

Town Office Use Only			
Town of Brandon 49 Center Street Brandon, Vermont 05733	Tax Map # _____	Date Completed: _____	
	Parcel ID # _____	Decision: _____	
Phone: (802) 247-3635 ext. 202	No. of Acres _____	Check # _____	Rec'd by _____
FAX: (802) 247-5481	Fee \$ _____	Deed Reference _____	
	Zone _____		

APPLICATION FOR LAND USE PERMIT

Name and Address of Owner(s):

Home Phone: _____

Work Phone: _____

Fax Phone: _____

Name and Address of Applicant(s)
 (if different from property owner):

Home Phone: _____

Work Phone: _____

Fax Phone: _____

Current property information/location (for boundary adjustments include for all parcels involved):

THIS APPLICATION IS FOR: (Check all that apply)

- ☐ Division of parcel into two or more parcels (Please complete Addendum B)
- ☐ Construction, reconstruction, conversion, structural alteration, relocation, enlargement of any building or other structure
- ☐ Landfill, mining, or excavation operations
- ☐ Substantial change in nature or intensity of the current use of any building, structure or parcel of land
- ☐ Extension of current use of land
- ☐ Increase in number of dwelling units on a parcel of land
- ☐ Razing any structure, temporary or otherwise, over 500 sf or any structure in the Central Business District
- ☐ Interior renovations to residential structure in contemplation of increase in number of bedrooms or dwelling units
- ☐ Interior renovations to a nonresidential primary structure done in contemplation of a change in use or intensity of use.
- ☐ Home occupation
- ☐ Sign(s) (Please complete Addendum C)
- ☐ Development in Flood Hazard Area (Please Complete Addendum E)

ADDENDUM MAY BE REQUIRED FOR THE FOLLOWING:

Development Review Board Hearings: (Check all that apply)

- ☐ Hearing
- ☐ Appeal
- ☐ Variance
- ☐ Conditional Use
- ☐ Major Subdivision
- ☐ Planned Unit Development
- ☐ Local Act 250 Review

1. Give a detailed description of the CURRENT use of the property, how many buildings and their respective uses, dimensions, setbacks, etc: _____

2. Give a detailed description of the PROPOSED project:
 - a) Describe the construction (include building dimension, size and location), and the proposed use: _____

 - b) Does it involve erecting a sign (*Please complete Addendum C attached*), fence, pre-made structure or installing a pool? _____ If yes, describe dimension, size and location: _____

 - c) Does it involve a change of use? _____ If yes, describe current use and proposed use: _____

 - d) Does it involve a subdivision or boundary line adjustment? _____ *If Yes, Please complete Addendum B attached.*
 - e) Does it involve construction of an agricultural structure or use? _____ *If Yes, Please complete Addendum D attached.*
 - f) Does it involve development or construction in a flood hazard area? _____ *If Yes, Please complete Addendum E attached.*
3. Give the estimated cost of the project: \$ _____
4. Answer ALL questions on Addendum A to this Application, pertaining to the Performance Objectives and Standards in Section 601 - 627 in the Brandon Land Use Ordinance, for ALL applications.
5. Attach a site plan or use the grid on the last page to draw an ACCURATE sketch of the lot showing all EXISTING structures and all PROPOSED construction. Give all dimensions of lots and structures, as well as the distance from property lines, other structures and septic.

Intended Start Date: _____

Intended Completion Date: _____

I certify that the statements made by me in this Application For Land Use Permit are accurate and complete. **I hereby grant permission to the Town of Brandon to allow its agent to inspect this property relative to this application for both approval and to ensure compliance once project is complete.** I understand that this is an application for a local permit. To find out if State permits may be needed, I should contact the Rutland Offices of the District Environmental Commission at 802-786-5900 and the Department of Labor and Industry at 802-786-5867.

Date _____

Landowner _____

Landowner _____

If different from landowner, Applicant _____

Comments by the Administrative Officer: _____

ADDENDUM A

Performance Objectives and Standards Information

All references are to the Brandon Land Use Ordinance - Article VI, Section 600. A copy can be reviewed at the Town Offices and on the Town of Brandon website (www.townofbrandon.com). Answer ALL questions with a yes, no or (x) in the appropriate area. Give explanations where needed.

