



**CODE ENFORCEMENT OFFICE**

645A Pine St, PO Box 849  
Burlington, VT 05402-0849  
**Phone: (802) 863-0442**  
Fax: (802) 652-4221

**RELINQUISH or CONFIRM EXPIRATION OF ZONING PERMIT**

Use this form to relinquish a zoning permit that has been approved and either the project will not be undertaken within the applicable time frame or has not been undertaken and the permit has expired. Confirmation needs to be received that a permit is to be relinquished so that this can be officially confirmed and your property records can be updated. There is no fee for this request.

I do hereby testify, pursuant to the City of Burlington Comprehensive Development Ordinance Sec 3.2.9, that the proposal approved by zoning permit # \_\_\_\_\_, Project Description (from Zoning Permit): \_\_\_\_\_

located at: \_\_\_\_\_, approved on \_\_\_\_\_,

was never undertaken and I wish to relinquish the permit which is still valid; or  
was never undertaken and I confirm the permit has expired.

**I hereby swear/affirm under the penalties of perjury that the statements made by me in this certification are true and accurate.**  
PROPERTY OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
DAY PHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Note:** You are required to attach a copy of the zoning permit, conditions of approval and all approved plans to this request. If you require a copy of these items, please visit the Planning and Zoning Office at City Hall, 149 Church Street, Burlington.

If legal representative, please attach a copy of document authorizing you as the legal representative for the owner.

**CODE ENFORCEMENT OFFICE USE ONLY**  
Reviewed and approved by: \_\_\_\_\_ Date: \_\_\_\_\_