

Construction Checklist

12/26/08

1. Check location to confirm that the proposed construction is located within the Town of Amherst's corporate limits.
2. Zoning (In-Town Only)
 - a. Use Change – Check proposed use vs. Table 7.1 in Chapter 18.1 of the Town Code
 - b. Signs – Check §18.1-908
 - c. New Building or Addition – review use (see a.) and Setbacks (§18.1-804); if not single family residential, the project may require a site plan
 - d. Subdivision regulations may apply also.
 - e. Confirm that the contractor has an appropriate business license
3. Utilities
 - a. If water or sewer service has been requested for a location outside of the Town of Amherst, has an annexation petition been signed, accepted and recorded per §17-13 of the Town Code?
 - b. Confirm that water/sewer designs are adequate
 - i. Domestic Water
 - ii. Domestic Sewer (Pretreatment required?)
 - iii. Fire Sprinklers
 - iv. Grease/Sand Trap (if restaurant, cafeteria, etc.)
 - c. Review layout and specs and/or prepare design
 - d. Construction Cost Estimates
 - i. Check prepayment/bonding requirements
 - e. Collect availability and connection fees as appropriate

Note:

All applications will require – at a minimum – a zoning permit application form and drawings that adequately describe the proposal.

A typical application for a zoning permit for a new dwelling would include:

- A zoning permit application
- Drawings showing the floor plan and exterior elevations of the proposed new dwelling
- A drawing showing property lines, the footprint of the proposed and any existing buildings on the site
- Business license information for the building contractor
- Water and sewer availability and connection fees
- Water and sewer account application with fees

A typical application for a zoning permit for a one-storey accessory building associated with a single family dwelling would include:

- A zoning permit application
- A drawing showing property lines, the footprint of the proposed and any existing buildings on the site
- Confirmation of whether the building will be used for business purposes and whether water and sewer facilities are involved