



MAP / LOT #: _____

NOTICE: NO CONSTRUCTION MAY START before permit has taken effect.

***Permit subject to 15-Day Appeal Period. *Structure cannot be used or occupied without a Certificate of Occupancy.**

NOTE: PLEASE COMPLETE FORM IN INK OR DIGITALLY. THANK YOU.

Location of Property: _____

Name of **Owner**: _____ Phone / Cell #: _____

Mailing Address: _____ Email: _____

Name of **Applicant**: _____ Phone / Cell #: _____

Mailing Address: _____ Email: _____

Name of **Contractor**: _____ Mailing Address: _____

Type of Work Proposed: _____

# of Dwelling Units:			
Lot Size:		% of Coverage:	
UTILITIES: *If Municipal, see reverse			
Sewer	Town	Septic Tank	
Water	Town	Well	

PLEASE PROVIDE A SKETCH TO INCLUDE:

- Dimensions of lot, including all property boundary lines (P/L)
- Existing or proposed driveway
- Abutting streets / surface water identified on most recent Edition of Hartford G.I.S. Natural Resources Map
- All existing and proposed structures, including dimensions Of each and distance from property lines
- North arrow

Large empty box for sketching project details.

BREAKDOWN OF APPLICABLE PROJECT ONLY:		
BLDG:	Number of Stories:	
	Finished Height:	
	Number of Rooms:	
	Number of Baths:	
	Number of Bedrooms:	
GARAGE:	Stories:	
	Dimensions:	
Attached		Detached
DECKS / PORCHES DIMENSIONS:		

Estimated \$ Value of Work: _____

Total Square Footage of Project: _____

(Must include ALL construction)

Heated Square Footage of Project: _____

Property in a Flood Plain: YES _____ NO _____

Property near surface water: YES _____ NO _____

Is Driveway being created or altered? YES* _____ NO _____

*(If yes, see reverse)

It is understood and agreed that I will abide by the Hartford Zoning Regulations as adopted by the Town of Hartford on January 27, 1975, or as hereinafter from time to time amended. The permit is voided in the event of misrepresentation or failure to undertake construction within the time period prescribed.

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits before any construction may commence. Please call 802-282-6488 to speak with the State Permit Specialist

Landowner's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

FOR USE BY ADMINISTRATIVE OFFICER ONLY

Date Received: _____ Total Fee: _____ Receipt No.: _____ Application Number: _____

MAP/LOT: _____ Zoning District: _____ Class: _____ Category: _____

Minimum Setback Requirements: Front _____ Side _____ Side _____ Rear _____ Effective Date: _____

Approved: _____ Denied: _____ Reason for Denial: _____

Signed: _____ Date: _____

Administrative Officer

Approved/Denied

(OVER)

Town of Hartford, Vermont
Zoning / Building Permit Fee Schedule

	Fixed Fee	Square Foot Fee
Single Family Dwelling	\$ 165	.05 square foot new space
Two Family Dwelling	\$ 315	.05 square foot new space
Multi-Family Dwelling	\$ 365	.05 square foot new space
Commercial Structure / Use	\$ 365	.05 square foot new space
Accessory Structure	\$ 50	.05 square foot new space
Residential Addition / Alteration	\$ 100	.05 square foot new space
Commercial Addition / Alteration	\$ 150	.05 square foot new space
Signs (new or refacing)	\$ 35	.05 square foot new space
WRJ Design Review (Administrative)	\$ 35	
Certificate of Occupancy	\$ 15	
Minimum Fee for all other applications	\$ 35	

Town Clerk Filing Fee	
All Zoning / Building Permits / Certificate of Occupancy	\$15
Mylar	\$25
Master Plan	\$15 per page

7/1/2019

Applications to Design Review Committee / Planning Commission / Zoning Board of Adjustment		
	Fixed Fee	Additional Fees
All Zoning Board of Adjustment Applications	\$ 155	
Site Development Plan Approval	\$ 155	.05 square foot new space
Lot Line Adjustment Between Existing Lots	\$ 155	
One Step Subdivision	\$ 155	\$ 50 per new lot
Two Step Subdivision	\$ 310	\$ 50 per new lot
Planned Development Amendment	\$ 155	
WRJ Design Review Committee	\$ 65	
Regulation / Ordinance Amendment	\$ 725	
Re-Application within one year of approval	\$ 155	

Municipal Water, Sewer & Driveways

All applicants utilizing municipal water and / or sewer or requiring driveway information must see the Department of Public Works located at 173 Airport Road, White River Junction, prior to submitting application to Planning & Development to obtain required allocation. They can be reached at 802-295-3622.

For Use by Staff Only		
		Calculation
Type of Project		
Project Size (Square Foot)		
Heated Area (Square Foot)		
Fixed Fee		
Per Unit Fee		
Permit Fee		
Filing Fee	\$ 15	All Permits
Total Due		