

An appeal must be filed within 15 days of the notification of the outcome. Such notice of appeal shall be made in writing and filed with the Williamstown town clerk with a fee of \$100. A copy of the appeal shall be filed with the Administrative officer. Failure to appeal this decision within the 15 day timeframe may prevent any party from presenting its arguments in a future hearing or appeal (24 VSA Chapter 117 §4472).

Town of Williamstown, Vermont
 Application for a Conditional Use Building Permit
 (To be filled out by the applicant and submitted to the Administrative Officer)

Note: As used in this Permit the term “**Building**” includes the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any building or structure; any mining, excavation or landfill; or any other change in use of any building or other structure or land or extension of use of land within the areas of the Town covered by the Flood Hazard Area Bylaws.

This application is to be used to apply for a Conditional Use Building permit in a Flood Zone pursuant to the Williamstown Flood Hazard Area Bylaws when directed by the Administrative Officer.

Owner of Record	Name and Mailing Address:	
	Telephone Number:	
Location of Parcel to be Developed	Parcel Tax ID (from Tax Bill):	
	Address (Road Name & Number):	
Agent (if any)	Name and Mailing Address:	
	Telephone Number:	
Is this application for... (please indicate yes or no)	The construction or alteration of a structure, excavation or filling of land?	
	A change in the use of a building or land?	
	The installation of a junkyard, or storage of floatable hazardous or toxic materials?	
Parcel Description	Property acreage	
	Describe any easements or right-of-way on the property.	

Project description	Describe the proposed use or structure	
	Size of structure:	
<p>IMPORTANT: This application must be accompanied by an accurate sketch or survey of the parcel, showing the following:</p> <ul style="list-style-type: none"> • Location of parcel, boundaries, and dimensions. • Locations of any existing buildings, driveways, wells or other water systems, septic systems. • Locations of any proposed new structures. • Locations of features such as streams, ponds, or wetlands. • Please show the distances of any proposed structures from the nearest property boundaries, highways, and streams, ponds, or wetlands. • Attach additional sheets for any blank which does not have enough room for your information. 		
<p>Notes:</p> <ul style="list-style-type: none"> • The application will not be considered complete (and processed) until all the above information is included. • If this application is for the approval of a conditional use, variance, complex site plan, or planned residential development, additional information will probably be required. • For Conditional Use Building Permits, the applicant will be required to obtain a Certificate of Occupancy upon completion of the construction or alteration. The Administrative Officer will provide the Certificate form upon final inspection and approval of the completed work. • The applicant must submit seven (7) copies of this application and accompanying sketches, along with the appropriate fee, payable to the Town of Williamstown. The permit fee schedule (and, if needed, a copier) are available at the Town Offices, 2450 Route 14, Williamstown, Vermont. (Copier fees are separate.) 		
<p>The undersigned hereby applies for a conditional use building permit as indicated above, to be issued on the basis of the representations herein which the applicant swears to be true.</p>		
Signature of Applicant:		Date:
<p>Mail or deliver the application to: Administrative Officer Town of Williamstown P.O. Box Williamstown, VT 05679</p>	Received for Record: _____ 20 _____ At _____ o'clock _____ Book _____ pgs _____ _____	
	Attest _____ Town Clerk	

To be filled out by Administrative Officer:		
Application Received:	Application Number:	
Fee Received:	Date of Site visit:	
Action by Administrative Officer	Applicant notified that additional information is required.	Date:
	Applicant notified that a Certificate of Occupancy is required.	Date:
	Approved as in conformance with Williamstown regulations.	Date:
Conditions noted in the approval:		Permit Number:

	Not approved. Reason for non-approval-	
	Conditional use or a variance requires Board of Adjustment action. Referred to the Board of Adjustment	Date:
	A major subdivision or a site plan requires Board of Adjustment approval as well as other permits and approvals. Referred to the Board of Adjustment.	Date:
	Administrative Officer:	Date:

Note to Applicant: State of Vermont permits may also be required. Contact the Permit Specialist, Agency of Natural Resources, Barre Office: (802) 476-0195

Notice to Applicant: Attached to this Permit Determination is a Permit Notice, which must be posted within view of the public right of way most nearly adjacent to the subject property until the time for appeals has passed.

Appeal of Issuance or Denial of this permit: Appeals to the Board of Adjustment or requests for the approval of either the BOA or the Planning Commission must be heard in legally noticed hearings where the decision will be made based upon the specific findings and criteria established by the Williamstown regulations. In most cases, it is also necessary to identify and notify all abutting landowners of the meeting. The regulations are available for review at the Office (24 VSA Chapter 117 §4465).

An appeal must be filed within 15 days of the permit issuance. Such notice of appeal shall be made in writing and filed with the Williamstown town clerk with a fee of \$100. A copy of the appeal shall be filed with the Administrative officer. Failure to appeal this decision within the 15 day timeframe may prevent any party from presenting its arguments in a future hearing or appeal (24 VSA Chapter 117 §4472)