

Appeal Period Expires 6/13/20  
 Zoning District AR+C2

**Town of Essex, Vermont**  
**Application for Zoning Permit**  
 www.essex.org

Application Date 1/1/  
 Permit Number 2020-92

All construction is to be completed in accordance with the Town of Essex Zoning Regulations and any/all federal or state regulations now in effect. You are required to post this permit in a conspicuous location on the property during the appeal period and it must remain posted throughout the construction period. **You are required to contact the necessary state agencies to obtain state permits @ 477-2241 (Jeff McMahon, Permit Specialist).**

Any interested person may appeal the decision of the Zoning Administrator to the Zoning Board of Adjustment within fifteen (15) days of the permit's date of issuance. Commencing construction within this fifteen (15) day appeal period is prohibited by law.

Signed: \_\_\_\_\_

**A** Parcel Account Num. (Map-Parcel-Lot) 2-008-014-002  
 (found in Town Assessor's Office)  
 Property Address: (119 Browns Riv. Rd. Essex, Vt.)  
 Owner: John and Laurel Clark  
 Owner Address: 249 Jericho Rd. Essex, Vt.  
 Owner Phone: (work) \_\_\_\_\_ (home) 802-878-6515  
 (cell) 802-324-4030 (Email) laurelbclark@aol.com  
 Contractors name: Laurel Clark Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Estimated Construction Dates: Start: 6/30/2020 Completion: 10/30/2020  
 Sq. Feet: 850 sq. Estimated Cost (labor & materials): \$150,000.

**B** Sewage Disposal (Please attach Sewer or Septic Application).  
 Public  Private  Connection Fee \$ \_\_\_\_\_ Date Paid: 1/1/  
 Proposed New Bedrooms: 1 Existing Bedrooms 4/3

**C** Water (Please attach Water Service Application).  
 Public  Private  Fee \$ 343.80 Date Paid: 5/21/20

**D** Driveway (Please attach copy of approved Curbcut / Utility Application).  
 Date of approval 1/1/ existing

**E** Stormwater  
 Project disturbs an area greater than or equal to 1 acre – Erosion Control Permit Required. Attach completed permit application.  
 Project creates new or expands existing impervious surface greater than or equal to 1/2 acre – Erosion Control Permit and Stormwater Management Permit required. Attach completed permit application.

**F** Diagram – Show a sketch of project on reverse of this application with property lines, building, and setbacks or attach separate sheet.

**G** see attached  
 Signature of Tenant and  
 Signature of Owner \_\_\_\_\_

**G**

Check box(es) which describe proposed use or construction (circle choice in parenthesis).  
 N = New A = Addition R = Remodel

<b>Residential:</b>	N	A	R
Single Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two-family (duplex)(other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condominium / Townhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inclusions or Additions:</b>			
Garage (attached) (detached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Porch (enclosed) (open)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool (in) (above) ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barn (residential) (agriculture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-residential:</b>			
Commercial / Industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stormwater:</b>			
Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b>			
Change in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Office Use Only**

Fees:	Type	Amount	Date Pd
Permit		\$ <u>375.</u>	<u>5/22/20</u>
Recreation		\$ _____	
Recording		\$ <u>30</u>	
Certificate of Occ		\$ <u>15</u>	
Other		\$ _____	

**Building Permit**  
 Approved  Rejected  Date 5/29/20  
 Issued to: J. T. + L. CLARK  
 Zoning Administrator: Shawn J. Kelley  
 Notes: energy info given  
 C.O. Required Yes  No

THIS PERMIT VALID FOR TWELVE (12) MONTHS FROM DATE OF ISSUE



Print #  
2020-

# Town of Essex Application for Water Service

Revised April

The undersigned, being the owner / owner's agent of the property located at:

Street Address: 249 Jericho Rd. Development: \_\_\_\_\_

Tax Map # 008 Tax Parcel 014 Tax Lot 002

Does hereby request a permit to initiate water service as noted below to

serve \_\_\_\_\_ unit(s) 1 Residential Commercial Industrial structure

Installer / Contractor: Accessory APT  
Name: \_\_\_\_\_

Property Owner:  
Name: \_\_\_\_\_  
Address: Laurel + John Clark

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Phone: 802-878-6515

Cell: \_\_\_\_\_  
Existing

Cell: \_\_\_\_\_

Firm Performing Main Line Tap:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

- 1.) The above requested service includes the installation of a 3/4" x 5/8" water meter for residential use and up to a 2" simple meter for non-residential use. The information necessary to determine the correct meter size shall be supplied by the applicant (minimum to maximum range of use). Meters 5/8", 3/4" and 1" shall be installed by the Town. Meters above 1" shall be installed by the owner/applicant or qualified representative.
- 2.) Property owner / agent is responsible for and must provide all necessary excavation form the main to the building or structure.
- 3.) Property owner / agent agrees to provide the Town a minimum of 24 hours notice prior to installation for inspection purposes. No part of the water line may be covered until it has been inspected by the Town Representative.
- 4.) Property owner / agent agrees to restore all disturbed areas to original condition after the installation of said water service.
- 5.) The water service can be turned on only by an employee of the Town of Essex Water Department.
- 6.) Meter spacers must be obtained from the Town of Essex Water Department.

