

Permit No. Z420-000008

APPROVED



PERMIT APPLICATION for BUILDING, CONSTRUCTION, USE or OTHER APPROVAL
under the CITY OF SAINT ALBANS LAND DEVELOPMENT REGULATIONS

Applicant(s) Jenna Garrison Daytime Phone 802-933-3133
Landowner(s) Jenna Garrison Daytime Phone 802-370-1145
Mailing Address 48 Maple St. 05478/1648 Mill St. 05483 Parcel ID # 2305 7048
Parcel Address 48 Maple St. 05478 Zoning District _____
Email jennagwen1982@gmail.com

Proposed Activity (check all that apply)

<input checked="" type="checkbox"/> New Use - \$20 / \$50 ¹	<input checked="" type="checkbox"/> New Single Family Dwelling \$30 / \$90 ¹
<input type="checkbox"/> Accessory Use - \$20 / \$50 ¹	<input type="checkbox"/> Two-Family Dwelling \$30 / \$90 ¹
<input type="checkbox"/> Temporary/Seasonal Use - \$20 / \$50 ¹	<input type="checkbox"/> Multi-Family Dwelling \$30 / \$90 ¹
<input type="checkbox"/> New Commercial Structure \$50 / \$300 ¹	<input type="checkbox"/> Renovation/Addition to Resident. Structure \$30 / \$90 ¹
<input type="checkbox"/> Renovation/Addition to Comm. Structure \$50 / \$300 ¹	<input type="checkbox"/> Pool - above ground \$20 / \$50 ¹ or in-ground \$30 / \$60 ¹
<input type="checkbox"/> Accessory Structure - \$20 / \$50 ¹	<input type="checkbox"/> Fence - \$20 / \$50 ¹ (waived if under 6 feet in height)
<input type="checkbox"/> Boundary Line Adjustment ² - \$90 / \$140 ¹	<input type="checkbox"/> Demolition - \$50 / \$100 ¹
<input type="checkbox"/> Subdivision ² \$90 / \$140 ¹	<input type="checkbox"/> Other - specify

¹ After the fact ² Exempt if paid as part of a DRB Hearing

Description of Proposed Activity (attach additional pages as needed)	Fees Continued:
	Total of Fees from Above: <u>2000</u>
<u>Converting use from duplex to single family home. No structure change.</u>	Residential Construction Fee - \$4.00 per \$1,000 in work cost estimate
	Commercial Construction fee - \$5.00 per \$1,000 in work cost estimate
	City Clerk Recording Fee (for each permit) \$15.00
	Records Management Fee (for each permit) \$12.00
Cost of work: <u>0</u>	Total Permitting and Recording fees: <u>27.00</u>
Expected Completion Date: <u>8/31/20</u>	Check # _____ or Cash _____ Amt Remitted: _____

I certify the submitted information to be true and accurate. *All fees for an approved application are non-refundable.*

Signature of Owner: Jenna Garrison Date: 8/24/20

Signature of Applicant: Jenna Garrison Date: 8/24/20

APPEAL: You have the right to appeal this decision to the City of St. Albans Development Review Board (City of St. Albans Zoning Regulations Sect 905.1 A) within 15 days of the date of the decision. **No construction is allowed during the appeal period.** An approved permit shall expire 3-12 months after the appeal period end date, unless commencement of the permitted activity is demonstrated. (City of St. Albans Zoning Regulations Sect 903 (A) (3))

FOR COMPLETION BY ADMINISTRATIVE OFFICER

1) Approved: 8/27/20 Posted: 8/27/20 This approval shall not become effective until 9/10/20

2) Denied: _____
8/27/2020 Date of Action [Signature] Administrative Officer

Mayor: Tim Smith
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Marie Bessette
Ward 4: Michael McCarthy



Ward 5: Kate Laddison
Ward 6: Chad Spooner
Clerk/Treasurer: Curry Galloway
City Manager: Dominic Cloud

LETTER TO FILE

August 27, 2020

Jenna Garrison
48 Maple Street
St. Albans, VT 05478

Dear Ms. Garrison,

The following notice was emailed to your attention on August 26, 2020.

Please be notified that by voluntarily discontinuing the duplex status on this property any future desire to return the property to the duplex status will be subjected to the Land Development Regulations at that time and will not be granted "grandfathered" status. The current Land Development Regulations for a Duplex in the Low Density Residential zoning district require a Conditional Use and will require that the applicant go before the Development Review Board. Before granting a Duplex Use, the applicant will have to show proof to the Development Review Board that the property meets the full requirements of the Land Development Regulations governing a duplex.

You submitted the following reply via email on August 27, 2020.

Mr. Southwick,

I confirm that I understand this notification and with that knowledge I do, in fact, desire to proceed with the application for a Single Family use.

**Sincerely,
Jenna Garrison**

I submit this to the files.

Sincerely, 

David Southwick
Property Services Administrator

David Southwick

From: Jenna Garrison <jennagwen1982@gmail.com>
Sent: Wednesday, August 26, 2020 9:36 PM
To: David Southwick
Subject: Fwd: Appointment

----- Forwarded message -----

From: Jenna Garrison <jennagwen1982@gmail.com>
Date: Wed, Aug 26, 2020, 9:34 PM
Subject: Re: Appointment
To: <kandibrynn@gmail.com>

Mr. Southwick,

I confirm that I understand this notification and with that knowledge I do, in fact, desire to proceed with the application for a Single Family use.

Sincerely,

Jenna Garrison

On Wed, Aug 26, 2020, 9:29 PM Jenna Garrison <jennagwen1982@gmail.com> wrote:

----- Forwarded message -----

From: David Southwick <d.southwick@stalbansvt.com>
Date: Wed, Aug 26, 2020, 11:48 AM
Subject: RE: Appointment
To: Jenna Garrison <jennagwen1982@gmail.com>
Cc: Chip Sawyer <c.sawyer@stalbansvt.com>, Tammi DiFranco <t.difranco@stalbansvt.com>

Jenna,

I have received your permit application for a new use for a Single Family Dwelling at 58 Maple Street. I will begin the processing.

Please be notified that by voluntarily discontinuing the duplex status on this property any future desire to return the property to the duplex status will be subjected to the Land Development Regulations at that time and will not be granted "grandfathered" status. The current Land Development Regulations for a Duplex in the Low Density Residential zoning district require a Conditional Use and will require that the applicant go before the Development Review Board. Before granting a Duplex Use, the applicant will have to show proof to the Development Review Board that the property meets the full requirements of the Land Development Regulations governing a duplex.

Before I move forward with the application, I will need your confirmation that you understand this notification and with that knowledge you do, in fact, desire to proceed with the application for a Single Family use.

- Dave

From: Jenna Garrison <jennagwen1982@gmail.com>
Sent: Monday, August 24, 2020 4:33 PM
To: David Southwick <d.southwick@stalbansvt.com>
Subject: Re: Appointment

Mr. Southwick,

I have attached the completed permit form.

Thank you for your assistance,

Jenna Garrison

On Mon, Aug 24, 2020 at 1:14 PM David Southwick <d.southwick@stalbansvt.com> wrote:

Jenna,

This is something we can do on-line. However, before you make this change I would like to chat with you about the pros and cons.

When you have a moment, please give me a call at (802) 752-2159.

Kind regards,
Dave

David Southwick

Property Services Administrator

(802) 752-2159

www.stalbansvt.com

From: Jenna Garrison <jennagwen1982@gmail.com>
Sent: Monday, August 24, 2020 11:53 AM
To: David Southwick <d.southwick@stalbandsvt.com>
Subject: Appointment

Mr.Southwick,

I would like to make an appointment to acquire the necessary forms to change the property, 48 Maple Street, from a duplex to a single-family home.

The house and property have been rented out in its entirety to my sister Kendra Garrison since October 8th, 2019, and she wishes to purchase the property by the end of the year. She has no intention of renting any portion of this property out now or in the future.

