



**APPLICATION FOR ADMINISTRATIVE PERMIT  
FLOOD HAZARD AREA OVERLAY  
(PERMITTED USES)  
TOWN OF HARDWICK  
PO Box 523, Hardwick, VT 05843  
(802) 472-1686**

[Zoning.administrator@hardwickvt.gov](mailto:Zoning.administrator@hardwickvt.gov)

**FOR TOWN USE ONLY**

Application Number: \_\_\_\_\_ Tax Map Number \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 Date Application Received \_\_\_/\_\_\_/\_\_\_ Fee Paid \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_

Please provide all of the information requested in this application. Failure to provide all required information will delay the processing of this application. Submit the completed application and a check payable to the *Town of Hardwick* for the \$15 Recording Fee.

**Applicant(s):**

Name(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone(s) Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Landowner(s) (if different from applicant(s)):**

Name(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone(s) Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Physical Location of Property (911 address):**

**Base Flood Elevation (If Known)**

**Proposed Use/Development in the Flood Hazard Area Overlay (please check *all* that apply):**

- Building Utilities
- New or Replacement fuel storage tanks for existing structures
- Non-substantial interior and/or exterior improvements to existing structures (outside of floodway).
- Parking, at grade (outside of floodway)
- Recreational vehicles, parking of
- Replacement of water supply or septic systems
- Other (please describe): \_\_\_\_\_

**Estimated Value of Project: \$ \_\_\_\_\_ In the Flood Hazard Area Overlay, the application must have a detailed account of the expenses in the project. Please attach a list with labor and materials for all included repairs and/or renovations. A list of included and excluded costs is attached to the end of this application.**

**Other Permits Which May Be Necessary:**

- State Potable Water and Wastewater Permits - \_\_\_\_\_
- Town of Hardwick Water and/or Sewer Connection Verification - \_\_\_\_\_
- Site visit approval     *Visit Waived* \_\_\_\_\_

**Property Description:**

Acreage in lot \_\_\_\_\_

Feet of Road Frontage \_\_\_\_\_

Setbacks:	Front _____ (to center of road)	Left Side _____
	Right side _____	Rear _____
	Rivers/Streams _____	Wetlands _____
	<b>Accessory Structure</b> _____	Lakes _____

**Dimensions of Existing Buildings:**

Existing:

Length \_\_\_\_\_ No. of Stories \_\_\_\_\_

Width \_\_\_\_\_

Height \_\_\_\_\_

**Sketch a floor plan or diagram showing the dimensions of the proposed building, addition or alteration.** (This should show the rooms in the inside of the building, including both upstairs and downstairs if there is more than one floor.)

**Sketch or attach a general plot plan showing the following:**

1. Dimensions of the lot, including existing and proposed property boundaries;
2. The location, footprint, and height of existing and proposed structures and additions;
3. The location of existing and proposed easements, rights-of-way and utilities (including water and sewer);
4. The location and setbacks from property boundaries, rights-of-ways, surface waters, and wetlands;
5. Location and names of roads and streets abutting the property;

**Permission to Enter Property & Applicant Certification Signatures**

Signing of this application authorizes Town Personnel to enter onto the premises for the purpose of verifying information presented.

The undersigned hereby certifies that the information submitted in this application regarding the above property is true, accurate and complete and that I (we) have full authority to request approval for the proposed use of the property and any proposed structures. I (we) understand that any permit will be issued in reliance of the above representations and will be automatically void if any are untrue or incorrect.

The undersigned understand that additional information, such as a survey of the property or expert testimony may be required for review and consideration of this application by the Zoning Administrator and, that, upon my written authorization, fees for such additional information shall be my responsibility.

The permit will expire and become null and void within 2 years from the date of issuance if the permitted development has not commenced.

