



**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:**

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

**City of St. Albans Property Services Office**  
**Phone: (802) 524-1500 ext 262**  
**Email: [s.bennett@stalbansvt.com](mailto:s.bennett@stalbansvt.com)**

# CERTIFICATE OF COMPLIANCE

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: \_\_\_\_\_

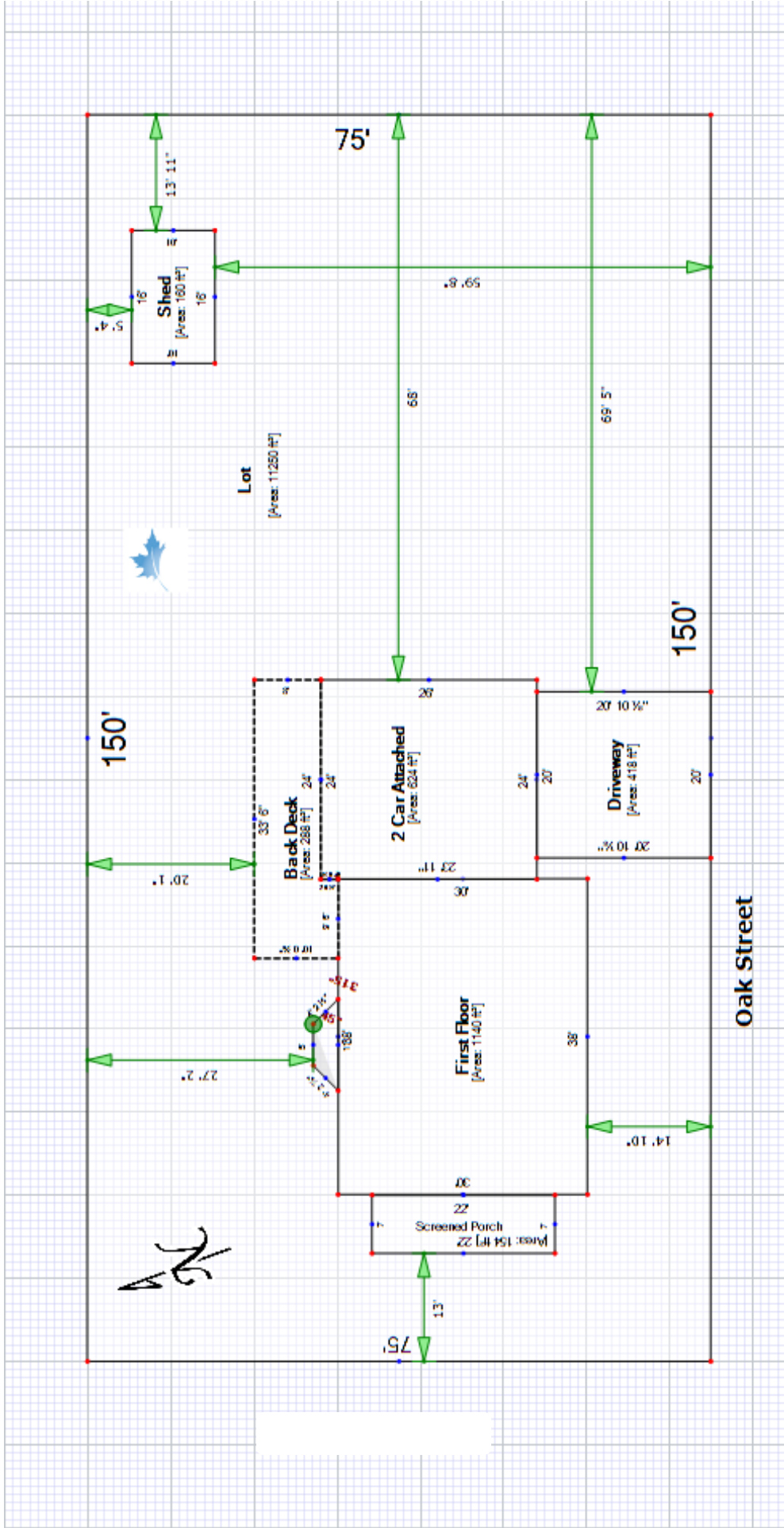
Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

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SAMPLE ONLY



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