

## APPLICATION INSTRUCTIONS COMMERCIAL USE OR DEVELOPMENT

This package includes the following documents:

1. List of Application Fees
2. Brief overview of some common State of Vermont permit requirements.
3. Application for Zoning Permit (complete for all proposed development except Subdivisions or Fill Only)
4. Conditional Use Addendum
5. Notice to Abutters
6. Certificate of Service
7. E-911 Street Address Instructions & Certificate of Compliance
8. Application for Curb Cut/Access Permit

You will need to refer to the Zoning Ordinance to complete your application. You may use the office copy free of charge at the Moretown Town Clerk's Office or you may purchase a copy from the Town Clerk for \$10.00.

**Application for Zoning Permit must be completed for ALL applications.** Parcel ID numbers for your property may be obtained from the Town's Grand List Book. All land is located in some Flood Zone and maps in the Town Clerk's Office will assist you in determining what Flood Zone your property is located in (A, B, C). Determine the Zoning District (Village-VLG, Agricultural-AG-RES, Commercial-COM, Preserve-PRES, Flood-FLD) for your land by looking at the Zoning District Map in the back of the Zoning Ordinance or the large map on the wall in the back room of the Town Office.

**Conditional Use Addendum:** This Addendum is designed to prompt you to address the criteria for a conditional use permit required by the Zoning Ordinance.

**Notice to Abutters and Certificate of Service (Mailing):** You need to mail a copy of the completed Notice to Abutters to each of those individuals or businesses who abut your property and obtain a CERTIFICATE OF MAILING from the Post Office as proof that you did so, OR you can complete the Certificate of Service and sign that before a notary public to certify that you notified the abutters. Please note that abutters are defined in the Zoning Ordinance and includes the owners of properties which are located across any public or private road and are within 200 feet of the subject property. That measurement is from and to property boundary lines - not buildings.

**Application for Disposal System Construction Permit.** If your application is for new construction, or for a change in use of your property which would impact sewage flows (an addition to house additional employees, for instance, you must address sewage capacity for the proposal. Waste Water Disposal permits are now obtained through the State of Vermont. You will need to contact an engineer or site technician who will design your disposal system and assist you with the state permitting process. A copy of the State of Vermont Waste Water Disposal permit and a copy of the system design must be submitted at the time of this application.

**E-911 Street Address Instructions & Certificate of Compliance** When requesting a permit for an existing structure you must complete and submit this Certificate. No permit can be issued where there is an existing structure on your property until you have submitted this Certificate. If you have

previously completed and filed a Certificate, you need not submit another.

Deliver to me, by dropping off at the Town Clerk's Office or mailing to me at P. O. Box 666, Moretown, Vermont 05660:

- Zoning Permit Application (signed by the Landowner and the Applicant)
- Conditional Use Addendum
- Notice to Abutters and Certificate of Mailing or Certificate of Service
- Two copies of the Site Plan required by Section 5.1(a)(3) of the Zoning Ordinance;
- Two checks, both payable to the Town of Moretown, one for the application fee as calculated pursuant to the enclosed Fee Schedule and one for \$8.00. (See fee explanation on attached Fee Schedule)
- One copy of State of Vermont Waste Water Disposal permit and engineer's plan
- E-911 Street Address Certificate of Compliance

I will refer your application to the Development Review Board, arrange for the required public notice, and schedule a date and time for hearing which will be approximately 20 to 35 days from the date I receive your COMPLETE application.

**DRIVEWAYS: If you are constructing, enlarging, relocating or improving a driveway to enter your property from a Town Highway, you may need both a Zoning Permit from the Zoning Administrator and an Access Permit (or Curb Cut Permit) from the Selectboard. An application form for the Access Permit is also enclosed with this package. If you are constructing, enlarging, relocating or improving a driveway to enter your property from a State Highway, you may also need an Access Permit from the State of Vermont. Contact the State Agency of Transportation, District 6 (802) 828-2691.**

**ASBESTOS/LEAD-BASED PAINT: If you are renovating or demolishing a structure you may be required to comply with certain laws pertaining to the proper removal and disposal of materials containing asbestos and/or lead-based paint. Information regarding those issues is available from the Town Clerk.**

Please note that the LANDOWNER must sign all permit application materials.

PLEASE NOTE: Your application may be delayed or denied unless all required information and documentation is submitted. If you have any questions or if you need assistance completing your application please contact:

Deborah Feldman, Zoning Administrator  
P. O. Box 666, Moretown, Vermont 05660

Telephone: 496-2312