- 601 If Wastewater to the property is/will be disposed by: () town sewer () private septic () not required.
Are you increasing the number of bedrooms? _____, if so, how many? _____
Are you increasing the number of dwelling units? _____, if so, how many? _____
If this is a business/home occupation, how many employees are expected? _____ ; how many customers are expected per day? _____
If you propose a new, or an increase to an existing, (a) connection to a municipal wastewater supply attach a sewer capacity permit; or (b) private wastewater disposal system attach a certification of a designer licensed by the State of Vermont or state permit approval.
- 602 Access for emergency vehicles is (will be) provided by: () town highway, () State highway, () class 4 or private road, () right of way which must be at least 20' wide and maintained in all-weather and kept unobstructed.
- 603 If Water supply is (will be) provided by: () town water by connection to Brandon Fire District 1 or 2 (attach approval letter), () private well or water source (attach state permit approval), () not required.
- 604 Will this project create an increase in the intensity of traffic? _____
If yes, explain and attach an access permit if required _____

Will traffic flow generated be beyond the capacity of local roads? _____
Attach certification by Public Works that local roads are adequate or scheduled to be upgraded.
- 605 Does the design of the intersection (of the access road [driveway] to the site) with local roads conform with the requirements of Vermont Department of Highways (Doc B-71)? _____ Will all new driveways have an area to turn around on site? _____ Attach access (driveway cut) permit. How many parcels will access drive serve? _____
- 606 Will the project destroy or significantly alter wetlands or natural areas? _____ What steps will be taken to minimize environmental damage? _____
- 607 Does your project involve any areas of steep slope? _____ What is the grade of the slope? _____
What percentage of slope will be developed, regraded or stripped of vegetation? _____ Attach certification by a professional engineer.
- 608 Will there be an increase in noise levels as a result of the project? _____ Will noise level exceed 70 decibels during daylight house or 60 decibels during other times of the day at the property line?

- 609 Will the project result in any noticeable, clearly apparent vibration on the property of another landowner? _____
If yes, explain _____

Will there be any hammering, drilling, cutting or blasting within 100 feet of any underground tank used to store petroleum projects? ____ If so, what tests have been done to insure the soundness of the tanks?

- 610 Will the project involve the emission of any smoke? _____
- 611 Will the project result in fly ash, dust, fumes, vapors, gasses or other forms of air pollution? ____ If yes, explain _____
- 612 Will the emission of detectable objectionable odor result from your project? ____ If yes, explain _____
- 613 Will the project result in any fire, explosive, or other safety hazard? ____ If yes, explain _____
Will you be storing greater than 500 gallons of flammable liquids in tanks above ground? ____ If yes, explain _____
- 614 Will your project have: flickering, pulsing, rotating, or flashing lights?_____; lights that will distract drivers on roads in the vicinity? _____ lights that illuminate in excess of 0.5 footcandles when measured at adjacent residential boundaries? _____
- 615 Will any hazardous materials be used in this project? ____ If yes, explain procedures for handling and containment _____
- 616 Will a sufficient number of off-street parking spaces be provided*? ____ What is the maximum number of vehicles expected on site at any given time? _____ Attach a parking plan showing 9' x 18' spaces for each vehicle. *Not required if property is located in Central Business District.
- 617 Will the use require loading and unloading of commercial products? ____ Is there adequate space within the boundaries of the lot for loading and unloading? _____
- 618 Is this a structure over 400 cubic feet in volume (incl. mobile homes)? ____ Will it be installed and anchored as required? _____
- 619 Does your project involve farm animals? ____ If yes, is the lot at least one acre in area? ____ What is the minimum distance of: animal housing and piles of manure, feed or bedding from any lot line? _____ manure piles to wells and surface waters? _____
Is the proposed use agricultural? ____ If yes, will the requirements of this section be met? _____
Has the Secretary of Vermont Agency of Agriculture, Food and Markets indicated that the farm operation complies with the Accepted Agricultural Practices? _____
(Please complete Addendum D attached)
- 620 Does your project involve use of pesticides herbicides, and fertilizers within 400' of any well or fire district? _____, if yes, explain _____
- 621 Does the proposed use involve forest harvesting? ____ If yes, will the requirements of this section be met? _____
- 622 Is the proposed use in the Aquifer District? ____ If yes, will it violate this section on Public Service Uses or uses listed in Section 429? _____ If yes, explain _____

- 623 Will the project cause an excessive increase in quality, rate or rechanneling of water runoff on neighboring properties? _____ If yes, what provisions have been made to avoid this possibility? _____
- 624 Will there be an outdoor display of retail products? _____ Is this display within the required setback from a street or road? _____ If yes, does it: impede the flow of pedestrian traffic in the CBD? _____ What is the distance of the closest residence in HDMU? _____ Is it a farmstand? _____
- 625 Will there be development within 100' from the mean high water mark of named river and streams? _____, if yes explain _____
Attach Vermont State Floodplain Coordinator approval, if necessary.
- 626 Will there be any excavation or blasting of the clay layer that protects the public water supply? _____
- 627 Will there be any storage of junk or uninspected/unregistered junk vehicles visible from the traveled way of a highway or abutting landowners, or within 50' of any property line? _____
For "junkyards" provide state certification.

