

TOWN OF MAIDSTONE

Guidelines for Zoning Permit Application & Appeal Process

Revision June 16, 2016

To request a Zoning Permit Application, you may call Michael Otis, Zoning Administrator at Tel # 802 676-3058, or contact the Town Clerk at 802 676-3210. The application will be mailed to you upon request or you may pick one up at the Town Office located at 508 Vt. Route 102. Completed Zoning Permit Applications and drawings are required to be delivered to the Zoning Administrator in person, via US Mail, UPS or Federal Express at the following address:

Zoning Administrator Michael Otis
2119 Westside Lake Road
Maidstone, VT 05905

You may also deliver it to the Town Clerk at the office. If you have any questions, please call Michael at 802 676-3058 as questions should be directed only to the Zoning Administrator.

1. Please be advised that you may be required to obtain one or more state permits before you begin your project. Please contact John Miller, Permit Specialist for the State of Vermont to assist you in state required permits. John may be contacted on Monday, Wednesday, Thursday and Friday at (802) 476-0195. John may be contacted on Tuesdays at (802) 651-0127.
2. With your application please include a check for the application fee of \$80.00 made payable to the Town of Maidstone. This fee also covers the Application for Certificate of Occupancy. See #4.
3. Required with an application is a complete set of plans and detailed drawings of the proposed project and the intended use of all buildings. This shall include all setbacks, front yard, rear yard and both side lines, and the maximum height of the proposed buildings with dimensions to finished grade on all sides of the proposed structures and buildings. Drawing details should reflect a true picture of what is being requested. Please put your name on each page of your drawing & plans and your phone # on the first page of your application. In addition, the plans will show:
 - (a) The location of any rivers, streams, brooks, lakes, ponds, wetlands on or adjacent to their property.
 - (b) How the structure and any disturbed soil will remain at least 25 feet from these features.
 - (c) Where the edge of the disturbance will be and how the applicant will minimize the area of disturbance.
 - (d) Where the control measures will be placed (line of hay bales, installation of silt fence.)
 - (e) Where any roof and driveway runoff will go to infiltrate once the house or other structure is built.
4. In addition to the Zoning Permit Application, you will be issued an Application for Certificate of Occupancy that needs to be filed with the Zoning Permit Application. See #2.
5. All town building permits issued for new or repair to Wastewater and Potable water supply systems and building permits for living space are prohibited from initiation of construction until a Wastewater and Potable Water Supply Permit is issued by the State under V.S.A. Chapter 64.

6. Upon completion of construction and no later than September 15th of the construction year, seeding, planting etc. is required to prevent any erosion into water or wetland areas from spring runoff.
7. Any disturbance occurring in a buffer zone along any waterways, lakes, ponds or wetland areas require owner to maintain control measures to insure water quality and prevent pollution.
8. Incomplete applications will be returned, thus delaying the Zoning Administrator's decision. If the required information is not received by the Zoning administrator in time to make a decision within the original 30-day period, the application will be denied.
9. Please include both your 911 locatable address and lot number (lot # required for Maidstone Lake lots only,) and your mailing address if they are different.
10. Per Vermont Shoreline Protection Act effective July 1, 1014 any new construction, tree removal, additional parking/driveway or any new impervious surface within 250 feet of any lake, pond, stream etc. requires a permit from the State of Vermont. Contact Dan Homeier at 802 490-6200 for further information.

The Zoning Administrator has up to 30 days from the date he receives the application to make a decision. Please be advised that giving your completed application to the Town Office, your contractor or another person does not start the 30-day time period for the Zoning Administrator to review your application. The 30-day review period starts once the Zoning Administrator receives your completed application.

Zoning permits become effective 15 days following the date of issuance. During this 15-day period, permits are subject to appeal. Construction, therefore, must not begin during the appeal period. The commencement of construction during the appeal period may subject the land owner to enforcement action. The approved permit is valid for 2 (two) years from the date of approval. (Sec. 702.04 of this bylaw.)

If your permit is denied, you have 15 days from the date of denial to appeal such denial to the Maidstone Zoning Board of Adjustment. Your appeal must be in writing and be specific with details as to why you are appealing. Failure to appeal within 15 days will result in the forfeiture of your appeal right (section 702.07 of this bylaw.) Please attach a copy of your rejected application or violation notice from the Zoning Administrator with your appeal. Appeals may be delivered to the Maidstone Town Office, PO Box 118, Guildhall, VT 05905-0118. The fee for an appeal is \$102.00, checks may be payable to the Town of Maidstone and must accompany your appeal. The zoning Board of Adjustment will notify you of the date of the public hearing at which your appeal will be considered. (Section 702.07 of this bylaw.)

Thank you for your help in making the permitting process more complete. Your cooperation will allow the Zoning Administrator, or appointed Assistant Zoning Administrator to render a decision as quickly as possible. The information also assists the Zoning Board of Adjustment to render a decision following an appeal, request for variance or a request for a conditional use. New property owners receive their first copy of the bylaw free. Copies are available at the Town Office for \$2.00. Bylaws will be strictly enforced.

Revision dated June 16, 2016 Zoning/Planning Board

Michael Otis - Zoning Administrator