**Construction may not be started until 15 days from the date of approval.**

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Landowner(s) \_\_\_\_\_ Date \_\_\_\_\_

**Note: Failure to develop your property in accordance with your application and any conditions of this permit may result in an enforcement action and may affect your ability to sell or transfer clear title to your property.**

Appeal from a decision or act of the Zoning Administrator must be made in writing to the Development Review Board, c/o the Town Clerk's Office at the address shown above, with the appropriate fee, within 15 days of the decision or act. Failure to appeal this decision will mean that all interested persons are bound by this decision and will foreclose these persons from contesting this decision either directly or indirectly in the future. **This permit shall not take effect until the time for such appeal has passed.**

**Please note that this is only a local permit and state permits may be needed for your project. Please contact the Permit Specialist at the VT Agency of Natural Resources at (802) 477-2241.**

<b>FOR ZONING ADMINISTRATOR USE ONLY</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Referred to the Development Review Board
Date _____	Signature _____	
Remarks and/or Conditions: _____		
Date of Approval or Denial by Development Review Board: _____		
Applicant/Landowner Received a Copy of the Applicable Building Energy Standards: _____ (Date) _____		
Applicant/Landowner Did NOT Need to Receive a Copy of the Applicable Building Energy Standards (Due to the fact that the structure will not be heated or cooled): _____ (Date) _____		

# FEMA National Floodplain Insurance Program (NFIP)

## Guidelines for Construction Cost Estimates

### **Improvement Costs That Must Be Included**

- **All Structural Elements, including but not limited to:**
  - Spread or continuous foundation footings and pilings
  - Monolithic concrete slab foundations
  - Bearing walls, tie beams, and trusses
  - Wood or reinforced concrete decking or roofing
  - Floors and ceilings, including insulation
  - Attached decks, stairways, and porches
  - Interior partition walls
  - Exterior wall finishes
  - Windows and doors
  - Roof sheathing
  - Roof re-shingling or re-tiling
  - Roof dormers
  - Balconies
  - Hardware
  
- **All Interior Finish Elements, including but not limited to:**
  - Floor cover such as tile, wood, vinyl, carpet, marble, etc.
  - Wall and ceiling finishes such as drywall, painting, stucco, plaster, wood paneling, marble, etc.
  - Kitchen, utility, bathroom and garage cabinets and counter tops
  - Built-in bookcases, cabinets, entertainment centers, aquariums, bars, wine racks, etc.
  
- **All Utility and Service Equipment, including but not limited to:**
  - HVAC equipment including ducting, boilers, chillers, etc.
  - Plumbing services including water heaters, sinks, fixtures, toilets, showers, tubs, etc.
  - Electrical services including light fixtures, ceiling fans, etc.
  - Built-in appliances including dishwashers, ovens, ranges, garbage disposers, trash compactors, etc.
  - Security and fire alarms, and fire suppression systems
  - Central vacuum systems
  - Water filtration, conditioning or recirculation systems
  
- **Donated or Discounted Materials**
  - The value of donated or discounted materials must be included at their full market value and estimated as though they were purchased during a normal market transaction.
  
- **Self or Volunteered Labor**
  - The value of self or volunteered labor must be estimated at prevailing wages for the appropriate type of construction wage scale.
  
- **Miscellaneous Costs That Must Be Included:**
  - Labor and other costs associated with demolishing, removing, or altering of building components
  - Overhead and profit

# Guidelines for Construction Cost Estimates

## Improvement Costs That May Be Excluded

### ➤ **Costs of Improvements to Correct Existing Violations**

Violations of state or local health, sanitary or safety codes may be excluded only if:

- 1) A regulatory official was informed and knew the extent of the code related deficiencies; AND...
- 2) The deficiency was in existence prior to the damage event or improvement.

Note: Only the “minimum necessary” to assure safe living conditions may be excluded from the improvement cost.

For clarification, contact your FEMA planner and/or DWR Floodplain Management specialist.

### ➤ **Debris Removal and Clean-up Costs**

- Debris removal
  - Removal of debris from building or lot
  - Dumpster rental
  - Transport fees to landfill
  - Landfill dumping fees
- Clean-up
  - Dirt and mud removal
  - Building dry-out, etc.

### ➤ **Outside Improvements**

- Landscaping
- Sidewalks
- Fences
- Yard lights
- Swimming pools
- Screened pool enclosures
- Sheds
- Gazebos
- Detached structures, including garages
- Landscape irrigation systems
- Wells and septic systems

### ➤ **Items Not Considered Real Property**

- Throw rugs
- Furniture
- Refrigerators
- Other contents not connected/attached to, or part of, the structure

### ➤ **Other Excludable Costs**

- Plans and specifications
- Surveys
- Permit fees