

**TOWN OF WESTMORE
APPLICATION FOR ZONING PERMIT**

This permit application and all sketches must be fully complete and sent in with the appropriate fee or it will be considered incomplete and returned to the applicant. This permit application must have an attached list of names and addresses of all owners of adjoining properties without regard to public right-of-way. **ONLY COMPLETED APPLICATIONS AND SKETCHES WILL BE ACTED UPON.** Zoning Administrator Andy Berley can be reached at 802-525-8872 with any questions. **PERMITS EXPIRE 2 YEARS FROM APPEAL EXPIRATION DATE**

**THIS PERMIT DOES NOT RELIEVE YOU, AS APPLICANT, FROM OBTAINING ALL APPROVALS AND PERMITS AS
MAY BE REQUIRED BY STATE OFFICIALS,
PRIOR TO CONSTRUCTION.**

ZONING ADMINISTRATOR'S ACTION

PERMIT NUMBER: _____ Date Received by Town: _____

The above Zoning Permit Number is hereby: _____ Granted _____ Denied

Reason for Denial _____

Date of Action _____ Effective Date _____ By: _____

Zoning Administrator

NOTICE OF APPEAL RIGHTS: Any interested person may appeal this decision by filing a written notice of appeal addressed to the clerk of the Zoning Board of Adjustment c/o the Westmore Town Clerk's Office, within 15 days of the date of action noted above. A filing fee of \$75 must accompany the notice of appeal.

Action Recorded in Book: _____ Page: _____ dated: _____ at _____ of the
Town of Westmore Land records.

ATTEST: _____ Assistant Town Clerk

APPLICANT/OWNER INFORMATION

Name of Applicant _____ Telephone: _____

Mailing Address of

Applicant _____

e-mail address for Applicant and Landowner

Name of Landowner _____

Mailing Address

Adjoining parcels owned by applicant _____

PROPERTY INFORMATION

911 Location _____ Parcel ID# _____ Parcel Size _____

Nature of Work: _____ New Construction _____ Addition _____ Alteration

_____ Change of Use _____ Subdivision _____ Other (specify)

Existing Use _____

Proposed Use _____

Existing Septic _____ Existing Water _____

Property access (public road frontage, public water frontage, legal right-of-way)

Road Access Construction ____ Yes ____ No

If yes, has curb-cut approval been obtained from the Selectboard? ____ Yes ____ No

Are there any private easements on the lot? _____

Is there any area of the property in question that is wet for more than two weeks of the year or that has running or standing water in, under, or on it? _____

SUBDIVISION OF LAND

Lot Size (acres/dimensions) prior to subdivision _____

Number of lots to be created _____

Size of each lot created _____

Frontage of each lot created _____

Depth of each lot created _____

Frontage(s) on public road(s), public water(s) or legal right-of-way _____

***A general plot plan showing the location of the property, the proposed new property lines, streets or roadways, easements or right-of-ways, lot areas and dimensions must be attached to the original and each of the three copies of this application.**

NEW BUILDINGS OR EXTERIOR ADDITIONS

Proposed Building Length _____ Ft., Width _____ Ft., Height _____ Ft.

No. of Above Ground Stories _____

Setbacks from: Front Yard and Legal Right-of-Way _____ Ft., Rear Lot _____ Ft.

Left Side Line _____ Ft., Right Side Line _____ Ft.

Do the proposed structures/improvements and proposed use include the addition of any bedrooms, bathrooms, or kitchen?

***Attach detailed sketch plan, (see following Sketch Plan Requirements and Site Requirements).**

SKETCH PLAN REQUIREMENTS

The sketch plan must be a drawing of the property, which contains the following information:

Property boundaries with dimensions.

Existing structures/improvements with identification of any to be removed.

Proposed structures/improvements with dimensions.

Distance between structures and property boundaries.

Location of private easements, if any.

Watercourses.

Steep slopes (over 15%) *See table 201 and Section 315.1A of the Westmore Zoning Bylaw
(adopted August 11, 2008).

Wetlands

Location of wastewater disposal system.

SITE REQUIREMENTS

Property boundaries must be staked if within 40 feet of proposed structures or improvements.
All proposed structures or changes in footprints must be staked.
Location of wastewater disposal system must be staked.

APPLICANT/OWNER CERTIFICATION

The undersigned applicant hereby affirms that the information presented in this application is true, accurate and complete.

Applicant Signature Date

The undersigned property owner hereby consents to submission of this application and understands that if the application is approved, the zoning permit and any attached conditions will be binding on the property.

Property Owner Signature Date

The applicant herein requests a Zoning Permit, to be issued on the basis of the representations contained herein. The Zoning Permit issued shall be void in the event of any misrepresentation and the applicant shall be liable for fines for any work commenced under the falsely obtained permit. All construction or uses authorized by the Permit shall be completed within two years from the date of issuance. If the work is not completed within the allowed time, the applicant must fill out and submit a new application to complete the construction or use.

PLANNING COMMISSION-ZONING BOARD OF ADJUSTMENT ACTIONS

Conditional Use Approval is hereby: _____ Granted Without Conditions _____ Granted With Conditions
_____ Denied

Date of Action _____ Effective Date _____ By _____
Zoning Board Chair

Variance approval is hereby: _____ Granted _____ Denied

Date of Action _____ Effective Date _____ By _____
Zoning Board Chair

FINAL ZONING ADMINISTRATOR'S ACTION ZONING PERMIT

Date of issuance _____ Date of Denial _____

Reason for Denial _____

Permit Expiration Date _____

Zoning Administrator's Signature: _____

FEE SCHEDULE

Town of Westmore

Revised Zoning fees, effective July 1, 2026

ZONING FEE & RELATED TOWN FEES

Zoning Permit Item		Revised Fee
Zoning - Porches, decks, entryways, outbuildings <200sf*	\$	65
Zoning - Porches, decks, entryways, outbuildings >200sf*	\$	140
Zoning - Reconstruction, conversion, additional rooms*	\$	140
Zoning - New Construction*	\$	200
Subdivisions less than 5 lots*	\$	140
Subdivisions greater than 5 lots*	\$	265, plus \$50/lot
Zoning - Vegetative buffer*	\$	65
Zoning Certificate of Conformance (if requested)*	\$	65
Zoning - Change of Use*	\$	215
Zoning - Variance	\$	75
Non-abutter appeal*	\$	140
Zoning - All other permit applications*	\$	140

TOWN CHARGES		Revised Fee
Curb Cuts*	\$	115

*Includes recording fee of \$15