

**CITY OF ST. ALBANS  
P.O. Box 867, 100 North Main Street  
St. Albans, VT 05478**

**APPLICATION FOR  
CERTIFICATE OF COMPLIANCE**

In order for the City of St. Albans to issue a Certificate of Compliance, the attached Certificate of Ownership must be filled out. Please be sure to **answer all questions, supply the required drawing, and have it signed in the presence of a notary public.**

Once this form is returned, the Permitting Office will verify information and either issue a Certificate of Compliance or describe the steps necessary to bring the property into compliance with the City of St. Albans Land Development Regulations.

**City of St. Albans Permitting Office  
(802)-524-1500 ext 262  
(802) 524-1515 fax**

**2 Business Days Notice is required**

**Fee: \$80.00  
Recording Fee: 10.00  
\$90.00**

**If application is received within 2 business days the fee is \$100.00 plus recording fee.**

**CERTIFICATE OF OWNERSHIP**

I, \_\_\_\_\_, hereby certify as follows:

1. Property Location: \_\_\_\_\_

2. Owners: \_\_\_\_\_

3. Current Use of Property: \_\_\_\_\_ single family home \_\_\_\_\_ duplex  
\_\_\_\_\_ multi-family with \_\_\_\_\_ units (apartments)  
\_\_\_\_\_ commercial – describe: \_\_\_\_\_

4. Does No. 3 describe how the property was marketed and is being sold or refinanced?  
\_\_\_\_\_yes \_\_\_\_\_no. **If no**, please explain: \_\_\_\_\_

5. Is this property currently being serviced by City of St. Albans water/wastewater? \_\_\_\_\_yes \_\_\_\_\_no

6. Please describe the buildings located on this property: \_\_\_\_\_number of sheds  
\_\_\_\_\_number of principal bldgs \_\_\_\_\_house \_\_\_\_\_commercial bldgs \_\_\_\_\_number of kitchens  
\_\_\_\_\_number of garages \_\_\_\_\_number of bedrooms  
\_\_\_\_\_other – explain \_\_\_\_\_number of bathrooms

7. Is any type of business being run from this property, including a home occupation? \_\_\_\_\_yes \_\_\_\_\_no

8. Has this lot been subdivided or had a boundary adjustment since 1964? \_\_\_\_\_yes \_\_\_\_\_no  
**If yes**, when and how subdivided? \_\_\_\_\_

9. On the attached grid, please draw a site plan of the property in question. Please be sure to include the following (please refer to the example drawing):

- A. Make drawing to scale as best you can;**
- B. Show any abutting streets;**
- C. Show north direction;**
- D. Show the property lines with dimensions noted;**
- E. Show all structures and driveways/parking, i.e. all porches, decks, garages, pools, etc., and their dimensions in feet and footprints in square feet.**
- F. Show all distances between the structures and the boundary lines.**

Owner of Record or Duly Authorized Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone/Cell phone number

**Notary Public Section:**

State of \_\_\_\_\_, County of \_\_\_\_\_

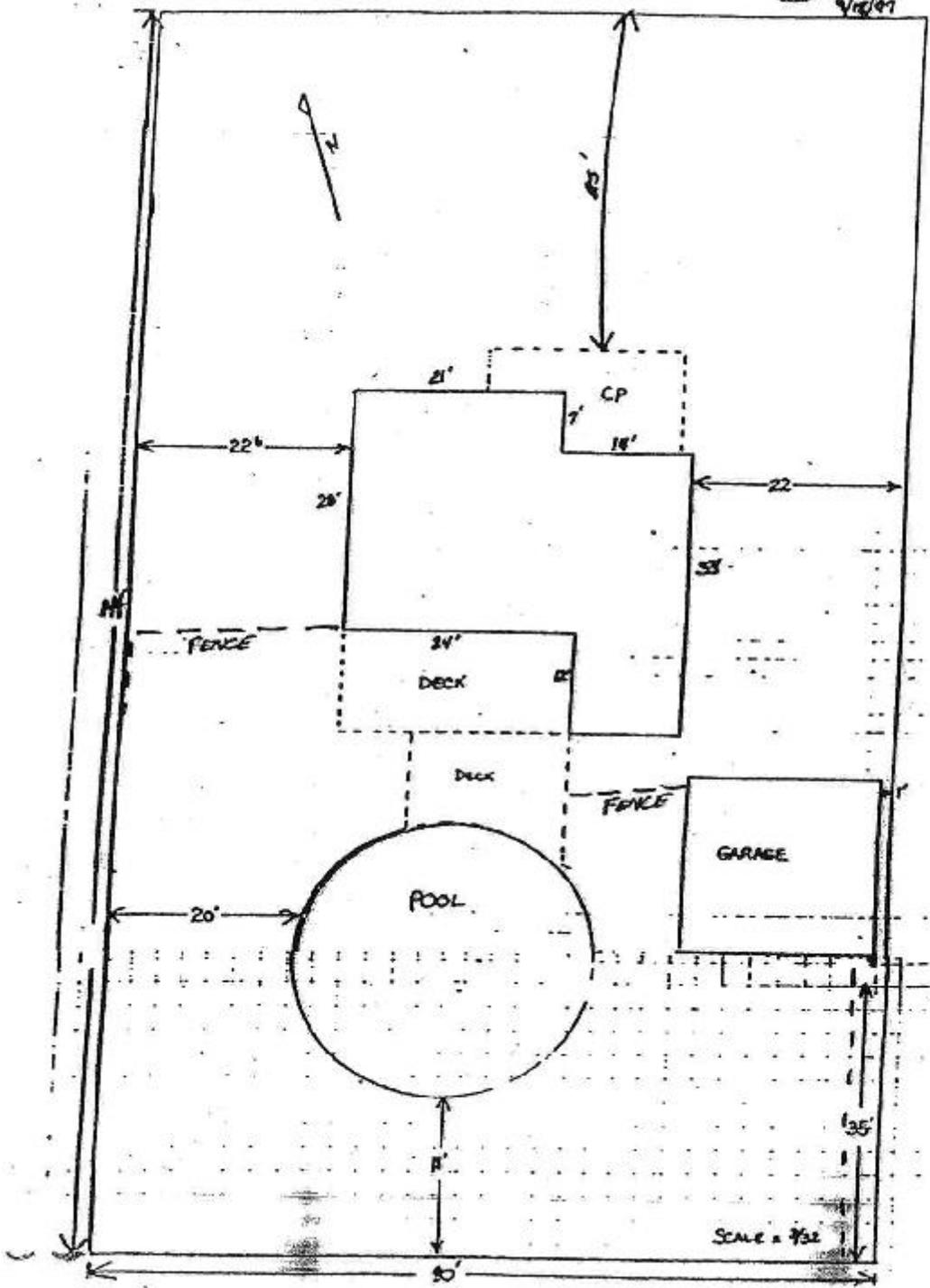
At \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared

\_\_\_\_\_ and swore to the truth of the above written instrument.

Before me, \_\_\_\_\_  
Notary Public

FARRAR STREET

FARRAR 21  
9/18/97



SAMPLE  
DRAWING