

## GENERAL INSTRUCTIONS

### Step 1: Type of Permit Requested and Fee

Please check off the box on the application for the permit you are applying for

### Step 2: Zoning District

This is the zone that your physical location of the project property is located in (911 address). A list of districts are located in the bylaws and a map of the districts can be found at Town Hall and also on the town's website ([danvillevermont.org](http://danvillevermont.org)).

### Step 3: Applicant/Property Owner

Applicant is the person completing the Zoning Application. It can be the owner of the property or the architect firm or construction firm doing the project for the property owner.

Property Owner is the name or names of the person or persons listed on the recorded deed. If the property owners are an LLC or Corporation and there is more than one name, a separate sheet can be added listing all the names and signatures.

### Step 4: Physical Location

Physical location of the project property (911 address)

### Step 5: Description of Project

Detailed description of project that gives specifics as to what is being done at physical location.

### Step 6: Lot size & setbacks

Lot size and lot width can be found on property owner's deed or on the maps found on line or at Town Hall. Setbacks are the distance from the new construction and lot lines.

### Step 7: Site and Plot Plans

A copy of site plan and design of building is required for all new or altered construction. The drawing/sketch must include all details of location including present items and items to be added.

A certified survey plat is required for all subdivisions and the Mylar needs to be recorded with the Town Clerk within 30 days at Town Hall. No permit can be issued unless Mylar is received.

If in Design Control, exterior design and exterior materials used must be depicted along with height of building and landscaping design.

### Step 8: Adjoining Landowner information

Names and addresses for all adjoining landowners are required for Conditional Use, Variance, Subdivision and Design control Applications. This information can be found at Town Hall or on line under Maps, Tax Maps (<https://www.danvillevermont.org/maps/town-of-danville-property-map/>)

### Step 9: Signature

Both the applicant and the property owner must sign and date the Zoning Application. In some cases, the applicant will be the same as the property owner but must sign and date both areas.

If you have any questions, I am here to assist.

Please contact me at: 802-684-3426 or email at: [adeprospero@danvillevermont.org](mailto:adeprospero@danvillevermont.org)

Office Hours: Monday & Friday by appointment, Tuesday & Wednesday 8:00am to 1:00pm,  
1<sup>st</sup> & 3<sup>rd</sup> Thursday 1:00pm to 4:00pm and 2<sup>nd</sup> & 4<sup>th</sup> Thursday 8:00am to 1:00pm

Town of Danville \* P. O. Box 183 \* Danville, VT 05828 \* 802-684-3352