ADDENDUM B

Subdivision / Boundary Line Adjustment Information

1. Pre-subdivision/line adjustment property size (in acres): _____
2. Is the parcel located within a subdivision previously approved by the Development Review Board: _____
If Yes, name of subdivision: _____
3. Number of lots, including the resized original parcel(s), that will be created: _____
4. Number of lots created from the original parcel in the last five years, including the lots being created at this time: _____ Do you plan to create additional lots from this parcel in the future? _____
5. If this subdivision is approved, do you plan to develop it? _____. *If Yes, you will need to request approval prior to initiating any land development on the property.*
6. Do you plan to utilize cluster development? _____. *If Yes, Please explain:* _____

7. Do you plan to dedicate any portion of this parcel as open space or common land? _____. *If Yes, Please explain:* _____

8. Please attach a plan showing the original lot boundary lines and the proposed new boundary lines and dimensions (including acreage).

ADDENDUM C

Sign Permit Information

(Please complete a separate Addendum C for each sign proposed)

Description of Sign:

Type of Sign (CIRCLE ONE):

Freestanding	Projecting	Façade/Wall Mounted	Directory Panel	Add-On
Clustered	Awning/Banner	Directory Sign	Construction/Project	Directional
Portable	Poster	Window	Temporary	Flag

Size: _____

Materials: _____

Lighting: _____

Setback from Road: _____

Setback from Sidewalk: _____

Height from ground to bottom of sign: _____

Height from ground to top of sign, posts, or cornice: _____

List all other signs existing on the property: _____

Will this/these sign(s) remain or be removed: _____

Please provide a detailed drawing, description, or blueprint showing the construction details of the sign and showing the following:

- lot dimensions and building location/dimensions
- lettering and/or pictorial matter composing the sign
- position/location of sign
- method and intensity of lighting and information regarding any proposed lighting fixtures
- details of any other extraneous devices
- method of attachment to the buildings or in the ground
- A color sketch of the sign and building as they would appear in relation to each other

ADDENDUM D

Notice of Intent to Build an Agricultural Building

Type of structure: _____

Use of structure: _____

Size of structure (include length, width and height): _____

Are Setbacks met? Yes / No If “No”, a waiver from the VT Dept of Agriculture is required and must be attached.

Describe how proposed structure meets state definition of farm structure. (See definition below):

Please attach a sketch indicating existing & proposed structures and distance to property lines and roadways.

Farm Structure a structure or structures that are used by a person for agricultural production that meets one or more of the following:
(A) Is used in connection with the sale of \$1000 or more of agricultural products in a normal year; or
(B) Is used in connection with the raising, feeding, and management of at least the following number of adult animals: four equines; five cattle or American bison; fifteen swine; fifteen goats; fifteen sheep; fifteen fallow deer; fifteen red deer; fifty turkeys; fifty geese; one-hundred laying hens; two-hundred and fifty broilers, pheasant, Chukar partridge, or Coturnix quail; three camelids; four ratites (ostriches, rheas, and emus); thirty rabbits; one hundred ducks; or one-thousand pounds of cultured trout; or
(C) Is used by a farmer filing with the Internal Revenue Service a 1040 (F) income tax statement in at least one of the past two years; or
(D) Is on a farm with a business and farm management plan approved by the Commissioner.

ADDENDUM E

**Development in Hazard Areas
(Special Flood Hazard Areas and Fluvial Erosion Hazard Areas)**

Section 803 of the Brandon Land Use Ordinance applies to any land development/construction proposed or undertaken in the designated Fluvial Erosion Hazard Areas and Special Flood Hazard Areas ("Hazard Areas"). Please provide the following information if your property is located in a designated hazard area.

