

LAND USE AND DEVELOPMENT APPLICATION RESOURCE DOCUMENT

The following information is being provided to assist applicants in completing the Town of Sunderland Application for a Land Use and Development Permit. Please contact the Zoning Administrator with questions or if assistance is needed.

- **Link to Land Use and Development Bylaw on Town of Sunderland Website:** <https://sunderlandvt.org/wp-content/uploads/2020/08/Sunderland-Land-Use-Bylaws-2020-Adopted-8-3-2020.pdf>
- **The Zoning Administrator** will determine when applications are complete. Incomplete applications will not be accepted or processed.
- **The Fee Schedule is located on the back of the Application Form. The fee is calculated** by taking the Commercial Base Fee or the Residential Base Fee and adding the total of the square feet of living space multiplied by .05. Do not forget to include the square footage of second stories. Enclosed porches are considered “living space” and shall be included in the calculation.
- **Double the normal fee shall be charged** if construction or land development has commenced prior to issuance of a permit.
- **Applicants shall Sign the application** where indicated and provide payment in the form of a check or cash in the correct amount of the fee.
- An interest person may appeal any decision or act taken by the administrative officer by filing a notice of appeal. The appeal must be filed within 15 days of the date of the decision or act.
- **Square footage** is calculated by multiplying the length of the area or building by the width of the area or building.
- **Percentage of lot coverage** is calculated by noting the dimensions of each and all structures on the lot. Calculating the square footage of each building and totaling the square footage then dividing the total square footage of all buildings by the square feet of the lot then multiplying that number by 100%.
- A simple site plan (**see attached example**) is required for Administrative Permits. See Sunderland Land Use and Development Bylaw for site plan requirements for Conditional Use Permits and Site Plan review.
- Be aware that other state or municipal permits may be necessary. **See attached State of Vermont Contact information document.**
- All activities authorized by the zoning permit shall be substantially completed within **two years** of the date of issuance, or the permit shall become null and void and reapplication to compete activities shall be required.
- A **Certificate of Occupancy** issued by the Zoning Administrator shall be required prior to the use or occupancy of any land or structure, or part thereof, for which a zoning permit has been issued. A certificate of occupancy shall not be issued until all necessary approvals and permits required by the zoning regulations have been obtained for the project, and the Zoning Administrator determines that the project has been fully completed in conformance with all such approvals and permits.
- Applications for new construction require that all **Vermont Residential Building Energy Standards (RBES)** and **Commercial Building Energy Standards (CBES)** are certified before a Certificate of Occupancy will be issued.