7.) The owner / agent agrees that all installation and work will conform to the Town Public Works Specifications and the Water Ordinance and Regulations of the Town of Essex.

8.) In consideration of water service supplied by the Town of Essex Water Department, I agree to be responsible for payment of all bills rendered and for all water used by me, my tenants, successors in tenancy or in ownership, and all persons at above locations, unless and until proper notice is given to the Town Water Department of termination of service on a specific date. I also agree to abide by all rules and regulations established by the Essex Water Department.

Signed: Laurel Clair

Date: 04-23-20

PLEASE MAKE CHECK PAYABLE TO TOWN OF ESSEX WATER AND SEWER DEPARTMENT.  
DO NOT COMBINE WITH ZONING PERMIT FEE.

All water services are subject to a service initiation fee as set by the Water/Sewer Fee Schedule adopted by the Selectboard. The following fee schedule shall apply to all municipal water connections.

**FOR OFFICE USE ONLY:**

600 gallons/day x \$ 5.73 = \$ 343.80 + \$1,000 = \$ 343.80

Connection Fee: \$ 343.80 Rcvd by: [Signature] Date: 05-21-20 Finance

Approved by: \_\_\_\_\_ Date: \_\_\_\_-\_\_\_\_-\_\_\_\_ Letter Sent Finance

Inspected by: \_\_\_\_\_ Date: \_\_\_\_-\_\_\_\_-\_\_\_\_ Tie Drawing Finance

Meter Installed Date: \_\_\_\_-\_\_\_\_-\_\_\_\_

Master List Updated: \_\_\_\_\_ Approved \_\_\_\_\_ Inspected \_\_\_\_\_ Metered \_\_\_\_\_

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**Laurel B. Clark**  
**119 Browns River Rd.**  
**Essex Jct., Vt. 05452**  
**May 21, 2020**  
**To:**  
**Sharon Kelly**  
**81 Main St.**  
**Essex Jct., Vt. 05452**

Thank you for getting back to me, normal and workable procedures have changed and it is tricky.

I have full intentions of following all correct methods of permitting and building according to our towns rules and regulations. Thank you in advance for everything.

These are the background things I have done to comply with the regulations.

1. Working with Dennis Hill , a local attorney, I have changed ownership the house at 249 Jericho Rd., Essex, Vt., to not only myself and my husband but also to Travis, Kyle and Casey, my children. Travis is my oldest ,the one with autism, and his wife and will be residing in this accessory apartment.
2. The house that I designed and Paula Duke refined has a main floor sq. footage of 850' sq. ft. , that should comply with the 30% rule. Neither the basement or attic space will be living space, there is no garage.
3. The existing driveway will be used. I sent an email to Jim Clancey and responded saying that he had no problem with using the existing driveway, but the driveway had never been permitted, (this is common in old houses) and that when they had the opportunity they wanted to permit the driveway so I need to submit the application to Randy Snelling, I submitted this application by mail and never heard back from Randy Snellings office. I tried calling but no answer.
4. Justin Willis, a licenced state septic engineer, has been designing a new septic system. He has had the state come out and approve the location. He has informed me he cannot finish until the town approves the additional water allocation. Having spoken with the CWD they have suggested that we tap off the main house for our water. I have spoken with my plumber, John Provencha, and he tells me that is very doable so obviously we do not need to tap off the Main Line.
5. We set back the house as far as necessary, right now as you can see in the site plan it is about 75' back (what is the set back requirement?)
6. I, Laurel Clark will be acting as the GC, general contractor, I have done this successfully before and prefer to hire my own independent

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contractors. I have a number of them lined up. They are licenced and insured.

7. Please contact me with any questions or concerns, I would like to do this project this summer and am trying very hard to get it rolling.

Sincerely,

*Jauree Clark*  
cell, 802-324-4030  
hm, 802-878-6515



TOWN OF ESSEX  
VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452  
Fax: 878-1353 • E-mail: [manager@essex.org](mailto:manager@essex.org) • Website: [www.essex.org](http://www.essex.org)

May 28, 2020

Mr. and Mrs. John Clark  
249 Jericho Road  
Essex Junction, Vermont 05452

Re: Water Allocation

Dear Mr. and Mrs. Clark;

The Town of Essex has sufficient capacity within its water distribution system to accommodate your single family home and new accessory apartment located at the above referenced address. If you have any additional questions or comments please feel free to contact the Public Works office at 878-1344.

