Town
Of
Highgate

Town of Highgate
Development Review Board (DRB)
2996 VT ROUTE 78
PO BOX 189
HIGHGATE, VT 5459
802-868-4697

DRB APPLICATION

Type of application (check all that apply):

[ ] Subdivision, [ ] Boundary Line Adjustment, [ ] Planned Unit Development, [ ] Site Plan Review

ALL APPLICANTS MUST PROVIDE A PROFESSIONALLY PREPARED SURVEY MAP.
AT THE TIME OF APPLICATION THE ZONING ADMINISTRATOR (ZA) WILL NEED FIVE (5) 11X17 PAPER COPIES AND AT LEAST THREE (3) LARGER COPIES.

PLEASE REFER TO THE TOWN OF HIGHGATE'S DEVELOPMENT REGULATIONS FOR REQUIREMENTS. THEY CAN BE FOUND ONLINE AT: https://www.highgatevt.org/

Landowner(s): _____

Phone Number/Email: _____

Mailing Address: _____

Applicant (If different than owner): _____

Phone Number/Email: _____

Mailing Address: _____

Consultant: _____

Phone Number/Email: _____

Mailing Address: _____

Consultant's signature regarding flood plain:
Is any part of this property in a flood plain? [ ] Yes [ ] No
If yes, explain: _____

Consultant Signature: _____ Date: _____

Abutting Property Owners
All abutting property owners must be listed

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Project Information

Road Name and number (If Applicable): _____

Location Description: _____

Deeded Reference Book_____ Page _____ Size of Parcel: _____Parcel ID# _____

Zoning District(s): _____

Existing Easements: _____

Proposed Easements: _____

Are there any other permits (including Act 250) on this land? Yes____ No____

If yes, list all permit numbers: _____

PUD/Subdivision Review Information

Proposed number of lots and size of each lot:_____

Present Use: _____

Proposed Use: _____

BLA Review Information

Parcel#1:

Present Parcel Size: _____ Proposed Parcel Size: _____

Parcel#2:

Present Parcel Size: _____ Proposed Parcel Size: _____

Site Plan Review Information

Present Use: _____

Proposed Use: _____

Brief Project Description:

_____

_____

_____

_____

_____

_____

_____

_____

THERE IS TO BE NO SITE WORK OR CONSTRUCTION COMMENCED ON THIS PROJECT WITHOUT WRITTEN APPROVAL FROM THE HIGHGATE DEVELOPMENT REVIEW BOARD. REFER TO DEVELOPMENT REGULATIONS FOR COMPLIANCE REQUIREMENTS.

Landowner(s): Signature: _____

Print Name: _____ Date: _____

Signature: _____

Print Name: _____ Date: _____

Applicant's signature: _____ Date: _____
(If different than Landowner)

For Office Use Only

Amount Paid: $150____ $300____ $500____ $850 ____

Date Received: _____ BY: _____

TOWN OF HIGHGATE – ZONING ADMINISTRATORS OFFICE
FEE SCHEDULE – amended June, 2016

* AFTER THE FACT PERMITS WILL BE **DOUBLE THE PRICE** LISTED HERE

RESIDENTIAL

Additions and accessory structures, less than 500 sq. ft.	$ 50.00
Additions and accessory structures, more than 500 sq. ft.	$ 80.00
House or Mobile Home, less than 1,000 sq. ft.	$120.00
House or Mobile Home, more than 1,000 sq. ft.	$ 0.20 per sq. ft.
Home Occupation & Home Occupation Sign; change of use	$ 60.00
ADA access ramp permits	NO CHARGE
Permits for non-profit organizations	NO CHARGE

PERMIT FEE FOR THE REPLACEMENT OF A HOME THAT HAS BEEN DESTROYED BY ACCIDENT OR BY ACT OF NATURE MAY BE WAIVED UP TO THE FEE FOR THE AREA OF THE ORIGINAL HOME

COMMERCIAL

Construction less than 10,000 sq. ft., change of use	$200.00
Construction more than 10,000 sq. ft.	$300.00
Signs	$ 80.00

AGRICULTURE

In accordance with 24 VSA 4413 "No municipal permit for a farm structure shall be required" further, "a person building a farm structure shall notify a municipality of the intention to build a farm structure, and shall abide by setbacks approved by the commissioner of agriculture, food and markets. Notification forms are available at the Town Office.

DRIVEWAY PERMIT

$ 50.00

DEVELOPMENT REVIEW BOARD

Certificate of Approved Location (COAL)	$ 25.00 per lot
Letter of Compliance	$ 30.00
Conditional Use Review	$150.00
Site Plan	$150.00
Variance	$150.00
Minor Subdivision (1-3 lots), Boundary Line Adjustment	$300.00
Major Subdivision (4-9 lots)	$500.00
Major Subdivision (10 lots or more)	$850.00

RECORDING FEES

Mylar	$ ~~15.00~~ not included in application fee	**$25.00 as of July 1, 2019**
Documents, per page	$ ~~10.00~~ not included in application fee	**$15.00 as of July 1, 2019**