

Town of Middlesex: Zoning Permit Application Instructions and Fees

Residential project or alteration/addition/accessory structure under \$25,000.....	\$80
Single-family dwelling, garage or other construction over \$25,000	\$205
Commercial Project (new construction or alteration/addition)	\$330
Change of Use.....	\$80
Home Industry	\$130
Sub-Division Fees (per lot*).....	\$155 /lot
Boundary Line Adjustment (separate application required)	\$80
Appeal to the Development Review Board (DRB).....	\$150 + \$10/abutter notice

**"Per Lot" means the altered original lot plus each newly created lot*

(Above fees include a \$15.00 recording fee.)

Fees Double if Work Begun Before Permit Approval and 15-Day Appeal Period

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 deeming it complete. If the ZA fails to take any action within those 30 days, the permit will be granted by default.

NOTE: Vermont state permits may be required for your project. Please see page 3.

If a permit is denied by the ZA, you may appeal to the Development Review Board (DRB). You must notify the Middlesex Town Clerk or ZA in writing, within 15 days of the date of the denial by the ZA.

The DRB will schedule a hearing after an appeal has been filed in writing. The DRB 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 Foreman and Select Board; or by the Vermont 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" and the ZA has not granted an extension.

Town of Middlesex

Kevin Thompson, Zoning Administrator
(802) 595-3464
KEVIN.THOMPSON@MIDDLESEXVERMONT.ORG



For Office Use/Keep Blank

**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 Received: _____	Date Verified as Complete: _____	Fee Paid: \$ _____

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Septic | <input type="checkbox"/> DRB Site Plan Review |
| <input type="checkbox"/> Two-Family Dwelling | <input type="checkbox"/> Change of Use | |
| <input type="checkbox"/> Multi-Family Dwelling | <input type="checkbox"/> Home Industry | <input type="checkbox"/> 1) Appeal |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Subdivision | <input type="checkbox"/> 2) Conditional Use |
| <input type="checkbox"/> Porch | <input type="checkbox"/> #Lots _____ | <input type="checkbox"/> 3) Variance/Waiver |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Accessory Dwelling | |
| <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 (E-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 must be recorded in the Middlesex Land Records in order to receive a Certificate of Occupancy. (30 V.S.A. §51)**

Middlesex Zoning Permit Application – Page 2

READ BELOW CAREFULLY AND SEE THE VERMONT STATE PERMITS SECTION ON PAGE 3 OF APPLICATION:

In accordance with 24 V.S.A. §4446, no development or subdivision of land may begin in the Middlesex until all applicable municipal land use permits and approvals have been issued. The undersigned request(s) a zoning permit as described above, understanding that the permit will be voided and penalties imposed if the land development is not completed as described. The permit will be voided if development is not substantially commenced within one year from date of issue. The undersigned hereby applies on the basis of the representations contained herein, and to the best of his/her knowledge believes them to be true. The undersigned acknowledge(s) the Vermont State Permits notice on page 3 of this application.

ALL APPLICANTS AND LANDOWNERS MUST SIGN THIS APPLICATION.

Signature(s) of Applicant

Date

Signature(s) of Landowners:

Date

Please 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 Proposed Project:

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: _____
<input type="checkbox"/> Denied	
<input type="checkbox"/> Referred to Development Review Board	
} Effective Date: _____	
Remarks and or conditions: _____ _____	
Authorized Signature: _____ Date: _____	
Date of Approval or Denial by Design Review Board: _____	

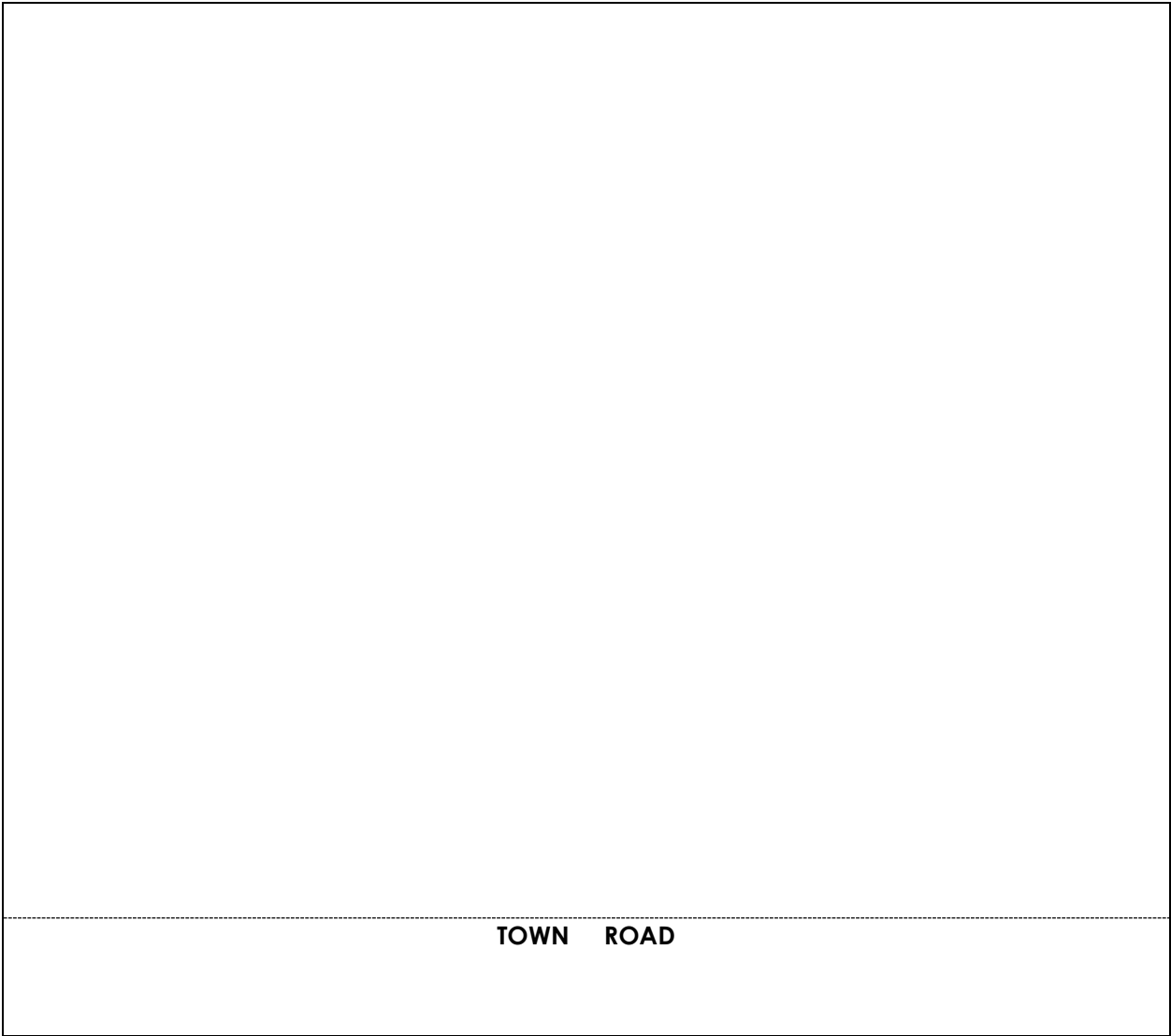
NOTICE: VERMONT STATE PERMITS

Warning: State permits may be required for this project. The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 505-5367 to speak to Peter Kopsco, our region’s state permit specialist, before beginning any construction, per 24 V.S.A. §4449 (e).

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



PROJECT SKETCH

ATTENTION:

Updated 12/2016

**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.