

TOWN OF MIDDLEBURY
APPLICATION FOR CERTIFICATE OF COMPLIANCE

Application must be accompanied by the signed affidavit and a minimum fee
of \$40.00 payable to the **TOWN OF MIDDLEBURY**.

PENDING SALE REFINANCING DATE OF CLOSING: _____

REQUESTED BY: _____

Property Owner Attorney for Seller Attorney for Buyer Realtor

PHONE: _____ EMAIL ADDRESS: _____

MAILING ADDRESS: _____

MAIL CO TO ABOVE ADDRESS EMAIL CO TO ABOVE CALL, WILL PICK UP

PROPERTY LOCATION: _____

OWNER(S) AS APPEAR ON THE DEED: _____

OWNER'S MAILING ADDRESS: _____

IF THE PROPERTY IS SERVICED BY MUNICIPAL SEWER PLEASE PROVIDE A CONTACT NAME AND
NUMBER FOR INSPECTION: _____

AFFIDAVIT/OWNER DISCLOSURE

TO BE COMPLETED AND SUBMITTED WITH APPLICATION FOR CERTIFICATE OF OCCUPANCY/COMPLIANCE

I/We _____ (Owner(s)) do hereby disclose and affirm with respect to the property located at _____.

A. The property is currently being used as: _____ (list type of use, eg: single family residence, retail store, auto service station)

If the building is a residence, how many bedrooms are there? _____

Is there an accessory apartment? _____

B. Were the building(s) on the property constructed prior to March 1968? Yes / No

C. List any additions or new structures on the property since you've owned it:

_____ Approx. date: _____

_____ Approx. date: _____

_____ Approx. date: _____

D. Is the property served by municipal water? Yes / No

E. Is the property served by municipal sewer? Yes / No

F. If the property has any on-site septic system(s):

Have there been any modifications made to the system(s) since you've owned the property?

Yes / No

If yes, is there a technician/engineer design?

Yes / No

Is the septic system functioning without surfacing effluent?

Yes / No

G. Groundwater or surface water discharges to Town Sewer System:

Is there a sump pump? Yes / No

Are there any floor drains or sump pump discharges or yard drains or roof gutter drains which are connected to the Town sanitary sewer system? Yes / No

If yes, describe: _____

I/We have received no notice of, nor do we have any facts which would cause us to conclude that there is a violation of any zoning, subdivision, health or other law, regulation, plan or ordinance affecting this property.

Owner Signature

Date

Owner Signature

Date

Sworn and Subscribed before me:

Notary Public

DATED at Middlebury, Vermont this _____ day of _____, 201__.

State of Vermont, County of _____.

TOWN OF MIDDLEBURY
BOARD OF SELECTMEN'S POLICY
REGARDING FEES FOR
REQUESTS FOR CERTIFICATES OF COMPLIANCE/OCCUPANCY

In accordance with 24 VSA 4446 and Section 930 II of the Middlebury Zoning and Subdivision Regulations, the Board of Selectmen hereby establishes the following fees and policy:

A request for a Certificate of Compliance/Occupancy (CO) with Zoning or other Town Ordinances shall be deemed complete when submitted on a form supplied by the Town and accompanied by payment of a fee to cover the Town's reasonable cost.

The request for a CO may be made only by the property owner or a legally designated representative. (For a pending real estate closing the request may be made on behalf of the owner by an attorney or realtor involved in the closing).

The completed form is to be filed at the Planning and Zoning Office along with a minimum fee of \$40.

A Certificate of Zoning Compliance/Occupancy (CO) or denial ruling will be issued no later than 5 working days (Zoning Regulations, Section 930) after an application has been determined fully completed and the minimum fee submitted.

A CO application requiring more than one hour of research and/or site inspection time shall be issued only after payment for the actual hours of Town staff time billed at the rate of \$25.00 per hour.

Adopted: August 12, 1997

Effective: August 12, 1997

Fee Amended: March 14, 2000