

**TOWN OF CORNWALL
DEVELOPMENT REVIEW BOARD
APPLICATION FOR VARIANCE, CONDITIONAL USE APPROVAL, WAIVER,
NON-CONFORMING STRUCTURES AND USES, ACTIVITIES IN FLOODPLAIN,
APPEALS, AND SITE PLAN REVIEW**

- The Cornwall Development Review Board usually meets on the first Wednesday of every month.
- A **complete application**, consisting of 10 copies, must be filed with the Town Clerk not less than 25 days prior to the next regular meeting date in order to be eligible to be placed on the agenda. In addition to the completed application, an Application Fee of \$90.00 must also be submitted.
- The Town Clerk will date stamp the application and transmit it to the Town Zoning Administrator (ZA) for review.
- The ZA is responsible for responding to all applications for land use and development and referring them to the DRB when appropriate. **Only complete applications will be forwarded to the DRB for scheduling.** The DRB Chair will contact the applicant concerning scheduling. (Please note that there is no assurance that your matter will be on the agenda for the next meeting.)
- All questions concerning land use regulation and development matters should be directed to the ZA, rather than to the Town Clerk.
- Copies of the Town's Zoning Regulations and Subdivision Regulations, and zoning and subdivision application forms, are available at the Town Hall and on the Town website (www.cornwallvt.com).
- The Town Clerk can provide the applicant with the names and addresses of abutting owners, where required for the application. The Town Clerk may also direct the applicant to the location of other records located at the Cornwall Town Hall which may be needed to complete the application.
- Please review the Town of Cornwall Zoning Regulations for the applicable provisions regarding your application. **Make sure to include all required information and address all applicable criteria.**
 - Variances: Sections 370 – 375
 - Conditional Use Approvals: Sections 350 – 358. Site Plan Review may also be required (see Section 356)
 - Waivers: Sections 380 – 385
 - Non-Conforming Structures and Uses: Section 410. Certain uses of non-conforming structures or land require Conditional Use Approval. Site Plan Review may also be required (see Section 332)
 - Activities in the Floodplain: Sections 901 – 922
 - Appeals from a decision of the Zoning Administrator: Sections 360 – 365
 - Site Plan Review: Sections 390 – 395

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(Please type or print legibly)

1. Applicant _____

Address _____

Phone No. _____ Email Address _____

If Corporation, name of Representative _____

Is this a Corporation registered in Vermont? _____

2. Name of Record Owner _____

Address _____

Phone No _____ Email Address _____

If Corporation, name of Representative _____

Is this Corporation registered in Vermont? _____

3. Location of Property _____

4. Tax Map Description: Map # _____ Block # _____ Lot # _____

5. Type of Application (please check applicable application(s)):

___ Application for a variance.

___ Application for conditional use approval.

___ Application for a waiver.

___ Application involving non-conforming structure or use.

___ Application involving activities in floodplain.

___ Appeal from decision of the Zoning Administrator. (**A copy of this appeal must be filed with the ZA.**)

___ Application for site plan review.

___ Other. Please describe: _____

6. Provisions of the Zoning Regulations that are in question:

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7. Please describe the reason and basis for your application or for your appeal (you may attach additional pages if needed):

8. Please explain how your application satisfies the “Review Criteria” prescribed by the applicable section(s) of the regulations (you may attach additional pages if needed):

9. The property is located in the following zoning district: _____

10. The size of the lot is approximately: _____

11. The property is subject to the following rights-of-way and/or easements (please provide Book and Page Numbers where said easements may be located):

12. The property has the following road frontage: _____

13. The deed into the current landowner(s) is recorded at Book _____, Page _____, and must be attached hereto.

Signature of Applicant _____

Date _____

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Please attach:

- Deed.
- A copy of any survey of the property.
- A copy of the Tax Map marking the subject parcel and the parcels of adjacent owners.
- A complete list of the names and addresses of adjacent landowners.
- **All additional materials and information required by the applicable regulations.**
(Reminder - Only complete applications will be forwarded to the DRB for scheduling.)

Please note: The DRB may ask for additional information.

Form updated March 2021