permits applied/received related to this project:

Sewage Disposal (State of Vermont): Submitted \_\_\_\_\_ Received \_\_\_\_\_ N/A: \_\_\_\_\_  
Road Access (State of Vermont): Submitted \_\_\_\_\_ Received \_\_\_\_\_ N/A: \_\_\_\_\_  
Road Access (Local): Submitted \_\_\_\_\_ Received \_\_\_\_\_ N/A: \_\_\_\_\_

Other Permits - Specify:

\_\_\_\_\_: Submitted \_\_\_\_\_ Received \_\_\_\_\_  
\_\_\_\_\_: Submitted \_\_\_\_\_ Received \_\_\_\_\_

**\*WARNING: STATE PERMITS MAY BE REQUIRED FOR THIS PROJECT. CALL 1(802)477-2241 TO SPEAK TO THE STATE PERMIT SPECIALIST BEFORE BEGINNING CONSTRUCTION.**

**\*\*A general plot plan must be submitted with the Zoning Permit Application.**

**\*\*Any change in the structure dimensions or setback distances shown on this application will constitute a violation of the Town of Richford Zoning Bylaws.**

**\*\*Failure to post the "P" Permit sign will result in a delay of the effective of this permit or the scheduled hearing.**

The undersigned hereby requests a zoning permit for the above to be issued on the basis of the representations contained therein. This permit will be voided in the event of misrepresentation. The undersigned understands that if the application is approved, the zoning permit will be binding on the property.

THE UNDERSIGNED LANDOWNER HEREBY AFFIRMS THAT THE INFORMATION PRESENTED IN THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE. IF THE UNDERSIGNED IS AN AUTHORIZED AGENT FOR THE LANDOWNER, SUBMIT A COPY OF THE AUTHORIZATION WITH THIS APPLICATION.

\_\_\_\_\_  
Landowner Signature Print Name Date

\_\_\_\_\_  
Landowner Signature Print Name Date

\_\_\_\_\_  
Applicant Signature Print Name Date

Checks Payable To: Town of Richford  
P. O. Box 236  
Richford, VT 05476

Permit Fee \$ \_\_\_\_\_  
Hearing Fee \_\_\_\_\_  
Recording Fee \_\_\_\_\_  
Other Fee \_\_\_\_\_  
Total Due \$ \_\_\_\_\_

\*\*\*\*\*  
Received by ZA: \_\_\_\_\_ Completed by ZA: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Referred to Development Review Board: \_\_\_\_\_ Reason(s) for Denial/Referral: \_\_\_\_\_

\_\_\_\_\_  
John Libbey, Zoning Administrator

\_\_\_\_\_  
Date Issued\*

\_\_\_\_\_  
Permit Effective Date

\*Valid for (1) one year from this date.

## SITE PLAN MAP GUIDELINES

Permitted Uses & Signs: Please attach a map (may be hand drawn) which includes the following information:

- Scale of Map
- North Arrow
- Property Lines and Lot Dimensions
- Setback Distances
- Location and Dimension for All Existing & Proposed Structures
- Location of Significant Natural Resources including Tree Lines, Water Bodies, Wetlands, Swales, Streams, and Steep Slope Areas
- Location of Curb Cuts, Driveways, and Other Access Points
- Rights of Way and Easements

