

REQUEST CERTIFICATE OF ZONING COMPLIANCE

Use this form to request a Certificate of Compliance upon completion of your project or when needed for title research. A Certificate of Zoning Compliance fee of \$10.00 is due upon submission. **Submit all materials and fee to the Zoning Administration Office.** Thank you.

If a copy of the zoning permit, conditions and plans are not available, call or visit the Planning and Zoning Office (51 Depot Square; 802-748-3926) to obtain copies. See list below for additional required materials needed for submission. Requests are researched on a first in first out basis. Please allow two weeks lead time.

ALL land use and development projects require a Certificate of Zoning Compliance. Vermont State law requires compliance review for all zoning and construction permits. Certificates of Zoning Compliance are issued to document compliance to permit. The Town must perform inspections to determine what happened after a permit is issued. This is the final step in the permitting process. It is initiated by the permit holder.

Date of Request: _____ Contact Phone Number: _____

Applicant of Record: _____

Name of Agency requesting the Certificate if not the Property Owner _____

Property Address: _____

Zoning Permit #: _____ Permit Approval Date: _____ Tax ID #: _____

Is this certificate needed for a real estate transaction? Yes/No If yes, note date required by: _____

Project Description:

I hereby affirm that the project located at the above Property Address is in compliance with the setbacks and dimensional requirements as indicated on approved site and/or elevation plans of the above Zoning Permit. All conditions of approval or findings of fact related to the Zoning Permit above have been met. I understand that if the project is not in compliance with the Zoning Permit, a temporary/conditional Certificate of Compliance may be issued and that any conditions must be met *or enforcement action may be taken.*

Current Owner of Record (print): _____

Current Owner of Record Signature: _____

Sign and submit this form to the Zoning Administration Office WITH the following if they are not on file with the zoning administrator:

Required:	If Applicable
Zoning Permit (copy)	Other Documents Required in Conditional Approval
Conditions of Approval	Receipt for Payment of Impact Fees
Approved Site Plans and Elevations	
Certificate of Zoning Compliance Fee	

NOTES:
 The Town of St Johnsbury processes Certificate of Zoning Compliance requests in the order they are received. Please plan ahead and apply for a Certificate of Compliance as soon as possible. The Zoning Administration Office will research the property and conduct an inspection and issue the Certificate if the project(s) are built as permitted. If any project(s) are not built as permitted the Zoning Administration Office may require subsequent zoning review and/or enforcement action may be taken. If the project was not fully completed and a Certificate is needed to close on a real estate transaction, the Zoning Administration Office may issue a Temporary Certificate of Occupancy with deadlines for completion.

Please note: Certification of State permits and occupancy are not managed by the Municipal offices and applicants request and receive these directly from the agency(s) that issue them.