

INSTRUCTIONS: Application for ZONING PERMIT

The following should assist you in filling out the application.

Several sections require additional forms. Some may not relate to your specific request. Please complete only those sections that are applicable. If you are not sure, please check with the Community Development Office. Be advised that a Zoning permit will not be issued until all requirements of this application have been met.

Section A Owner's name and address and the property address.

- We must have the owners address if different from the property address.
- Provide your best estimate for start and completion dates.
- Indicate the square footage for the total floor area of construction to be done, whether as a new project or an addition.
- Estimate the cost of proposed construction, including both materials and labor.
- The Tax Map information (account number) is available in the Town Assessor's Office.
- The Land Record information can be obtained from the Town Clerk's office.

Section B Sewage Disposal (requires accompanying Septic or Sewer Application).

- For any construction requiring a new or revised on-site Septic System or connection to a municipal system, the Septic / Sewer Application must accompany the Zoning Permit Application. Your project must comply with the specific requirements of both forms.
- The forms are available at the Community Development Office or online at www.essex.org.
- Please submit your application to the Zoning Administrator at the Community Development Office along with the required fee and two copies of your septic design.
- Terms: "Public" means connection to a municipal system. "Private" means an on-site system. A "bedroom" is defined as any room, other than a hallway or kitchen, having a closet. Please indicate both the number of bedrooms existing before construction begins and the number of bedrooms, if any, that will be added by this project.

Section C Water connection to Municipal water system (requires accompanying Water Service Application).

- For projects requiring connection to the municipal water system, the Water Service Application must accompany the Zoning Permit Application.
- The forms are available at the Community Development Office or online at www.essex.org.
- Upon completion, please submit your applications to the Zoning Administrator at the Community Development Office with the proper fee.
- Terms: "Public" means connection to a municipal system. "Private" means an on-site source of water will be used.

Section D Curbcut for new driveway or utility excavation in Town or State right of way (requires accompanying Curbcut/Utility Application).

- Application forms for Town highways can be obtained from the Community Development Office or online at www.essex.org.
- Application forms for State highways can be obtained from the District Highway Office at Fort Ethan Allen.
- Please submit the completed Curbcut/Utility Application to the Zoning Administrator at the Community Development Office.

Section E Diagram : Please submit a lot plan drawn to scale with the following information (if the space provided is not large enough, attach a separate drawing).

- Show all lot lines and their lengths (available from the tax maps in the Assessor's Office).
- Show all buildings and additions.
- Indicate dimensions of all buildings and additions.
- Show leach field and water supply locations.

- Indicate distance from all buildings and additions to the nearest point of the property lines (setbacks).
- Show location of driveways and parking spaces.
- Indicate North with an arrow marked "N".
- Indicate the intended use or uses of the addition or alterations by making note on the lot plan.

Section F Signature of Owner

- Your Zoning Permit Application must bear the signature of the owner of the property. Please sign in ink.

Section G Use description

- Check the box(es) that best describe the use for which the application is being made.
- There are three categories to check after each type of use;
New: This is for entirely new construction of a dwelling unit, detached building, structure, pool, etc.:
Addition: This stands for an expansion to an existing building.
Remodel: This category is for interior or exterior renovations which do not affect the exterior dimensions of the structure.
- Note that some options such as "Two-Family" or "Garage" have a choice of items in parentheses. Circle the choice that fits your construction proposal.

General Certificate of Occupancy

- An application for Certificate of Occupancy (CO) must be filled out prior to occupancy of all new structures. This includes all residential housing and commercial/residential buildings for which a Zoning Permit was issued. It is also normally required by most banks at the mortgage closing.
- Application for the CO must be made to the Zoning Administrator at the Community Development Office.
- As inspection will be made by the Zoning Administrator as soon as possible after you have submitted the CO application.

General School Impact Fees

- Refer to the fee schedule for applicable new and/or rehabilitated construction where bedrooms are built or added to the existing home. Note, this fee is will be phased out by the year 2010.