



**MUNICIPAL ZONING PERMIT APPLICATION**

& Development Review Board (DRB) Application

POB 98, Hyde Park, VT 05655

Visit us at: [www.hydeparkvt.com](http://www.hydeparkvt.com)

802-888-2300

PERMIT # \_\_\_\_\_

FEE \$ \_\_\_\_\_

Complete Application Received: \_\_\_\_\_

(Administrative Use)

**APPLICANT: Please complete the below information and submit the required fee to "Town of Hyde Park".**

Check all that apply:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Construction     | <input type="checkbox"/> Subdivision (DRB)   | <input type="checkbox"/> Conditional Use Review (DRB)   |
| <input type="checkbox"/> Home Occupation  | <input type="checkbox"/> Sign                | <input type="checkbox"/> Appeal or Waiver Request (DRB) |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Boundary Adjustment | <input type="checkbox"/> Other _____                    |

**Applicant(s):** \_\_\_\_\_ **Parcel ID#** \_\_\_\_\_

**Landowner(s):** \_\_\_\_\_ **Applicant Phone OR email:** \_\_\_\_\_

*(Please list all individuals with deeded ownership)*

**Property Address:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

**Describe Project:** (ex. build one 24' X 24' detached garage): \_\_\_\_\_

**CREATING HEATED / COOLED SPACE?**

If yes, then you are responsible for complying with the State's Energy Conservation requirements.

Free Copies:

<https://publicservice.vermont.gov/content/building-energy-standards>  
or call (855) 887-0673.

**Sketch Required** – A drawing showing all proposed & existing land development and approximate parcel boundary lines with the distance of new land development to the nearest boundary line. After review, additional documentation may be required by the administrative officer before a determination is made that the application is deemed complete. Use reverse or attach sketch.

**Signature of Landowner** or Authorized Agent (Agent to submit written authorization)

**Date Signed**

*Office Use Only*

**Decision & Appeal Rights**

*Office Use Only*

Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

Below Action Taken by the Administrative Officer (signature): \_\_\_\_\_

- Approved on** \_\_\_\_\_; **Conditions:** \_\_\_\_\_
- Denied on** \_\_\_\_\_; **Reasons:** \_\_\_\_\_
- Referred on** \_\_\_\_\_; **To Whom & Purpose:** \_\_\_\_\_

If not appealed by \_\_\_\_\_, this decision is final and all conditions are binding on applicant.

**State Permit Notice:**

You are advised to contact the state's regional permit specialist to obtain relevant state permits, per 24 VSA 4448(c). To contact the State Permit Specialist: 802-505-5367 or <http://dec.vermont.gov/environmental-assistance/permits/specialists>

**Appeal Rights:** For Administrative Officer Appeals: An applicant or interested person may appeal any decision or act taken by the Administrative Officer (aka Zoning Administrator) by filing a written notice of appeal to the Hyde Park Development Review Board (DRB) **within 15 days** of the act or decision [See: 24 VSA §4465]; submit to the Hyde Park Town Clerk, P.O. Box 98, 344 VT15W, Hyde Park, VT, 05655. A notice of appeal shall include the application form & fee (currently \$365.00) & follow the requirements in the town zoning bylaw. Proceeding before the DRB is the exclusive remedy for challenging decisions of the zoning administrator; See 24 V.S.A. § 4472(a). Under 24 V.S.A. § 4444, this decision will be final in fifteen days unless a request for a hearing is timely filed.

**For DRB Decision Appeals:** Appeals must be filed **within 30 days** of the date of decision to the Vermont Environmental Court following the procedures in 24 VSA 4471 & VRECP.

Office Use Only – Do not use space below

**PERMIT EXPIRES ON:**