

**Town of Middlesex: Instructions for Zoning Permit Application
And Fees:
(fees effective as of 1/10/2007)**

Residential, commercial or industrial project under \$25,000.....	\$ 75.00
Residential project over \$25,000.....	200.00
Commercial or industrial project over \$25,000.....	325.00
Sub-Division Fees (per lot).....	125.00
Home Industry.....	125.00

(Above fees include a \$10.00 recording fee.)

Fees Double if Work is Commenced Before Issuance of a Permit

A site-location map must accompany the permit, showing, in feet, all boundaries, dimensions of proposed building, distance to nearest property line and distance to centerline of nearest public road.

Land or building development may NOT begin until 15 days after a zoning permit has been approved. The Zoning Administrator (ZA) must act on an application within 30 days of receiving it. If the ZA fails to take any action within those 30 days (Art.4.2 [B][4]), the permit will be granted by default.

If a permit is denied by the ZA, you may appeal to the Board of Adjustment at a fee of \$75.00. You must notify the Middlesex Town Clerk or ZA in writing, within 15 days of the date of the denial by the ZA.

The Board of adjustment will schedule a hearing after an appeal has been made. The Board must make a decision on the appeal within 45 days after the hearing and within 90 days of having received the case. Failing this, the relief requested by the appellant will be granted by default.

Applications requiring new driveways or new access to a public road must have an access permit approved by the Middlesex Road Commissioner; or by the Vt. State District Highway Engineer, if access is required to a State road.

An approved zoning permit will expire and become null and void within one (1) year from the date of issuance, if the permitted project has NOT been substantially commenced.

**Town of Middlesex
Zoning Administrator
223-5915**

**APPLICATION FOR ZONING PERMIT
TOWN OF MIDDLESEX, 5 CHURCH ST.
MIDDLESEX, VT 05602**

For Official Use Only	
Application Number: _____	Tax Map Number: _____
Zoning District: _____	Parcel ID Number: _____
Date Application Received: _____	Fee Paid \$ _____

Nature of Project and Review Required (check where applicable):

- | | | |
|-------------------------------------------------|----------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Septic | <input type="checkbox"/> Planning Commission Site Plan Review |
| <input type="checkbox"/> Two-Family Dwelling | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Town Board of Adjustment |
| <input type="checkbox"/> Multi-Family Dwelling | <input type="checkbox"/> Home Industry | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Porch | <input type="checkbox"/> #Lots _____ | <input type="checkbox"/> Variance/Waiver |
| <input type="checkbox"/> Deck | | |
| <input type="checkbox"/> Shed | Other: _____ | |
| <input type="checkbox"/> Addition | _____ | |
| <input type="checkbox"/> Industrial | _____ | |
| <input type="checkbox"/> Commercial/Retail | _____ | |

Applicant (s): Name (s): _____ Mailing Address: _____ Telephone(s) Home: _____ Work: _____ Cell: _____ E-Mail: _____
Landowner (s) (if different from applicant) Name (s): _____ Mailing Address: _____ Telephone(s) Home: _____ Work: _____ Cell: _____ E-Mail: _____
Physical Location of Property (911 Address) _____
Builder's Name: _____ Phone: _____ Estimated Start Date of Construction: _____
INSTRUCTIONS: Please provide ALL OF THE INFORMATION REQUESTED IN THIS Application AND A SKETCH PLAN. Read the Zoning Bylaws and familiarize yourself with the requirements for building and development in the Town of Middlesex. Failure to provide all required information will delay the processing of this application. Submit one copy of the completed application and a check payable to the Town of Middlesex according to the fee schedule attached herein. Vermont's Building Energy Codes – the Vermont Residential Building Energy Standards (VT-RBES) – are minimum standards of energy efficiency that apply to all new residential construction, renovations, alterations and repairs in Vermont. For more information, please refer to http://publicservice.vermont.gov/energy_efficiency/rbes or request a Vermont Residential Building Energy Code Handbook from the Town Clerk's Office. *NOTE* After March 1, 2015, an RBES Certificate <u>must</u> be recorded in the Middlesex Land Records in order to receive a Certificate of Occupancy. (30 V.S.A. §51)

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The undersigned hereby applies for a Zoning Permit for the use described in pages 1 through 3 of this application to be issued on the basis of the representations made herein all of which the applicant swears to be complete and true.

ALL APPLICANTS AND LANDOWNERS MUST SIGN THIS APPLICATION.

Signature(s) of Applicant _____ Date _____

Signature(s) of Landowners: _____ Date _____

Complete the following:

Year Property Acquired: _____ Size of Property in Acres: _____

Frontage on Road(s) or Access by Rights of Way: _____

Existing Use of Property: _____

Proposed Use of Property:

Description of Project Applied For:

Does your project require an access permit? See cover page, bold type. Yes ____ No ____

Dimensions of Proposed Buildings		
Length _____	Width _____	Height: _____
Total Footprint Square Feet: _____		
Setbacks from centerline of Rights of Way or Public Road(s): _____		
Property Line Setbacks: Rear: _____ Right side: _____ Left side: _____		
Setbacks from Waterways/Streams/Ponds/Wetlands: _____		

For Use by Administrative Officer	
<input type="checkbox"/> Approved	} Date of Decision: _____ } Effective Date: _____
<input type="checkbox"/> Denied	
<input type="checkbox"/> Referred to Planning Commission	
<input type="checkbox"/> Referred to Board of Adjustment	
Remarks and or conditions: _____	
Authorized Signature: _____ Date: _____	
Date of Approval or Denial by Planning Commission: _____	
Date of Approval or Denial by Board of Adjustment: _____	

Submission Requirements and Sketch Plan

Please include a sketch with measurements and attach your project drawn to scale. List all information. You may use the space provided below or attach separate sheets.

- Dimensions of Lot
- Existing curb cuts and driveways
- Existing and proposed setbacks
- Dimensions of all structures
- Location of existing and proposed structures
- Property lines and dimensions
- Locations of waterways-streams-ponds-wetlands
- Easements and or rights-of-way
- Access to public roads, parking.
- Outside storage areas.
- Location of existing & Proposed water and waste-water systems

A large empty rectangular box for a sketch plan. A dashed horizontal line is drawn near the bottom of the box, with the text "TOWN ROAD" centered below it.

ATTENTION:

LANDOWNERS IN THE WASHINGTON COOPERATIVE TERRITORY

Are you planning to build a new home, add new buildings, put an addition on your present home, install a pool, etc.?

Please take special notice not to infringe into the electric utility's Rights-of-Ways.

If you have any questions about possible infringement, **PLEASE** call

Washington Electric Cooperative at 223-5245 or 1-800-932-5245
before you start your projects.