

## APPLICATION INSTRUCTIONS - BASIC

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. E-911 Street Address Instructions & Certificate of Compliance
5. 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.

**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.

**Application for Disposal System Construction Permit.** All Waste Water Disposal Permits are now issued through the State of Vermont. You will need to obtain an engineer or a site technician to design your system. That person will help you through the state's permitting process. After applying or obtaining the Vermont State permit, submit a copy of that permit along with a copy of the engineer/site technician's plan at the time of your application for a town permit.

**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 : IF YOUR PROPOSED APPLICATION IS FOR A CONDITIONAL USE PROJECT IN THAT DISTRICT APPROVAL OF THE DEVELOPMENT REVIEW BOARD IS REQUIRED.** Please refer to Sec 5.2 of the Moretown Zoning Regulations to see additional requirements for the application. There are also additional fees for DRB review. All forms and fee schedule are available on line. 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.

**Submit the completed Zoning Permit Application form & sketch signed by all Landowners and two (2) checks made out to the Town of Moretown: One \$10.00 Recording Fee and the other for the square footage of the structure is required with all applications.**

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