

# **Zoning Application Checklist & Fees ~ Town of Marlboro, Vermont**

## **Accessory Structure** (Garage, Shed, Fence, Outbuilding) **Fee: \$75** (includes recording fee)

- 50 ft setback from property line and not higher than 25 ft
- A structure greater than 100 sq ft and 7 ft high requires a permit
- Signature of owner(s) of record on the application form
- All application fees submitted
- Sketch plan submitted (see sketch plan instructions on zoning application for full requirements)

## **Addition to Original Permitted Structure** **Fee: \$75** (includes recording fee)

- An addition of any size needs a permit
- 50 ft setback from property line and not higher than 25 ft (accessory structure) or 35 ft (dwelling)
- A structure greater than 100 sq ft and 7 ft high requires a permit
- Signature of owner(s) of record on the application form
- All application fees submitted
- Sketch plan submitted (see sketch plan instructions for full requirements)

## **New Residential Dwellings** (Single or Multifamily Dwelling) **Fee: \$310** (includes recording fee)

- 50 ft setback from property line and must not be higher than 35 ft
- Wastewater permit from State of Vermont
- Driveway permit if applicable
- Signature of owner(s) of record on the application form
- All application fees submitted
- Sketch plan submitted (see sketch plan instructions for full requirements)

## **Change In Use / Conditional Use /**

### **Variance / Site Plan Review**

**Fee: \$160** (includes recording fee)

(Bed & Breakfast, Edu. Facility, Addition of Secondary Dwelling, Structure within setback, see Zoning Regs, Article III)

- Signature of owners of record on the application form
- All application fees submitted
- Sketch plan submitted (see sketch plan instructions for full requirements)
- Development Review Board hearing required
- Check with Zoning Administrator for additional requirements

## **Boundary Line Adjustment**

**Fee: \$160** (includes recording fee, plus \$15 if recording survey)

- Signature of owner(s) of record on the application form
- All application fees submitted
- Sketch plan submitted (see sketch plan instructions for full requirements)
- Development Review Board hearing required
- Record final survey on mylar in Town Records (note additional \$15.00 fee) after permit is effective but no later than 180 days

# **Zoning Application Checklist & Fees ~ Town of Marlboro, Vermont**

## **Subdivision**

**Fee: \$310 for the first two lots**

(\$150 per additional lot minimum, recording fee included, plus \$15 if recording survey)

- Minor Subdivision = not more than three lots over a five year period
- Major Subdivision = four or more lots over a five year period  
\*Act 250 Permit
- Signature of owner(s) of record on the application form
- All application fees submitted
- Sketch plan submitted (see sketch plan instructions for full requirements)
- Copy of state septic permit(s) and engineers drawings if applicable
- Development Review Board hearing required
- 15 Day waiting period after permit is posted until it permit is effective
- State permits are required for many projects which may or may not require a town permit.  
\*For State permits call State of Vermont District 2 Permit Specialist
- Record final survey on mylar in Town Records (additional \$15.00 fee due at time of recording) after permit is effective but no later than 180 days

## **Signs**

**Fee: \$75 per sign** (includes recording fee)

(See Zoning Regs, Article IV Section 456)

- Signature of owner(s) of record on the application form
- All application fees submitted
- Sketch plan submitted (see sketch plan instructions for full requirements)
- Development Review Board hearing required
- Check with Zoning Administrator for additional requirements

## **Driveways**

**Fee: \$75** (includes recording fee)

- Sketch plan
- Approval of Road Crew Foreman
- Assignment of 911 Address from 911 Coordinator
- Approval of Selectboard
- Inspection of Road Crew Foreman after work is completed
- Return to Town Clerk for recording

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- Please make all checks payable to the “*Town of Marlboro*”
  - All fees are tripled if the permit is not issued prior to the beginning of any activity subject to the permit.
  - No permit is required for interior renovation of the existing permitted structure, except if there is change of use.
  - An increase in finished living space does require a permit. **Effective Jan. 1, 2016**