



Charlotte Planning & Zoning

PO Box 119 / 159 Ferry Road
Charlotte, VT. 05445
Phone (802)425-3533
Fax: (802)425-4241

Zoning Board of Adjustment Application Checklist

Use for all Zoning Permit Applications **Requiring** Zoning Board Approval

Property Owner: _____ Project Location: _____ Permit #: _____

Your application to be considered complete only if the following information is provided:

- A completed application form, signed by the property owner.
- Complete List of abutters sheet, including addressed and stamped envelopes for each.
- A statement describing the existing and intended use of the land and structures and/or any proposed structural changes.
- Photos of the subject property showing the location of the project.
- Preliminary architectural elevations (for new structures, additions and adaptive reuse)
- Two copies of a sketch plan, "11" x 17", drawn to scale, that accurately depicts the following as required by the Zoning Administrator:
 - the dimensions of the lot, including existing property boundaries;
 - any approved building envelope;
 - the location, footprint, and height of existing and proposed structures and additions;
 - the location and dimensions of existing and proposed accesses (curb cuts), driveways and ^[]parking areas;
 - the location of existing and proposed easements, rights-of-way and utilities;
 - setbacks from property boundaries, road rights-of-way, surface waters, and wetlands;
 - the location of the special flood hazard area boundaries.
 - the location of existing and proposed water and wastewater systems; and
 - such other information as may be needed to determine compliance with these regulations

The application for a zoning permit shall also include, as applicable, the following submissions:

A copy of the approved subdivision plat; relevant Planning Commission and Board of Adjustment decisions; and deeds, and relevant easements, covenants or restrictions;

Your application may require one or more of the following

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| <input type="checkbox"/> Conditional Use Questionnaire | <input type="checkbox"/> Variance Questionnaire |
| <input type="checkbox"/> Appeal Questionnaire | <input type="checkbox"/> Performance Standards Questionnaire |
| <input type="checkbox"/> Adaptive Reuse Questionnaire | <input type="checkbox"/> Lakeshore Buffer Questionnaire |
| <input type="checkbox"/> Shoreland Questionnaire | <input type="checkbox"/> Route 7 Scenic Overlay Questionnaire |
| <input type="checkbox"/> Home Occupation Questionnaire | <input type="checkbox"/> Telecommunication Questionnaire |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Other: _____ |