1. Does your project involve any of the following activities: (Please circle all that apply)

New structure(s)	Improvements to Existing Structure(s)
Small Accessory Structure	Storage/Junkyards
At Grade Parking	Replacement or New water supply/septic systems
Fill	Grading/Excavation/Pond
Road Maintenance	Road Improvements
Bridges/Culverts	Channel Management
Recreational Vehicles	Open Space, Recreation
Forestry	Agriculture
Building Utilities	Critical Facility
Storage Tanks	Stream Crossing/Access
Building Removal in whole or part	Elevation/Relocation or Demolition of
Storm Water Drainage	Existing Structure – whole or partial

2. Describe your project in detail and provide site plans of the project proposed, including specifically, but not limited to, the following project details:

- Dimensions of any existing or proposed structures and/or additions
- Location of all water supply and wastewater disposal systems, utility lines, driveways, easements, parking areas, etc.
- Project cost of repairs, replacements and/or improvements. **Project costs** means all structural costs including material, labor, built-in appliance, overhead, profit, repairs made to damaged portions of the building worked on at the same time. Please include the following in your project costs:

All structural elements, including:

- ~ spread or continuous foundation footings and pilings
- ~ monolithic or other types of concrete slabs
- ~ bearing walls, tie beams and trusses
- ~ floors and ceilings
- ~ attached decks and porches
- ~ interior partition walls
- ~ exterior wall finishes (brick, stucco, siding) including painting and moldings
- ~ windows and doors
- ~ reshingling or retiling a roof
- ~ hardware

All interior finishing elements, including:

- ~ tiling, linoleum, stone, or carpet over subflooring
- ~ bathroom tiling and fixtures
- ~ wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)

- ~ kitchen, utility and bathroom cabinets
- ~ built-in bookcases, cabinets, and furniture
- ~ hardware

All utility and service equipment, including:

- ~ HVAC equipment
- ~ plumbing and electrical services
- ~ light fixtures and ceiling fans
- ~ security systems
- ~ built-in kitchen appliances
- ~ central vacuum systems
- ~ water filtration, conditioning, or recirculation systems

Cost to demolish storm-damaged building components

- ~ labor and other costs associated with moving or altering undamaged building components to accommodate improvements or additions
- ~ Overhead and profits

Do not include plans and specifications, survey costs, permit fees, post-storm debris removal and clean up, outside improvements such as landscaping, sidewalks, fences, yard lights, swimming pools, screened pool enclosures, detached structures (including garages, sheds and gazebos), or landscape irrigation systems in your project costs.

- Location and design (including elevation) of electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed/located so as to prevent water from entering and accumulating within the components during conditions of flooding.
- Materials used in construction (materials must be flood resistant) .
- Method and practices of construction to minimize flood damage.
- Anchoring devices adequate to prevent flotation, collapse, release, or lateral movement of the structure.
- Any existing or proposed drainage.
- Location of all bodies of water and channel locations and the extent to which any watercourse will be altered or relocated.
- Location of fuel storage tanks, including elevation of tank to be a minimum of one foot above base flood elevation and securely anchored to prevent flotation or placed underground if securely anchored as certified by a qualified professional.
- Shortest horizontal distance from your project to the top of bank of any stream or river.
- Any proposed fill, and pre and post development grades.
- The elevation of, existing and proposed, lowest floors, as referenced to the same vertical datum as the elevation on the current Flood Insurance Rate Maps. (Note: the lowest floor must be at least one foot above base flood elevation, which elevation must be documented, in as-built condition, with a FEMA Elevation Certificate.)
- Documentation of floodproofing measures and the level to which your structure will be floodproofed/wetproofed.

3. Provide information to demonstrate that the cumulative effect of your project, when combined with all other existing and anticipated encroachments on the hazard areas, will not increase the base flood elevation more than 1.00 foot at any point within the community. The demonstration must be supported by technical data that conforms to standard hydraulic engineering principles and certified by a licensed professional engineer.

4. Provide a copy of a Vermont Agency of Natural Resources Project Review Sheet for your project. The Project Review Sheet shall identify all State and Federal Agencies from which permit approval is required for your project, and shall be filed as a required attachment to this permit application. The identified permits, or letters indicating that such permits are not required, shall be submitted in connection with this permit application before work can begin.
5. Provide information on any previous repairs, replacements or improvements you have made to structures located on your property.
6. Please indicate if the proposed project is as a result of a flood event? _____. If Yes, please indicate date of event(s), extent of damage, and provide pictures of damage caused by flood event.

Application No.: _____

Draw your project in the space below or attach a survey. Include the following in the project drawing: (1) Location of, and dimensions for, all structures presently on or to be constructed on the property; (2) location of infrastructure improvements i.e., water lines, sewer lines, power lines/poles, water sources (wells), wastewater disposal systems, etc.