

## **APPLICATION INSTRUCTIONS ACCESSORY APARTMENT OR DWELLING – CONDITIONAL USE**

This package includes the following documents:

1. List of Application Fees
2. Brief overview of some common State of Vermont requirements
3. Application for Zoning Permit
4. Conditional Use Addendum to application
5. Notice to Abutters
6. Certificate of Service or Mailing
7. E-911 Street Address Instructions & Certificate of Compliance

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, B, C). Determine the Zoning District (Village-VLG, Agricultural-AG-RES, Commercial-COM, Preserve-PRES,) 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.

If the Apartment or Accessory Dwelling Unit is a permitted use, one copy of the Application for Zoning Permit and sketch is all that is required. See further requirements for Conditional Use below:

**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.

**Application for Disposal System Construction Permit.** If your application is for an Apartment or Accessory Dwelling Unit would increase the number of bedrooms, you must address sewage capacity for the proposal. Waste Water Disposal permits are now obtained through the State of Vermont. If you have not done so, you will need to contact an engineer or site technician who will design your disposal system and assist you with the state permitting process. ONE copy of the State of Vermont Waste Water Disposal permit or application and a copy of the system design must be submitted at the time of this application.

**E-911 Street Address Instructions & Certificate of Compliance:** When requesting a permit for a new or 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.

Deliver to me, by dropping off at the Town Clerk's Office or mailing to me at P. O. Box 666, Moretown, Vermont 05660:

- Zoning Permit Application (signed by the Landowner and the Applicant)
- Conditional Use Addendum
- Notice to Abutters and Certificate of Mailing or Certificate of Service
- The Site Plan required by Section 5.1(a)(3) of the Zoning Ordinance
- Original PLUS 5 (Five) copies of the above items**
- Two checks payable to the Town of Moretown: One for the application fee as calculated pursuant of the Permit Application Fee Schedule for the square footage of the building **PLUS** \$150.00/ \$175.00 to cover Development Review Board & public notice requirements and one for \$10.00 recording fee. (See fee explanation on attached Fee Schedule)
- One copy of State of Vermont Waste Water Disposal permit and engineer's plan
- E-911 Street Address Certificate of Compliance

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.

Please call if you have any questions.

Deborah Feldman, Zoning Administrator  
P. O. Box 666, Moretown, Vermont 05660

Telephone: 496-2312