

**APPLICATION INSTRUCTIONS  
ACCESSORY APARTMENT OR DWELLING**

This package includes the following documents:

1. List of Application Fees
2. Variance Addendum to application
3. Notice to Abutters
4. Certificate of Service

You may 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, AE, AH, AO, AR, A99, V, VE, X, or D). Determine the Zoning District (Preserve, Village, Commercial, Agricultural) for your land by looking at the Zoning District Map in the back of the Zoning Ordinance or on the large Zoning Map on the wall of the back room of the Town Office.

**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.

Deliver the Town Clerk's Office or mail to 79 School Street, Moretown, Vermont 05660:

- Zoning Permit Application (signed by the Landowner and the Applicant)
- Notice to Abutters
- Certificate of Mailing or Certificate of Service
- The two checks enclosed PLUS another check payable to the Town of Moretown for \$75.00 to cover the variance fee and publication fee.

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. Hearings are held on Thursday evenings.

John Weir, Zoning Administrator  
79 School Street, Moretown, Vermont 05660

Telephone: 882-8237