

## APPLICATION INSTRUCTIONS HOME OCCUPATION

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. Home Occupation Addendum
5. Application for Disposal System Construction Permit or Waiver (when State permit is issued)
6. Application for Disposal System Construction Permit or Waiver (when no State permit is issued)
7. Notice to Permit Applicant regarding Street Naming and Addressing Ordinance
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, 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 the large map on the wall in the back room of the Town Office.

**Home Occupation Addendum.** This Addendum is designed to prompt you to address criteria required by the Zoning Ordinance and must be completed and submitted.

**Application for Disposal System Construction Permit or Waiver.** If the conduct of your Home Occupation will involve employees who are not residents of your household, you will need to submit one or the other of the Disposal System Construction Permit or Waiver forms. Use the Application for Disposal System Construction Permit or Waiver For Use Only When State Permit is Also Issued - when a State Water Supply and Wastewater Disposal Permit is also issued for your proposed development and include a copy of the State Permit and the approved plan. You may also use the Application for Disposal System Construction Permit or Waiver Form even when a State Permit is required, but if you use this form your engineer or site technician must sign the form. If no State Permit is required, use the Application for Disposal System Construction Permit or Waiver Form.

**Certificate of Compliance with Street Naming and Addressing Ordinance.** 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.

Submit to the Zoning Administrator at 79 School Street, Moretown, Vermont 05660  
(or drop off at the Town Clerk's Office):

Application for Zoning Permit  
Home Occupation Addendum

Application for Disposal System Construction Permit or Waiver (one of the forms)  
Certificate of Compliance with Street Naming and Addressing Ordinance (unless previously provided to Zoning Administrator).

One check payable to the Town of Moretown for \$35.00 which includes the \$15.00 recording fee and the \$20.00 home occupation fee.

Please note that if you are adding on to or modifying an existing structure in any way, the second check payable to the Town must also include the fees for new construction or modification as per the Fee Schedule enclosed.

**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:

David Specht, Zoning Administrator      Telephone: 882-8237  
79 School Street, Moretown, Vermont 05660