Sincerely,

Aaron Martin, P.E.  
Utility director / Town Engineer

Cc: Dennis Lutz, P.E., Public Works Director  
Sharon Kelley, Town Zoning Administrator  
File

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	POLICE
878-1341	878-1342	878-1343	878-1344	878-1345	878-1359	879-0413	879-0313	878-8331



State of Vermont  
District #5  
P.O. Box 168  
Essex Junction, VT 05453-0168  
[www.aot.state.vt.us](http://www.aot.state.vt.us)

*Agency of Transportation*

[phone] 802-655-1580  
[fax] 802-655-6642  
[ttd] 800-253-0191

May 21, 2020

Laurel & John T. Clark  
119 Browns River Rd.  
Essex Jct., VT 05452

Subject: Essex, VT 15, L.S. 416+06 RT

Dear Mr. & Mrs. Clark,

Your application to permit an existing access within the State right-of-way at the location indicated, has been processed by this office and is enclosed.

Please contact the District Transportation office #5 prior to starting work in the state highway right-of-way. The telephone number in Colchester is (802) 655-1580.

Sincerely,

A handwritten signature in blue ink that reads "Randy Snelling".

Randy Snelling  
District 5 Technician VII  
Vermont Agency of Transportation

cc: Jim Clancy – Utilities & Permitting Services  
Ashley Bishop – District 5 Project Manager



PERMIT ID# 43863

FOR AGENCY USE ONLY  
Town: Essex  
Route: VT 15  
Mile Marker: 7.88  
Log Station: L5416+06 RT

VERMONT AGENCY OF TRANSPORTATION  
State Highway Access and Work Permit

Owner's/Applicant's Name, Address, E-mail & Phone No. Laurel + John T. Clark, 119 Browns River Rd., Essex Jct., VT., laurel@clark@yahoo.com.  
Co-Applicant's Name, Address, E-mail & Phone No. (if different from above) 802-324-4030 or 802-878-6515

The location of work (town, highway route, distance to nearest mile marker or intersection & which side) 299 Jericho Rd., Essex Jct., VT. 05452

Description of work to be performed in the highway right-of-way (attach plan) Permit existing driveway for accessory apartment -

Applicant to Complete

Property Deed Reference volume Book: 217 Page: 247 (only required for Permit Application for access)  
Fee \$ 0 (fees do not apply for residential or agricultural purposes)  
Is a Zoning Permit required? Yes  No  - If Yes, # \_\_\_\_\_  
Is a 30 VSA § 248 permit required? Yes  No  - If Yes, # \_\_\_\_\_  
Is an Act 250 permit required? Yes  No  - If Yes, # \_\_\_\_\_  
Other permit(s) required? Yes  No  - If Yes, name and # of each \_\_\_\_\_  
Date applicant expects work to begin June 20 20  
Owner/Applicant: Laurel + John T. Clark Position Title: \_\_\_\_\_  
(Print name above)

Sign in Shaded area: Laurel B. Clark Date: 5/5/2020

~~Applicant~~ JOHN TOBEY CLARK Position Title: \_\_\_\_\_  
(Print name above)

Sign in Shaded area: John T. Clark Date: 5/5/2020

INSTRUCTIONS:

\$0

-Contact the Development Review and Permitting Services Section (802.828.2653) or your local area Transportation Maintenance District Office to determine your issuing authority. The issuing authority will determine what plans, fee and other documents are required to be submitted with your Vermont Statutes Annotated, Title 19, Section 1111, permit application request.

-Original signatures are required on an original Form. The Owner/Applicant and Co-Applicant (if applicable) declares under the pains and penalty of perjury that all information provided on this form and submitted attachments are to the best of their knowledge true and complete.

FEE:

-See Fee Schedule for applicable administrative processing and application review fee.

PERMIT APPROVAL

Permission is granted to work within the State Highway Right-of-way in accordance to all attached conditions and restrictions.

The work is subject to the restrictions and conditions on the reverse page, plus the Special Conditions stated on the attached page(s).

Date work is to be completed 5/21/20

Date work accepted: \_\_\_\_\_

By: Ronald Sherry Issued Date 5/21/20  
Authorized Representative for Secretary of Transportation

By: \_\_\_\_\_  
DTA or Designee

NOTICE: This permit covers only the Vermont Agency of Transportation's jurisdiction over this highway under Vermont Statutes Annotated, Title 19, Section 1111. It does not release the petitioner from the requirements of any other statutes, ordinances, rules or regulations. This permit addresses only access to, work within, and drainage affecting the state highway. It does not address other possible transportation issues, such as access to town highways, use of private roads, and use of railroad crossings. If relevant to the proposed development, such issues must be addressed separately.

No work shall be done under this permit until the owner/applicant has contacted the District Transportation Office at:

