

**TOWN OF WAITSFIELD
CERTIFICATE OF OCCUPANCY**

Application may be made by the property owner

or

by a legally designated representative with proof provided

Name of property owner: _____

Mailing address: _____ Phone #: _____

911 address of property _____ Parcel # _____

Current use of property _____

Name of representative (if applicable): _____

Mailing address: _____ Phone #: _____

INSTRUCTIONS

1. Review all permits, with conditions if applicable, for compliance. A list of permits for a parcel can be printed from the Zoning Administrator's database. The applicant should research the history of the parcel by retrieving the permits and listing them on the back of this form.
2. If you have development on your parcel that is not documented in the Zoning Administrator's files/database or in other records filed with the Town, you must remedy the situation.
3. Submit this application to the Zoning Administrator. The Zoning Administrator will visit the site, exterior only, for permit compliance. You do not need to be present. If the Zoning Administrator finds development that has not been permitted, you will be notified and given the opportunity to remedy the situation.

FOR OFFICE USE ONLY

Certificate of Occupancy # _____ Date Received: _____

Fee Paid: \$ _____ Decision: _____

Zoning Administrator Date

\$65 Fee: \$50 for C/O permit application plus \$15 recording fee in two separate checks

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Permit Number	Permitted For	Date Granted	Done as Permitted?

Certification of Owners (or Authorized Agent) of Record of Subject Property

By affixing my signature to this document, I hereby swear, that to the best of my knowledge and understanding, the information provided on this form is true and correct.

Signature(s) of Property Owner(s)/Authorized Agent

Date
