

ZONING APPLICATION PROCESS

TOWN OF MAIDSTONE

PURPOSE. The purpose of this Zoning Application Process Policy is to establish a clear basis of how to proceed with Zoning applications and to ensure consistent recording and reporting

AUTHORIZED PERSONNEL. The Zoning Administrator and the Town Clerk both are authorized to receive a Zoning Permit on behalf of the Town of Maidstone.

PROCESS

1. When you receive an application in the mail follow the steps below:
 - a. Write the check number in upper right-hand corner and mark as paid.
 - b. Give check to Treasurer for deposit.
 - c. Make 2 copies for the Zoning Administrator. Either mail them to him or call and see if he will be picking them up.
 - d. After Zoning Administrator approves application, follow steps in #2.
2. When the Zoning Administrator brings approved application, follow the steps below:
 - a. Write the check number in upper right-hand corner and mark as paid.
 - b. Give check to Treasurer for deposit.
 - c. Make a copy for board outside of town hall and remove on date listed.
 - d. Make copies for all abutters of the property, include State Statutes.
 - e. Email a copy to the members of the board.
3. If no appeal, follow the steps below:
 - a. Record application in land records.
 - b. Mail approved copy to applicant.
 - c. File a copy in zoning application folder.

The foregoing Policy is hereby adopted by the Selectboard and the Treasurer of the Town of Maidstone, Vermont, this 14 day of January 2020 and is effective as of this date until amended or repealed.

Pauline Land Chairperson

Scott Brown

Bradley McVitt

Bonnie Love Town Clerk