This will be a change in use only. There will be no changes to the current structure which has been appraised as a single-family home with a mother-in-law apartment. The building has 7 bedrooms and 3 bathrooms. "This property meets FHA minimum property requirements per HUD handbook 4000.1 and all mortgage letters. Property is laid out with an accessory unit option or could be used as a single family home" (Ellison p16).

The property Parcel ID is 23057048. The SPAN is 549-173-00109.

Thank you for your time,

Jenna Garrison

Sole Property Owner

Mayor: Tim Smith
Ward 1: Timothy Hawkins
Ward 2: James Pelkey
Ward 3: Marie Bessette
Ward 4: Michael McCarthy



Ward 5: Kate Laddison
Ward 6: Chad Spooner
Clerk/Treasurer: Curry Galloway
City Manager: Dominic Cloud

PERMIT LETTER

Permit Date: 08/27/2020

Parcel Number: 23057048

Parcel Owner: GARRISON
JENNA G

Parcel Address: 48 MAPLE ST St Albans City, VT 05478

Permit Number: ZU20-
000008

Permit Type: New Use

Project Summary: Permit - new use, Dwelling, Single Family

Decision: Issued

Conditions:

The application and submittals for the above referenced project have been reviewed and

1. the permit is **APPROVED. This approval applies only to the information listed on the drawings and specifications that have been submitted.**

2. The Permit Placard shall be displayed on the subject premises and be clearly visible from a public way. Notice shall be displayed at the time of application and shall not be removed until after the appeals expiration date or until the project is completed, whichever is longer

3. In addition to periodic inspections, a final inspection may be required.

4. This project shall adhere to all Land Development Regulations.
 - a. must meet all Land Development Regulations

5. This project shall adhere to all Board Conditions.
 - a. return to duplex status will require DRB approval - see letter

This permit does not satisfy the requirements of the state. You must contact the state permitting specialist to determine those requirements.

This permit expires after 08/27/2021 unless commencement of the project has begun and remained continuous. If you have any questions or if I can be of further assistance, please contact me at 802-524-1500 ext *262 or d.southwick@stalbansvt.com.

August 27, 2020
Date

Property Services



PERMIT NO: ZU20-000008

City of St. Albans
Certificate of Posting

The municipality shall fulfill all posting requirements listed below, while the applicant shall be responsible for all of the following postings, as part of the permit application requirements:

Posting of Notice of Permit (24 V.S.A. § 4449 and Section 905 of the City of St. Albans Zoning Bylaws)

- The applicant shall post the notice of permit, on the form prescribed by the town, within view from the public right of way most nearly adjacent to the subject property, until time for appeal has passed.

Date of Posting: Aug 27 2020

Location: 48 MAPLE ST, St Albans City, VT 05478

CERTIFICATION:

I, the undersigned, attest that I have completed the posting and notice requirements listed above, and fully understand and assume all responsibility, as part of my permit / permit application requirements, to properly post and maintain this notice for the required time period. Failure to do so may void my permit.

m-file
Applicants' Signature

8/27/20
Date

PUBLIC NOTICE

PER CITY OF ST. ALBANS LAND DEVELOPMENT REGULATIONS

Address: 48 MAPLE ST, St Albans City, VT 05478

Applicant: GARRISON JENNA G

Project Description: Permit - new use, Dwelling, Single Family.

Permit / Approval

Type: ZU20-000008

Date Issued: AUGUST 27, 2020

Appeal by: SEPTEMBER 11, 2020

 Public Hearing Notice

Date / Time: _____

Place: _____

Purpose: _____

FOR MORE INFORMATION, CONTACT:

PLANNING & PERMITTING ADMINISTRATOR, CITY OF ST. ALBANS PO BOX
867,

100 NO. MAIN ST., ST. ALBANS, VT 05478, PHONE: 802-524-1500 X *262

EMAIL: INFO@STALBANSVT.COM

WEB: WWW.STALBANSVT.COM/PLANNING

Applicant: This notice shall be displayed on the subject premises and be clearly visible from the public way. Notice shall be displayed at the time of application and shall not be removed until after the appeals expiration date.


ADMINISTRATIVE OFFICIAL

