

## MEMORANDUM

**To:** Permit Applicants

**From:** Town Clerk

**Re:** Act 125

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Due to the passage of Act 125, towns are now required to record a Memorandum of Municipal Action (24 V.S.A. section 4443 (c)).

The Memorandum is a one-page document to be recorded in the Land Records and requires an eight (\$8.00) dollar fee to be paid to the Town of Clarendon.

Please add the eight dollars (\$8.00) to the permit fee. Checks should be made out to the Town of Clarendon.

If you are submitting more than one permit (septic, building & access) at the same time, the eight-dollar fee will cover all permits. If permits are submitted at different times, each permit will require the fee of eight dollars.

# **TOWN OF CLARENDON**

**PO BOX 30  
CLARENDON, VT 05759**

## **ZONING/BUILDING PERMIT APPLICATION**

**ZONING ADMINISTRATOR  
ROBERT LAFRANCIS  
PO BOX 30  
CLARENDON VT 05759**

**802-438-5261**

[rlafra6142@aol.com](mailto:rlafra6142@aol.com)

All portions of this application MUST be completed legibly, including a plot plan showing setbacks to each property line.

# TOWN OF CLARENDON BUILDING/LAND USE PERMIT APPLICATION

Please indicate type of construction. Check all that are applicable

- Residential                       Commercial/Business
- New Construction               Renovation of existing structure
- Other (Please specify)           Industrial

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Fee Structure: Fees are based on areas of new construction and include square footage of all floor space in new structures excluding unfinished basements not used for living space.

Please check appropriate line(s).

<input type="checkbox"/> Residential New Construction	\$50.00 plus \$.02/sq. ft.
<input type="checkbox"/> Commercial/Industrial/Business	\$50.00 plus \$.02/sq. ft.
<input type="checkbox"/> Accessory (garage, barn, deck, etc)	\$10.00 plus \$.02/sq. ft. (\$20 MINIMUM)
<input type="checkbox"/> New Mobile Home Park	\$250.00
<input type="checkbox"/> Home Occupation/Change of use	\$20.00
<input type="checkbox"/> Sign	\$10.00
<input type="checkbox"/> Zoning Board of Adjustment	\$50.00

1. This application **WILL NOT BE ACCEPTED** unless all portions are completed and the fee included to the Town of Clarendon. Applications must be legible and completed using ink or typewriter. Upon acceptance of a completed application by the Zoning Administrator and /or the Planning Commission the fee is not refundable.  
**FAILURE TO APPLY FOR A PERMIT PRIOR TO COMMENCING PROJECT SHALL RESULT IN THE DOUBLING OF THE FEE.**
2. A general plot plan showing the location and dimensions of the property must be included with this application. The plan should show current and proposed buildings and location of property lines, town roads, water and sewer location and any streams and setbacks of current and proposed structures.
3. Separate permits must be obtained from the Sewage Officer for sewage disposal and from the Board of Selectmen for driveway construction unless determined "Not Applicable" (N/A) by the Zoning Administrator. No occupancy of any new construction is permitted until copies of these permits are filed with the Clarendon Town Clerk and a Certificate of Occupancy is issued by the Zoning Administrator.
4. Permit applications may be submitted to the appropriate town officer or at the Town Clerk's Office
5. An appeal of any decision by the Zoning Administrator may be filed with the Clarendon Zoning Board of Adjustment. The application is available from the Town Clerk. A \$50.00 fee is required for consideration of an appeal to the ZBA

**TOWN OF CLARENDON  
BUILDING PERMIT APPLICATION**

Landowner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant (if not landowner) \_\_\_\_\_ Telephone: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Abutting Property Owners: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Frontage on Public Road: \_\_\_\_\_

Structure Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Stories: \_\_\_\_\_

Setbacks (existing) - Road right-of-way: \_\_\_\_\_ Rear: \_\_\_\_\_

Side: \_\_\_\_\_ Side: \_\_\_\_\_

Setbacks (proposed) - Road right-of-way: \_\_\_\_\_ Rear: \_\_\_\_\_

Side: \_\_\_\_\_ Side: \_\_\_\_\_

Type of construction: Wood \_\_\_\_\_ Masonry \_\_\_\_\_ Steel \_\_\_\_\_ Other \_\_\_\_\_

Type Structure \_\_\_\_\_ New Construction \_\_\_\_\_ Addition \_\_\_\_\_

Remodeling \_\_\_\_\_ Repair \_\_\_\_\_ Old Construction \_\_\_\_\_ Renovation \_\_\_\_\_

Other (explain) \_\_\_\_\_

Source of water supply \_\_\_\_\_

Septic Tank Capacity \_\_\_\_\_ gals.; Filter Bed Area \_\_\_\_\_ ft: Distance to nearest well or spring \_\_\_\_\_ ft  
nearest stream or pond \_\_\_\_\_ ft

Number of parking spaces \_\_\_\_\_ Paved \_\_\_\_\_ Unpaved \_\_\_\_\_

Proposed completion date (Permits are valid for ONE year): \_\_\_\_\_

Fee (must be included with application): \_\_\_\_\_

THE UNDERSIGNED HEREBY APPLIES FOR PERMIT TO BE ISSUED ON THE BASIS OF REPRESENTATIONS CONTAINED HEREIN, ALL OF WHICH THE APPLICANT SWEARS TO BE TRUE.

Signature of applicant (must be the owner, a legally authorized agent of the owner, a lessee under a long-term lease or an optionee with a binding agreement to purchase):

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The permit becomes effective after a 15-day appeal period. The permit becomes null and void one year from the date of issue.

A six-month extension of this date may be approved by the Administrative Officer.

Revised 2/9/98

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