

Application for Zoning Permit

Zoning Permits are required prior to any land development as defined in the Bristol Unified Zoning Regulations. Fees and requirements vary. It is encouraged to contact the Zoning Administrator prior to filling out this form.

Town of Bristol
Planning and Zoning
1 South Street
(802)453-3648
zoning@bristolvt.org



Landowner Information (as listed in Grand List)

Name: _____
Mailing Address: _____
Phone #: _____
Email: _____

Applicant Information (if different from Landowner)

Name: _____
Mailing Address: _____
Phone #: _____
Email: _____

Site Information:

Location of Property: _____ Parcel ID: _____ Lot Size: _____

Zoning District: _____ Overlay District (if applicable): ☐ Flood Hazard Area ☐ Downtown Design Review

Current Use of Property: _____

Type of Permit Request: New Structure/Building ☐ Addition/Alteration ☐ Change of Use ☐

Accessory Dwelling Unit ☐ Home Occupation ☐ Other ☐ (describe below)

Description of Proposal: _____

----IMPORTANT INFORMATION----

All permit application fees must be paid and required information received before any action on your application may be taken. Permit application fees are non-refundable. Further information may be required after initial review. Upon receipt of a completed application zoning administrator has 30 days to act. Approved permits have a 15-day appeal period prior to going into effect. Permits shall expire two years from effective date.

State Permits: It is the responsibility of the applicant/owner to obtain all necessary State Permits.

The undersigned hereby applies for a zoning permit, to be issued on the basis of the representations contained herein, of which the applicant swears to be true.

Signature of Applicant: _____ Date: _____

Signature of Landowner: _____ Date: _____

It shall be unlawful to use or occupy or permit the occupancy of any land or structure or part thereof until the Zoning Administrator issues a Certificate of Compliance stating that the proposed use of the structure or land complies with the requirements of these Regulations.

Office Use Only

Date Received: _____ Date Deemed Complete: _____ Fee: \$ _____ Payment Date: _____ Permit #: _____
Access Permit: ☐ Approved ☐ Denied ☐ Not Applicable Permit # _____ Parcel ID: _____
Wastewater/Septic Permit: ☐ Approved ☐ Denied ☐ Not Applicable Permit # _____
Development Review Board (DRB) Approval Date: _____ Downtown Design Review Commission (DDRC) Approval Date: _____

Permit Decision

APPROVED ☐ **DENIED** ☐ **REFERRED TO** Development Review Board ☐ Downtown Design Review ☐

Zoning Administrator Signature: _____ Date: _____

Appeal By: _____ Effective Date: _____ Expiration Date: _____

Comments: _____

Pursuant to 24 V.S.A. § 4465 an interested person may appeal any decision by the Administrative Officer within 15 days of the date of such decision. To file an appeal an application must be filed with the Town Clerk within 15 days of any action.

Application Review Checklist:

Complete this checklist and submit it with Zoning Permit Application. If there are questions, please contact the Zoning Office.

SUPPLEMENTAL INFORMATION: (If question is not applicable check no box for question)

- Does project involve a new or modified connection to municipal water system? Yes ☐ No ☐
- Does project involve a new or modified connection to a Town Highway? (SECTION 720) Yes ☐ No ☐
- Does project require a new Right-of-Way to access the property? (SECTION 407) Yes ☐ No ☐
- Does project involve the addition of bedrooms? *If yes, how many:* _____ Yes ☐ No ☐
- For residential projects how many dwelling units are being proposed? # of Units: _____ N/A ☐
- Will project require the assignment or modification of an E-911 Address? Yes ☐ No ☐
- Will the building be used for commercial purposes (i.e. rentals, restaurants, services)? Yes ☐ No ☐
- Is proposed structure heated/cooled? (New residential/commercial development renovations, alterations and repairs may be subject to Vermont Energy Standards.) Yes ☐ No ☐
- Is project located near wetlands, streams or rivers? (Projects not within the Flood Hazard Area must be setback at least 50' from top of bank.) Yes ☐ No ☐
- Are you working with a contractor? *If yes, please provide their name and phone number below:* Yes ☐ No ☐

STATE REQUIREMENTS (if applicable)

If you are unsure if your project requires State approvals, applicants can use the Agency of Nature Resources Permit Navigator ([Permit Navigator](#)) or contact a Community Assistance Specialist at 802-828-0141 or ANR.DECAssistance@vermont.gov.

Wastewater and Potable Water Supply Permit	# _____
Stormwater Discharge Permit	# _____
Act 250 Permit	# _____
Agency of Transportation Access Permit	# _____
Division of Fire Safety Construction/Building Permit	# _____
Other Permit: _____	# _____

REQUIREMENT ATTACHMENTS: Applicants must submit as attachments a scaled site plan and a detailed drawing(s) of proposed development.

Site Plans must:

- ☐ Have north arrow and drawn to scale; be no larger than 24"x36"
- ☐ Show proposed development in relation to property lines and other structures;
- ☐ Show the location of infrastructure (i.e. driveways, utilities) both existing and proposed;

Drawing(s) must:

- ☐ Shape, design, size, and height of proposed development.

HINT: If you do not have a map or survey for your property the Town has an [interactive map viewer](#) that can be used to create a map of your property and sketch proposed development onto that map.

HINT: Examples of acceptable drawings are building elevations, floorplans, photographs, hand drawn sketches.

DIMENSIONAL & DESIGN STANDARDS: (fill in applicable blanks)

Please refer to the zoning district descriptions for applicable dimensional minimums and maximums.

Lot Frontage: _____ Lot Coverage: _____ % Existing Footprint of Building/Structure: _____

Structure Setbacks: Front yard (measured from centerline) _____ ft.; Rear yard _____ ft.; Side yard _____ ft. & _____ ft.

Structure Dimensions: Width _____ ft.; Length _____ ft.; Height _____ ft.; Footprint (WxL) _____ sq.ft.

Parking Spaces (requirements vary based on type of use, see SECTION 711 for parking space requirements) # of Spaces: _____