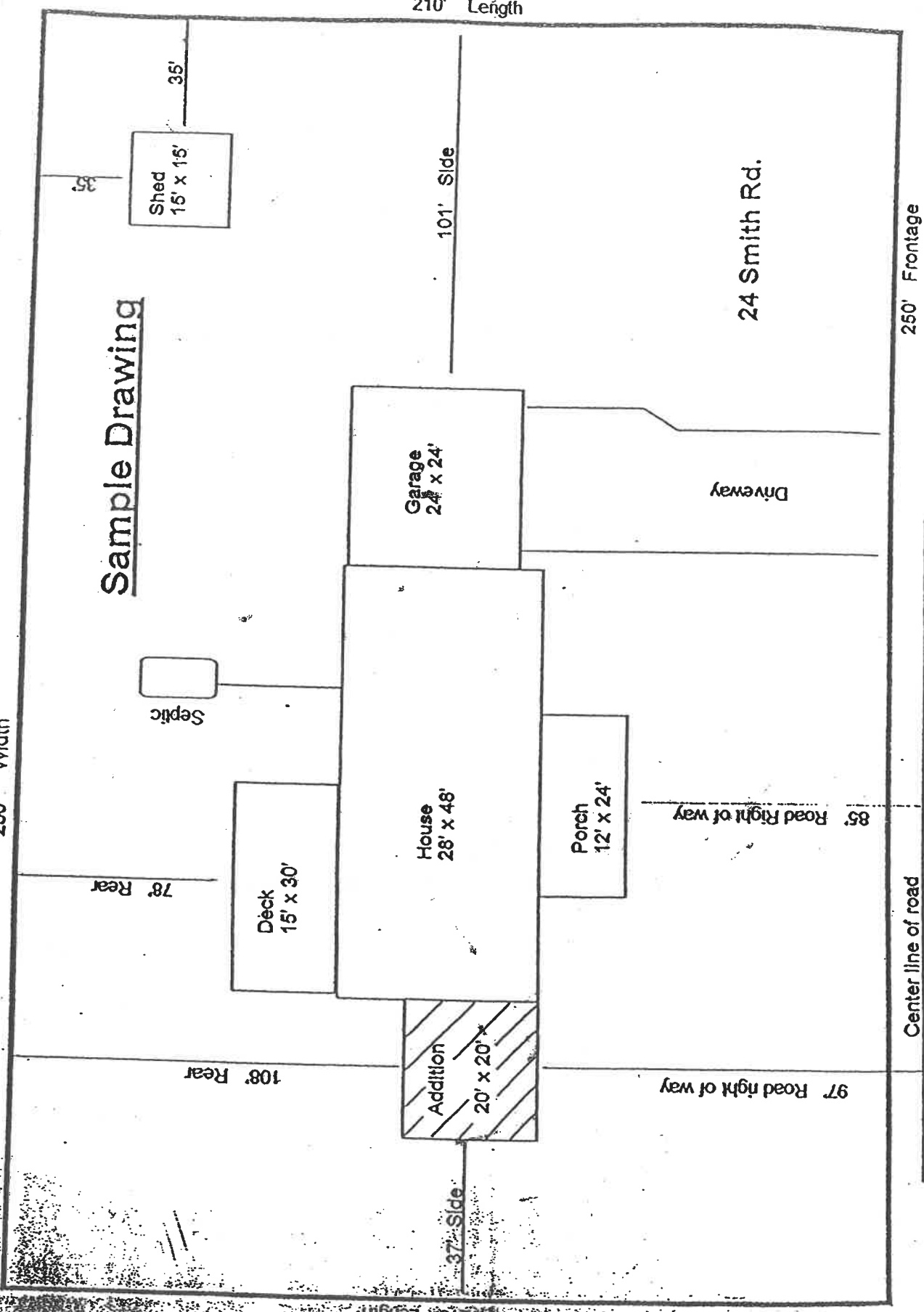
### Uses Requiring Site Plan Approval, Conditional Use Approval and Subdivision Review:

Please attached one or more maps which clearly and legibly depict the information above *in addition* to the following information:

- Site Location Map (area map, small or large)
- Contour Lines
- Existing & Proposed Parking Areas
- Existing & Proposed Sidewalks and Other Walkways
- Existing & Proposed Loading docks and Outside Storage Areas
- Sewage Disposal Areas
- Existing & Proposed Landscaping & Screening
- Proposed Site Grade
- Building Information, Including Elevations and Floor Plans May Be Required
- Location of Existing Structures and Access Points to Adjacent Properties
- All Other Appurtenant Information Necessary for This Project

8/12/10 kc

See Sample on Back Side



Sample Drawing

210' Length

250' Frontage

Center line of road

260' Width

24 Smith Rd.

Driveway

85' Road Right of way

97' Road right of way

Garage  
24' x 24'

House  
28' x 48'

Addition  
20' x 20'

Porch  
12' x 24'

Deck  
15' x 30'

Septic

Shed  
15' x 15'

37' Side

101' Side

78' Rear

108' Rear

35'

New

Town of Richford

94 Main Street

P.O. Box 236, Richford, Vermont 05476

802-848-7751, Fax 802-848-7752

Email: [zoning@richfordvt.org](mailto:zoning@richfordvt.org)

## ZONING FEE SCHEDULE

Residential Building	\$ 55.00
Commercial Building/Minor Subdivision	\$120.00
Accessory, Addition	\$ 50.00
Fence-Village, Mixed Use and Commercial Industrial	\$ 25.00
Sign	\$ 25.00
Hearing-Appeal, Change of Use, Conditional Use, Site Plan Review, Major Subdivision, Variance, Waiver	\$150.00
Special Meeting – Unscheduled	\$250.00
Certificate of Compliance	\$ 75.00
Certificate of Occupancy	\$ 55.00
Certified Mail Fee	\$ Current Rate
Driveway/curb cut	\$ 30.00
No Permit	\$250.00

### All Permits Must Be Recorded

**Recording Fees – per page \$ 15.00**

**All fees adopted by the Select Board on June 2024**

**Rates effective July 1, 2024**