

PLANNING AND ZONING
Project Review Sheet



Town of Charlotte
ESTABLISHED 1762

APPLICANT INFORMATION									
Last Name			First			Date			
Street Address				Apartment/Unit #					
Town/City			State		ZIP				
Phone #:			E-mail Address:						
Address of the Potential Project:						Acreage:			
Map/Block/Lot			Parcel ID #:						
PLEASE INCLUDE BRIEF DESCRIPTION OF THE PROJECT YOU WOULD LIKE TO EXPLORE:									
Signature/E-Signature of Applicant									
Signature						Date			
***** BELOW IS TO BE COMPLETED BY PLANNING AND ZONING STAFF *****									
THE FOLLOWING TOWN APPLICATIONS WILL BE NEEDED <input type="checkbox"/>					THE PROJECT IS NOT POSSIBLE; PLEASE SEE EXPLANATION BELOW <input type="checkbox"/>				
EXISTING DECISIONS AND PERMITS									
Is there a past subdivision decision that applies to this property? If so who was the applicant? :								YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is there a past Zoning Board decision for this property? If so, project number/applicant? :								YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is there a wastewater permit for this property? If so, project number/date? :								YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has there been any Zoning or building permits issued on this property? Permit number? :								YES <input type="checkbox"/>	NO <input type="checkbox"/>
DEVELOPMENT REVIEW BOARD APPLICATIONS						YES <input type="checkbox"/>	NO <input type="checkbox"/>		
SKETCH PLAN REVIEW						YES <input type="checkbox"/>	NO <input type="checkbox"/>		
SITE PLAN REVIEW						YES <input type="checkbox"/>	NO <input type="checkbox"/>		
SUBDIVISION AMENDMENT MAJOR OR MINOR						YES <input type="checkbox"/>	NO <input type="checkbox"/>		
SUBDIVISION MAJOR OR MINOR						YES <input type="checkbox"/>	NO <input type="checkbox"/>		
BOUNDARY LINE ADJUSTMENT						YES <input type="checkbox"/>	NO <input type="checkbox"/>		

CHARLOTTE PLANNING AND ZONING PROJECT REVIEW SHEET PAGE 2

THOMPSON'S POINT DESIGN REVIEW COMMITTEE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CONDITIONAL USE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
VARIANCE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ZONING/LAND USE PERMIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ZONING PERMIT (BUILDING OR LAND USE)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CERTIFICATE OF OCCUPANCY	YES <input type="checkbox"/>	NO <input type="checkbox"/>
HIGHWAY ACCESS PERMIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WATER SOURCE/ WASTEWATER PERMIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
NEW WATER SOURCE/WASTEWATER PERMIT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WATER SOURCE/ WASTEWATER PERMIT AMENDMENT	YES <input type="checkbox"/>	NO <input type="checkbox"/>

OTHER STATE APPROVALS FOR YOUR PROJECT MAY BE REQUIRED:

If needed, state permits (such as shoreline development, stormwater and wetland permits) are the sole responsibility of the property owner. Town staff do not enforce them, and are unable to provide detailed information on this topic.

However, the Vermont Agency of Natural Resources has developed an online tool called the **Permit Navigator** to help you determine what permits you may need for a project on a single parcel.

Using this tool will help you understand state permits, including a brief explanation, timeframes, application fees, link to the application, program resources, and more. Once completed, it generates a downloadable/ printable guide to help you through the permitting processes, and learn about what permits and procedures apply, based on your unique situation.

Follow this link: <https://vermont.force.com/permitnavigator/s/>

REVIEW/ADDITIONAL COMMENTS FROM PLANNING AND ZONING STAFF

STAFF REVIEWER SIGNATURE

Signature

Date