

**Town of Middlesex**  
**Instructions for Zoning Permit Application**  
(fees effective as of 1/10/2007)

**Fees:**

Residential, commercial or industrial project under \$25,000.....	\$ 75.00
Residential project over \$25,000.....	200.00
Commercial or industrial project over \$25,000.....	325.00
Sub-Division Fees (per lot).....	125.00
Home Industry.....	125.00

(Above fees include a \$7.00 recording fee; there will be an additional \$7.00 recording fee if a Certificate of Occupancy is required.)

***Fees Double if Work is Commenced Before Issuance of a Permit***

A site-location map must accompany the permit, showing, in feet, all boundaries, dimensions of proposed building, distance to nearest property line and distance to centerline of nearest public road.

Land or building development may NOT begin until 15 days after a zoning permit has been approved. The Zoning Administrator must act on an application within 30 days of receiving it. If the ZA fails to take any action within those 30 days (Art.4.2 [B][4]), the permit will be granted by default.

If a permit is denied by the ZA, you may appeal to the Board of Adjustment at a fee of \$75.00. You must notify the Middlesex Town Clerk or ZA in writing, within 15 days of the date of the denial by the ZA.

The Board of adjustment will schedule a hearing after an appeal has been made. The Board must make a decision on the appeal within 45 days after the hearing and within 90 days of having received the case. Failing this, the relief requested by the appellant will be granted by default.

**Applications requiring new driveways or new access to a public road must have an access permit approved by the Middlesex Road Commissioner; or by the Vt. State District Highway Engineer, if access is required to a State road.**

John C. Lincoln  
Zoning Administrator  
223-2255

**APPLICATION FOR ZONING PERMIT  
TOWN OF MIDDLESEX  
5 CHURCH ST.  
MIDDLESEX, VT 05602**

<b>For Official Use Only</b>			
<b>Application Number:</b> _____		<b>Tax Map Number:</b> _____	
<b>Zoning District:</b> _____		<b>Parcel ID Number:</b> _____	
<b>Date Application Received:</b> _____		<b>Fee Paid \$</b> _____	<b>Date:</b> _____

Nature of Project and Review Required (check where applicable):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Septic        | <input type="checkbox"/> Planning Commission Site Plan Review |
| <input type="checkbox"/> Two-Family Dwelling    | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Town Board of Adjustment             |
| <input type="checkbox"/> Multi-Family Dwelling  | <input type="checkbox"/> Home Industry | <input type="checkbox"/> Appeal                               |
| <input type="checkbox"/> Garage                 | <input type="checkbox"/> Subdivision   | <input type="checkbox"/> Conditional Use                      |
| <input type="checkbox"/> Porch                  | <input type="checkbox"/> #Lots _____   | <input type="checkbox"/> Variance/Waiver                      |
| <input type="checkbox"/> Deck                   |  |   |
| <input type="checkbox"/> Shed                   | <b>Other:</b> _____                    |   |
| <input type="checkbox"/> Addition               | _____                                  |   |
| <input type="checkbox"/> Industrial             | _____                                  |   |
| <input type="checkbox"/> Commercial/Retail      | _____                                  |   |

<b>Applicant (s):</b> Name (s): _____ Mailing Address: _____ Telephone(s) Home: _____ Work: _____ Cell: _____ E-Mail: _____
<b>Landowner (s) (if different from applicant)</b> Name (s): _____ Mailing Address: _____ Telephone(s) Home: _____ Work: _____ Cell: _____ E-Mail: _____
<b>Physical Location of Property (911 Address)</b> .2
<b>Builder's Name:</b> _____ <b>Phone:</b> _____ <b>Estimated Start Date of Construction:</b> _____
<b>INSTRUCTIONS:</b> Please provide ALL OF THE INFORMATION REQUESTED IN THIS Application AND A SKETCH PLAN. Read the Zoning Bylaws and familiarize yourself with the requirements for building and development in the Town of Middlesex. Failure to provide all required information will delay the processing of this application. Submit one copy of the completed application and a check payable to the Town of Middlesex according to the fee schedule attached herein.



**Submission Requirements and Sketch Plan**

Please include a sketch with measurements and attach your project drawn to scale. List all information. You may use the space provided below or attach separate sheets.

- Dimensions of Lot
- Existing curb cuts and driveways
- Existing and proposed setbacks
- Dimensions of all structures
- Location of existing and proposed structures
- Property lines and dimensions
- Easements and or rights-of-way
- Access to public roads, parking.
- Outside storage areas.
- Location of existing & Proposed water and waste-water systems

A large rectangular box intended for a sketch plan. The box is mostly empty, with a dashed horizontal line near the bottom. Below this dashed line, the words "TOWN ROAD" are printed in a bold, sans-serif font, centered horizontally. The rest of the box is blank, providing space for the applicant to draw their project to scale.

**ATTENTION:**

**LANDOWNERS IN THE  
WASHINGTON COOPERATIVE TERRITORY**

Are you planning to build a new home, add new buildings, put an addition on your present home, install a pool, etc.?

Please take special notice not to infringe into the electric utility's Rights-of-Ways.

If you have any questions about possible infringement, **PLEASE** call

Washington Electric Cooperative  
at 223-5245 or 1-800-932-5245  
before you start your projects.