



**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 applicant must:

1. Complete the Certificate of Ownership application
2. Provide a detailed sketch of the property
3. Submit fees

Once the application and drawings are returned and the fees are submitted, the Property Services 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.

Fees:

	Regular Fees:	Expedited Fees: <i>(Less than 2 Business Days Notice)</i>
Application Fee:	\$80.00	\$100.00
City Clerk Recording Fee:	15.00	15.00
Records Management Fee:	12.00	12.00
	\$107.00	\$127.00

**City of St. Albans Property Services Office
Phone: (802)-524-1500 ext *262
Email: d.southwick@stalbansvt.com**

CERTIFICATE OF OWNERSHIP

I, _____, hereby certify as follows:

1. Property Location: _____

2. Owners: _____

3. Current Uses of Property (*each dwelling counts as a single unit, ie. single family = 1 unit, duplex = 2 units, etc*):

	# Units on Property	# Currently Occupied	# Currently Vacant	Please explain for how long each vacant unit has been vacant.
Dwelling Units				
Commercial Units				

4. Please count the buildings and rooms located on this property:

number of houses _____ commercial bldgs. _____ number of kitchens _____
 number of garages _____ number of bedrooms _____
 number of sheds _____ number of full bathrooms _____
 other (describe) _____ number of half bathrooms _____

5. Do Nos. 3 & 4 describe how the property was marketed and is being sold or refinanced?
 _____yes _____no. **If no**, please explain: _____

6. Is this property currently being serviced by City of St. Albans water/wastewater? __ yes __no

7. Is any type of business being run from this property, including a home occupation? __yes __no

Please describe: _____

8. Has this lot been subdivided or had a boundary adjustment since 1964? _____yes _____no

If yes, when and how subdivided? _____

9. Please draw a site plan of the property in question. Please be sure to include the following (refer to the attached sample 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 all structures and the boundary lines.**

Official Use Only

Lot: _____

Ac: _____

Zone: _____

Closing: _____

Paid: _____

Owner of Record or Duly Authorized Representative

Signature: _____ Date: _____

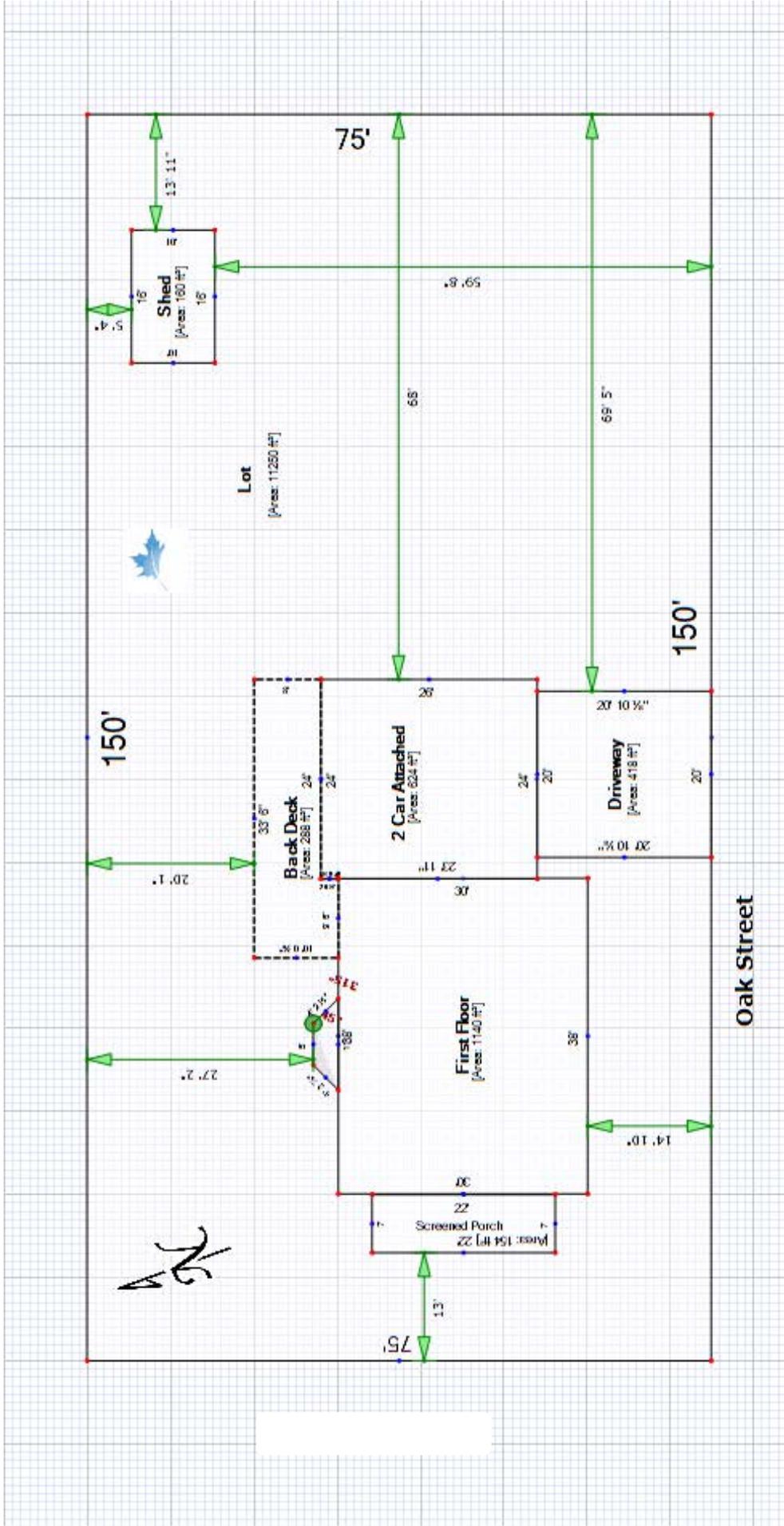
Print Name: _____

Address: _____

Telephone/Cell phone number: _____

Email: _____

SAMPLE ONLY



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