

Woodstock Planning & Zoning Application

All applicants must be the owner, the owner's attorney, or authorized agent of property described herein. A person holding a binding agreement to purchase property may sign application by providing written proof of such agreement. If an agent or attorney will represent or speak on owner's behalf, owner must complete the agent portion of this application.

Applicant: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Co-Applicant: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Signature(s): _____

*What is the best way to contact you? Phone or Email _____

*What address would you like your Notice of Hearing/Permit mailed to? _____

Agent Authorization

(a representative speaking on behalf of the owner/applicant)

I, _____ owner of property located at _____ Woodstock, Vermont, hereby designate as my agent.

Name of Agent: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Agent may be accepted as though made by me personally, and I understand that I may be bound by an official decision made based upon such representation

Signature: _____

Parcel ID Number(s): _____ Address: _____ Zoning District: _____ Overlay District: _____

Proposal of project: _____

----- Planning & Zoning Office Only -----

Village Design Review Hearing Date: _____ Village Development Review Hearing Date: _____

Town Development Review Hearing Date: _____ South Woodstock Review Hearing Date: _____

Planning Commission Hearing Date: _____ Conservation Commission Hearing Date: _____ Administrative: _____

Date Recvd: _____ Date Complete: _____ By: _____ Application #: _____

Review Fee: _____ Itemized Fee: _____ Recording Fee: _____ Total Fee: _____

Paid: cash _____ check _____ MuniPay: _____ Payment Date: _____

FY24 Zoning Permit Fees (Effective July 1, 2023)

GENERAL REVIEW FEES

- Administrative Review: \$125
- Minor Village Design Review: \$200
- Village Development Review Board Hearing: \$350
- Village Design & Development Review Hearing: \$375
- Conservation Commission & Village Development Review Hearing: \$375
- Town Development Review Board: \$375
- Conservation Commission Pre-Application Consultation (non-binding): \$125
- Conservation Commission & Town Development Review Hearing: \$400
- So. Woodstock Design & Town Development Review Hearing: \$375
- Advertising fee (Review Boards): \$15 (base fee) + \$15 per abutter.
- Regulatory Amendment Draft for Planning Commission Review: \$500
- Recording Fee-This fee is a State of VT mandatory fee that must be paid in addition to Administrative or Board Fees for all applications: \$15

RESIDENTIAL CONSTRUCTION FEES

- New One-, two-, three-, and multi-household buildings: See charts*
- Residential Additions and Alterations to Habitable Structures:
 - \$6.50 per \$1,000 estimated project cost (\$100 minimum)
 - Examples:
 - Conversion of garage into a bedroom
 - Addition of a bathroom
 - Interior kitchen/bathroom/structural renovations
- Residential Additions and Alterations to Non-habitable Structures:
 - \$3.50 per \$1,000 estimated project cost (\$50 minimum)
 - Examples:
 - Addition/expansion of deck/porch/gazebo/patio
 - Construction of a barn/garage

COMMERCIAL / INDUSTRIAL FEES

- New Commercial Construction: \$10 per \$1,000 estimated project cost (\$300 minimum)
- Commercial Additions and Alterations: \$8.50 per \$1,000 estimated project cost (\$200 minimum)
- Conversion to Hotel/Inn/Bed & Breakfast: \$450 per Guest Room
- Conversion from Residential to Commercial: \$550

SIGNS

- \$50 for 20 SF or less
+ \$5 per SF > 20 SF

MISCELLANEOUS

- Minor Subdivision (one new lot created): \$325 per new lot created.
- Major Subdivision (more than one new lot created): \$450 per new lot created.
- Lot Line Adjustment: \$285
- Stand-alone, non-commercial excavation, addition, removal, or redistribution of 10 or more cubic yards of soil: \$250 (base) + \$1.25 per cubic yard over 10 cubic yards (ex. Septic, pond, pool, plunge pool, driveway culvert, etc.)
 - *10 cubic yards of excavation, addition, removal, or redistribution that is related to a permitted development is already included in that development's overall fee. \$1.25 per cubic yard over 10 cubic yards.*
- Commercial extraction of sand, gravel, and minerals: \$500 (base fee) + \$ 2.50 per cubic yard of disturbance over 25 cubic yards.
- Demolition: \$200 per structure.
- Certificate of Occupancy: \$100 (Includes inspection – required on all new commercial and residential buildings).
- Fences: \$ 0.40 per linear foot
- Appeals of Administrative decision or Review Board Permit(s): \$450

SHORT TERM RENTALS

- Development Review Board Fee + Conversion from Residential to Commercial Fee = Total

Refund Policy

Permit application fees are non-refundable. In unusual or compelling circumstances, the Zoning Administrator may adjust or waive any fee.

Non-profit (certified 501(c)(3)):

The administrative review cost shall be waived for any certified 501(c)(3), but still requires payment of the recording fee and any associated building or itemized fees.

After-the-fact permit fee:

The fee that would have been charged for the permit, had the applicant applied before-the-fact, shall be doubled for any applicant who has commenced land development without a permit.