

## APPLICATION INSTRUCTIONS SUBDIVISION

This package includes the following documents:

1. Brief overview of some common State of Vermont permit requirements.
2. Application for Subdivision Permit
3. Certificate of Compliance with Street Naming and Addressing Ordinance
4. Notice to Permit Applicants regarding street naming/addressing
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 for Subdivision.** 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. The plat, map or drawing which you are required to submit with your application does not need to be a survey, although a survey is recommended.

**Certificate of Compliance with Street Naming and Addressing Ordinance.** When requesting a permit for a subdivision in which there is an existing structure you must complete and submit this Certificate regarding the existing structure(s). 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 79 School Street, Moretown, Vermont 05660:

- Subdivision Permit Application (signed by the Landowner and the Applicant)
- A check payable to the Town of Moretown for the Permit Recording Fee of \$15.00.
- Certificate of Compliance with Street Naming/Addressing Ordinance (unless you have previously submitted this form)

PLEASE NOTE THAT IF YOUR PROPOSED SUBDIVISION IS SERVED BY A RIGHT-OF-WAY (that is, unless each lot in the subdivision will have its own direct access onto a town or state highway), APPROVAL OF THE DEVELOPMENT REVIEW BOARD WILL BE REQUIRED AND, IN THIS EVENT, **PLEASE ENCLOSE AN ADDITIONAL CHECK PAYABLE TO THE TOWN OF MORETOWN FOR \$75.00** TO COVER THE DRB AND PUBLICATION FEES. 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:

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