

Staff has indicated that my application needs to go before the Development Review Board before my permit can be approved. Can you help me understand that process?

If Staff has indicated that your application requires a hearing before the Development Review Board (DRB) prior to issuance of a permit, then in addition to the [Zoning Permit Application Form](#) and associated fees, please also submit a [DRB Hearing Application Form](#) with a fee of \$60.

The DRB Hearing Application form must be signed by the Owner of the property. An application may be represented by someone other than the Owner (ex: a potential purchaser, consultant, etc.). They should fill in their information as "Applicant". If the application will not be represented at the hearing by the property owner, please attach a letter signed by the Owner granting permission to another party to represent the application. To qualify, this party will need to be sworn-in and must be willing and able to provide testimony if asked by the DRB. They must have sufficient knowledge of the property and proposed project to answer questions posed by the DRB.

Send us the completed [DRB Hearing Application Form](#), supporting documentation, representative's certification (if applicable) and fee. Physically mail your application package to 77 Main Street, Middlebury VT 05753, or use our outside Dropbox (located beside the mailbox in the municipal offices parking lot). You may also submit the completed application by email to dwetmore@townofmiddlebury.org and send the fee separately.

Staff will review your application package and determine if it is complete. We recommend that you communicate with staff about required supporting documentation from the time of your initial inquiry. You will receive a call or email if additional supporting documentation is needed.

Once the application is determined to be adequately complete and a hearing date is assigned, you will receive written notice of your hearing date and a laminated hearing notice (poster) at the address provided on your hearing application form. It is important you provide us with a valid mailing address that you check regularly. The laminated hearing notice poster must be posted at the property under consideration in a location visible from the public right of way for a duration of 15 days prior to the hearing in order for your hearing to be valid. Staff will complete the other noticing requirements on your behalf, such as notifications to abutters and a notice in the local paper. An authorized representative must be present at the hearing to represent the application.

Within 30 days of close of the final hearing, staff will prepare a written decision and send it by US Mail to the address on your application. This decision will contain details of your denial or approval, including any conditions of approval set by the DRB. Please read this document carefully as failure to uphold these conditions or to complete the project as presented in the hearing may constitute a zoning violation subject to penalties and further enforcement action. You and other interested parties will have 30 days to appeal any decision of the DRB to the State Environmental Court. A reappearance before the DRB to request an Amendment to their decision may be appropriate if there are unforeseen changes to the site plan or project. Small non-substantive changes may be handled administratively at the discretion of staff.

DRB approval of a Subdivision will require *you* to file an approved survey plat in the Land Records maintained by the Town Clerk. Please see [Procedure for Recording Subdivision Plats](#).