



# Department of Planning and Zoning

149 Church Street, City Hall  
Burlington, VT 05401-8415  
Phone: (802) 865-7188  
Fax: (802) 865-7195

[www.burlingtonvt.gov/pz](http://www.burlingtonvt.gov/pz)

## Zoning Permit Application

Use this form for ALL zoning permit applications. See the relevant checklist for specific requirements.

**PROJECT LOCATION ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER\*:** \_\_\_\_\_

\*If condominium unit, written approval from the Association is also required

**APPLICANT:** \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

I am the owner. In addition, I duly authorize the applicant (if noted) to act on my behalf for all matters pertaining to this zoning permit application.

POSTAL ADDRESS: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Description of Proposed Project:** \_\_\_\_\_

**Existing Use of Property:**  Single Family  Multi Family: #\_\_\_ Units  Other: \_\_\_\_\_

**Proposed Use of Property:**  Single Family  Multi Family: #\_\_\_ Units  Other: \_\_\_\_\_

- **Does your project involve new construction, addition, alteration, renovation, or repair to a structure that is heated or cooled?** Yes  No   
(If yes, the Vermont Residential Building Energy Standards (VRBES) apply. Visit the P&Z Office, Public Service Board or PSB website for details)
- **Will 400 sq ft or more of land be disturbed, exposed and/or developed?** Yes  No   
(If yes, you will need to submit the 'Erosion Prevention and Sediment Control Plan' questionnaire, with a site plan)
- **For Single Family & Duplex, will total impervious area be 2500 sq ft or more?** Yes  No   
(If yes, you will need to submit the 'Stormwater Management Plan' questionnaire, with a site plan)
- **Are you proposing any work within, below, or above the public right of way?** Yes  No   
(If yes, you will need to receive prior approval from the Department of Public Works)
- **Are you proposing any onsite food or beverage production/manufacturing?** Yes  No   
(If yes, you will need to consult with Water Resources Division at the Department of Public Works: 863-4501)

**Estimated Construction Cost (value)\*: \$** \_\_\_\_\_

(\*Estimated cost a typical contractor would charge for all materials and labor, regardless of who physically completes the work)

Within 30 days of submission, the permit application will be reviewed for completeness, and, if complete, will be processed administratively or referred to a board for review. All permit approvals or denials are subject to an appeal period (15 days for administrative permit; 30 days for board permit). A building (and/or electrical, mechanical, plumbing, curb cut) permit will also be required. Contact the Department of Public Works at 802-863-9094 to inquire. Please ask for assistance if you have any questions about filling out this form. Call the Planning and Zoning at 802-865-7188, or visit the office in the lower level of City Hall, 149 Church Street.

**Office Use Only:** Zone: \_\_\_\_\_ Eligible for Design Review? \_\_\_\_\_ Age of House \_\_\_\_\_ Lot Size \_\_\_\_\_

Type: SN \_\_\_ AW \_\_\_ FC \_\_\_ BA \_\_\_ COA 1 \_\_\_ COA 2 \_\_\_ COA 3 \_\_\_ CU \_\_\_ MA \_\_\_ VR \_\_\_ HO \_\_\_ SP \_\_\_ DT \_\_\_ MP \_\_\_

Check No. \_\_\_\_\_ Amount Paid \_\_\_\_\_ Zoning Permit # \_\_\_\_\_



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**Please Note:** The Zoning Permit Application is the generic form for *all* zoning permit applications. There are various checklists associated with the Zoning Permit Application, which you may need to reference depending on the details of your project. The checklists describe any additional information that should be included with the Zoning Permit Application.

**Talk to Planning and Zoning staff about your project to determine which checklists apply to your project.** Checklists may be found at [www.burlingtonvt.gov/PZ/Forms-and-Checklists](http://www.burlingtonvt.gov/PZ/Forms-and-Checklists)

Checklists you may need include:

**COA Level 1:** Use for all proposals eligible for Design Review with construction costs of \$24,000 or less.

**COA Level 2:** Use for all proposals eligible for Design Review with construction costs of more than \$24,000.

**Conditional Use and Major Impact Review:** Use for Conditional Uses, some Home Occupations, and Major Impact Review.

**Awning:** Lettering or graphics on awnings are reviewed as Projecting Signs. All awnings that project over the public right-of-way require an encumbrance permit through the Clerk/Treasurer's Office.

**Fence:** Use for all fences, new and replacement of existing.

**Variance:** Use when an exception to physical dimensional requirements of the Zoning Ordinance is necessary. Deviations from land use and density standards are not allowed.