



Permit # VAR-\_\_\_\_\_-\_\_\_\_\_

**TOWN OF COLCHESTER**  
APPLICATION FOR  
VARIANCE REQUEST REVIEW

All information requested on this application must be completed in full. Failure to provide the requested information either on this application form or on the site plan will result in your application being rejected and a delay in the review before the Development Review Board.

1) LAND OWNER OF RECORD (Name, mailing address, phone and email)\_\_\_\_\_

\_\_\_\_\_

2) PROJECT STREET ADDRESS:\_\_\_\_\_

3) TAX MAP & PARCEL #(can be obtained at Assessor's Office)\_\_\_\_\_

4) APPLICANT (Name, mailing address, phone and email)\_\_\_\_\_

\_\_\_\_\_

5) CONTACT PERSON (Name, mailing address, phone and email)\_\_\_\_\_

\_\_\_\_\_

6) CONSULTANT INFORMATION (Name, mailing address, phone and email)\_\_\_\_\_

\_\_\_\_\_

7) PROJECT DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8) ACREAGE TO BE DISTURBED: \_\_\_\_\_

9) PLAN AND FEE

A plan shall be submitted which shows the information listed on Exhibit B attached if applicable. A variance request application fee of \$473 shall be paid to the Town at the time of submittal. In accordance with Colchester's Fee Ordinance Chapter 6 ½ - 4, applicants for all permits are responsible for costs of reviews conducted by third-party consultants/experts requested by the Town.

*Please submit one paper copy and a digital copy of the application in pdf (file not exceeding 20mb) via email to pzinfo@colchestervt.gov. If online submittal is not feasible, submissions will be accepted via CD/ DVD. Application forms, plans, and supporting documents shall each be separate pdfs and plans shall be submitted as a set whenever feasible. Files shall be named the address of the property and the type of document followed by the year (i.e. 205RooseveltHwyApp15). Each file name shall be unique with no spaces and characters shall be numbers or letters (no characters such as hyphens, #, &, or \*). All pdfs shall be at least at 300dpi, color, and to scale if a plan, elevation, or similar document.*

10) VARIANCE REQUEST REVIEW CRITERIA NARRATIVE

A narrative description of how the proposed project meets all of the variance review criteria listed in Exhibit C (attached) shall be submitted.

I hereby certify that all the information requested as part of this application has been submitted and is accurate to the best of my knowledge.

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SIGNATURE OF APPLICANT

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SIGNATURE OF LAND OWNER

*By the land owner signature, the land owner is authorizing the applicant to act on their behalf.*

☐ Check this box if the consultant listed is authorized to act on behalf of the applicant and land owner.

☐ Check this box if the contact person listed is authorized to act on behalf of the applicant and land owner.

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**Do not write below this line**

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DATE OF SUBMISSION: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

I have reviewed this variance application and find it to be: ☐ Complete

☐ Incomplete

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Zoning Administrator or Designee

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Date

EXHIBIT A  
ADJOINING PROPERTY OWNER INFORMATION

(please use the interactive map at [Colchestervt.gov](http://Colchestervt.gov) for info & try to include direct abutters as well as adjacent properties along the shoreline within the area of affect as well as across the street)

<b>Example:</b> Tax Map 7, Parcel 57 John and Jane Doe P.O. Box 55, 835 Blakely Road Colchester, VT 05446		

EXHIBIT B PLAN  
(CHECK WITH ZONING ADMINISTRATOR TO SEE IF NECESSARY)

The following information must be shown on the plan. Failure to provide the following information will result in your application being rejected and a delay in the review before the Development Review Board.

- Lot drawn to scale (20 feet scale if possible)
- North arrow
- Descriptive photos of your request from all possible angles
- Location and dimensions of all buildings existing and proposed on the lot
- Physical features (streams, wetlands, vegetative cover, etc.)
- Setback distances of all buildings from property lines
- Square footage or acreage of the lot
- Square footage of all structures, parking, drives, and other impervious surfaces

If determined necessary by the Zoning Administrator, the following should also be included:

- Survey data (distance and acreage)
- Location of streets, fire hydrants, fire lanes
- Existing sidewalks, recreation paths, and pedestrian walkways
- Zoning boundaries
- Number and location of parking spaces (including handicapped spaces)
- Location of septic tanks, fields, & lines and/or septic test pit, and percolation information
- Existing or proposed water supply
- Location of any easements
- Name of person or firm preparing site plan and date
- Exterior lighting, dumpster or trash area, and bike rack locations
- If restaurant is proposed, provide number seats and square footage of floor area provided for patron use but not containing fixed seats
- Loading areas & truck circulation patterns
- Building elevations & building level floor plans
- Existing or proposed landscaping

EXHIBIT C  
VARIANCE REVIEW CRITERIA

Please describe how your project meets the following review criteria. The Board must find positive findings under each of the following criteria in order to render a decision in favor of the appellant. Use separate page if necessary.

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1. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the zoning regulation in the neighborhood or district in which the property is located;
2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning regulation and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;
3. That the unnecessary hardship has not been created by the appellant;
4. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare; and
5. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the zoning regulation and from the plan.