

## Town of Calais Zoning Permit Application Instructions

Before completing this application you should obtain and review a copy of the Calais Land Use and Development Regulations, CLUDR, (adopted March 1, 2005) which is available at the Town Office or online at [www.calaisvermont.gov](http://www.calaisvermont.gov).

Please fill out the first 3 pages of the Calais Zoning Permit Application. The information must be complete and clear so the Zoning Administrator (ZA) can make a good decision. The information and representations that you provide will be relied on by the Zoning Administrator in order to approve or deny your application. Any permit issued shall be void and penalties may be imposed, if the development is not constructed as described in this application.

If you need a Conditional Use, Change of Use or Right of Way Approval, or a Variance, or if you are planning development within the Historic Kents Corner / Old West Church District, this application will be denied pending receipt of those approvals from the Calais Development Review Board (DRB). There are additional single page forms to provide the additional information needed by the DRB to review these applications.

If this application is for a permit to subdivide land, it comes under the Subdivision Regulations approved on March 1, 2005. This application is all that is needed for the Zoning Administrator to approve a minor subdivision. A major subdivision (three (3) or more lots within a period of 8 years) will require the review and approval of the DRB. The application process and required contents are described in the CLUDR. Note that in determining whether your proposed subdivision is minor or major, you will need to know if your parcel is part of a previous subdivision; and if so, when and how it was subdivided.

### **Basic Information**

Provide your name, address, telephone numbers (work and home if applicable) and e-mail if available. If the applicant is different from the landowner, please fill out information for both. The Zoning Administrator will provide the application number.

### **Proposed Development**

Describe all the changes you are proposing to the structures or use of the property. You should review the Zoning Regulations for allowed uses, required setbacks, minimum size, and road frontage requirements for the zoning district(s) and overlay district (if any) in which the parcel is located.

### **Property Identification/Description**

Give the property location – E911 address is good. The tax parcel ID is on your tax bill or available at the Town office or from the Zoning Administrator.

Give the acreage of the parcel and give the road frontage in feet.

The CLUDR describes the various zoning districts and overlay districts and the uses allowed in each. The map outlining the district boundaries is located in the Town Office. You must check all districts that apply to the parcel.

**Present Buildings/Structures/Uses**

Describe thoroughly the existing structure(s) on the property and the use(s) of the property.

**Site Plan Sketch**

It is important that the sketch of the project contain all of the elements listed at the top of the second page - Section F – Site Plan Sketch.

Locations of existing and proposed structures, septic systems, water supply, and driveway should all be shown.

Distances from roads, streams, wetlands and property lines need to be measured out with tape as accurately as possible and noted.

For large parcels the sketch should show details in the portion of the property where construction or alterations are to take place. A smaller scale map may be attached to show the whole parcel for location purposes.

**Adjoining Land Owners and Addresses**

Please note that you are required to provide the names and addresses of all abutting landowners without regard to public right of way.

Space is provided on page 3, the signature page.