

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

### **Accessory Structure** (Garage, Shed, Fence, Outbuilding) **Fee: \$80** per structure

- 50 foot setback from property line & not greater than 25 feet in height
- A structure greater than 200 square feet & 16 feet 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: \$80**

- An addition of any size needs a permit
- 50 foot setback from property line & not greater than 25 feet in height (accessory structure) or 35 feet in height (dwelling)
- A structure greater than 200 square feet & 16 feet 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 Two-Family Dwelling) **Fee: \$315**

- 50 foot setback from property line & must not be greater than 35 feet in height
- 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: \$165**

(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: \$165**

(additional \$25 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 \$25.00 fee) after permit is effective but no later than 180 days.

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## **Subdivision**

**Fee: \$315 for the first two lots**  
(\$150 per additional lot minimum,  
plus \$25 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
- 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
- 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 \$25.00 fee due at time of recording)  
after permit is effective but no later than 180 days

## **Signs**

**Fee: \$80 per sign**

(See Zoning Regs, Article IV Section 452-456)

- 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 MAY BE required
- Check with Zoning Administrator for additional requirements

## **Driveways**

**Fee: \$80**

- 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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- **15 Day waiting period after permit is posted until it permit is effective.**
  - 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 a change of use.
  - An increase in finished living space does require a permit.

***Effective July 11, 2019***