



**TOWN OF MIDDLEBURY  
PERMIT APPLICATION**

**INSTRUCTIONS AND INFORMATION**

**APPEAL PERIOD:** Once the application is deemed complete, the Administrative Officer has 30 days to take action on this permit application. The decision of the Zoning Administrator to approve or deny this permit may be appealed within 15 days of the date of issuance. If the application is approved, Applicant must post the building permit on the property in a location visible from the right-of-way and wait 15 days for the appeal period to expire before work begins.

**STATE APPLICATIONS AND PERMITS:** In addition to Town permits, the applicant is responsible for obtaining all State of Vermont permits necessary for the proposed development or construction. To see if your project requires a state permit contact a State Permit Specialist at 802-282-6488. The Town reserves the right to send information regarding any application to State agencies for their recommendations and approval.

**WATER AND SEWER:** New construction, additional dwelling units, and expansions of existing uses may require additional water and sewer capacity. Allocation letters and work-in-the-right-of-way permits may be applied for through the Planning office. Private water and wastewater permits are administered by Vermont Agency of Natural Resources.

**CERTIFICATES OF OCCUPANCY:** If a certificate of occupancy is required (see front), contact the zoning office at (802)388-8100 x 226 for an inspection when the work is complete. The Zoning Ordinance states: "It shall be unlawful to use, occupy or permit the use or occupancy of any land or structure or part thereof created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Compliance/Occupancy is issued therefore by the Administrative Officer." A State Fire Marshall inspection is also be required for commercial and multi-family uses. Contact Assistant State Fire Marshall Josh Maxham at (802) 786-0071 for more information.

**BURDEN OF PROOF:** The burden of proof for demonstrating compliance with the Zoning Bylaw lies with the Applicant. Administrative Officer reserves the right to require whatever information is necessary to demonstrate compliance, prior to issuing a permit.

**PRIVATE AGREEMENTS** such as Covenants, Easements and Deeds may be more restrictive than the local bylaw, and may supersede this approval or conditions of approval.

**CHANGES:** All representations made on this application form are binding, and work must be performed as represented on this application form and accompanying attachments. Any changes to or deviations from this permit application must be authorized by the Administrative Officer, or they will constitute a zoning violation.

**BOUNDARY LINE ADJUSTMENTS** require a survey prepared by a licensed land surveyor, and the application form must be signed by the owners of all parcels to be adjusted. If a zoning permit is approved, it is the Applicant's responsibility to record the approved survey with the Town Clerk to finalize the process. It is also the Applicant's responsibility to obtain legal assistance with amending and recording the associated deed documents, as needed.

**CONTACT THE PLANNING AND ZONING OFFICE AT 388-8100 x226 IF YOU HAVE ANY QUESTIONS**