

TOWN OF LINCOLN
62 QUAKER STREET
LINCOLN, VERMONT 05443

Application No: _____

Date: _____

Phone (802) 453-2980

Fax (802) 453-2975

ZONING PERMIT APPLICATION FOR A BUILDING PERMIT

Applicant's name(s) and _____
Mailing address: _____

Street _____ City _____ State _____ Zip Code _____
Telephone: Home: _____ Work: _____

Owner's name(s) and _____
Mailing address (if _____
Different from applicant's) _____

Street _____ City _____ State _____ Zip Code _____
Telephone: Home: _____ Work: _____

Location of Property: Highway name: _____

Parcel Number: _____

Zoning District: _____

Brief description of proposed activity: _____

Signature of Applicant: _____ Date: _____

Signature of landowner
(If other than applicant): _____ Date: _____

Permit fees paid: Amount: \$ _____ Date: _____ Received by: _____
(Must include \$10.00 Recording Fee) (Initials)

DISPOSITION OF PERMIT: Granted: ___ Denied: ___ Date: _____

Zoning Administrator, Town of Lincoln

TOWN OF LINCOLN - ZONING PERMIT FEES
(Effective September, 2014)

References to sections of the Lincoln Zoning Regs. (LZR); Subdivision Regs (LSR) and Town Ordinances (TO)

FOR ALL PERMITS ADD \$10.00 PER PAGE FOR RECORDING
FOR SUBDIVISION MYLAR'S ADD \$15.00 FOR RECORDING.

TYPE OF PERMIT	FEE
NEW CONSTRUCTION (LZR Sec.501)	
Residential/Seasonal Dwelling Greater of \$.15/sq ft of entire building or \$150.00	
Mobile Homes and Double Wides charged the same as dwellings	
Apartments and Accessory Dwellings (LZR Sec 501)	125.00
Outbuildings 100 sq ft to 499 sq ft	50.00
Outbuildings 500 sq ft or greater	100.00
Commercial/industrial (LZR Sec. 501) Greater of \$.20 / sq ft or \$200.00	
Replacement Construction (LZR Sec.501) Same fee as new construction	
ADDITION/RENOVATION (LZR Sec.501)	
Major – Area greater than 200 sq ft	\$125.00
Minor – greater than 100sq ft but less than 199 sq ft	75.00
MISCELLANIOUS USES	
Temporary living structures associated w/construction 1 yr max	\$100.00
Camping/camper (120 days; LZR Sec 502.2)	70.00
Change of Permitted Use (i.e. single family to two-family, etc).	50.00
Home Occupation (LZR Sec.312, 513)	100.00
Signs (LZR Sec. 540)	50.00
LAND DEVELOPMENT (may require additional state permits)	
Pond/dam (LZR Sec. 580) & in-ground swimming pool	\$120.00
Gravel extraction/excavation (LZR Sec. 570)	BEFORE ZBA
SUBDIVISION	
Minor: 3 lots or less - (LSR Sec.4.4)	\$50.00 per lot PLUS \$250.00
Major : 4 or more lots (LSR Sec.4.2)	50.00 per lot PLUS 500.00
Boundary line adjustment (LSR 3.1)	100.00
ACCESS ROAD/DRIVE (LSR Sec 11; TO 1986-1 Sec1-100)	\$120.00
ADMINISTRATIVE HEARING – ZBA (CU, variance, appeal LZR 740)	\$150.00
CERTIFICATE OF COMPLIANCE/OCCUPANCY (LZR Sec 509)	\$50.00
RENEWAL OF PERMITS (one year) 2 renewals maximum	\$25.00
PENALTY FOR CONSTRUCTION WITHOUT A PERMIT	3 times the fee.

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Dear Building Permit Applicant,

Our intent is to make the application process as easy as possible for you and still gather all the information we need to make a decision. Building Permits are necessary for any residential/seasonal dwellings, additions, mobile homes, apartments, out buildings, commercial/industrial structures and replacement buildings.

The required fee, plus a recording fee, must be paid before the Zoning Administrator can work on the application. The fee is non-returnable should the application be denied.

The application is pretty much self-explanatory. The Zoning Administrator will issue the Application number and, if you do not know it, the Parcel Number. Also, please identify in which Zoning District the parcel is located (there is a map at the Office that can help you with this).

If you are NOT the owner of the property you must get the owner's signature, address and phone number.

The description on the application can be brief because the Zoning Regulations ask for a Sketch Plan of your project to include the following:

1. The size, shape, height and location in relation to all property lines and road lines of any structure to be erected, altered, extended or moved and the location of any structures already on the lot. This information need not be to scale but please be as accurate as possible. Too much information is better than too little.
2. A brief narrative of the use of the proposed structure. Also a brief description of the usage of any other structures on the property (e.g. garage, dwelling, barn, etc.).
3. If applicable, a landscaping plan and narrative if your property is located in the Viewshed Overlay District, Sections 410-413 of the Zoning Regulations and/or the River Overlay Area, Sections 420 -.422 of the Zoning Regulations. Please contact the Zoning Administrator if you have questions regarding this.
4. If applicable, any other permits required by the Town or State. This would include, but not be limited to, a State Waste Water Permit or Town Access Permit. For information about State Permits contact Rick Oberkirch, a Permit Specialist, at 802-786-5907 or Rick.Oberkirch@state.vt.us.

5. In the case of new single family dwellings, multi-family housing and some renovations the homeowner/builder or contractor may be required to adhere to the Vermont Residential Building Energy Code. Check with the Zoning Administrator for more information.
6. Any other information as may be required by the Zoning Administrator to insure all the provisions of the regulations are being followed.

If your application is approved, the Zoning Administrator will issue a written permit with any applicable conditions, and the reasons for them, plus a card with the big "Z" which must be displayed where passerby's can see it. You must wait 15 days from posting the "Z" before starting any construction to allow any interested persons to appeal the Zoning Administrator's decision to issue the permit. The permit is good for two years during which time the work must be completed.

If the permit is denied the Zoning Administrator shall state the reason and mail it to the applicant at the address on the application. The reasons for denial can be such things as needing a Conditional Use Permit (which is then referred to the Board of Adjustment), too close to the property lines, etc. Generally, the Zoning Administrator can help mitigate things to allow compliance with the regulations.

The Zoning Administrator can void a permit if the officer finds the application contained material or substantive misrepresentations of the facts. A permit can also be voided if the project does not follow what was asked for in the application.

After the project is completed the applicant must obtain a Certificate of Occupancy before use of the property is allowed. It is the responsibility of the applicant to notify the Zoning Administrator that they are ready for the CO. Failure to obtain a CO may cause problems later if selling or refinancing the property.

Unless you qualify as a farmer by definition (simply said, a farmer is someone who earns at least one-half of their annual gross income from the farming operation) all seemingly agricultural buildings such as sugarhouses, green houses, horse sheds, etc. require a building permit with the applicable fee.

If you have any questions regarding any of the above please contact Bob Hall, Lincoln's Zoning Administrator. Office hours are 8:00 to 10:00 Tuesdays and Thursdays. (Or, call me at home at 802-453-2044)

Sincerely,

Bob Hall, Lincoln Zoning Administrator