

Appeal Period Expires 2/1/24  
 Zoning District R2

**Town of Essex, Vermont**  
**Application for Zoning Permit**  
 (Building Permit)

Application Date 1/17/24  
 Permit Number 2024-2

- Contact State Permit Specialist Jeff McMahon (477-2241) to check for state permitting and/or setbacks.
- Post permit card visible to the road immediately as Permit is appealable within 15 days of issuance.
- Call the Zoning Administrator at 878-1343 to schedule a Certificate of Occupancy inspection if indicated below as required.
- Call the Assessor at 878-1345 to schedule a re-assessment upon completion of work.
- Provide a diagram showing proposal and any easements, well or septic locations, etc.

**SIGN HERE:**

**Parcel Account Numb. (Map-Parcel-Lot)** 2-096-001-024

**Property Address:** 17 Southdown CT

**Owner:** Guillaume + Samantha McDowell

**Owner Address:** Same

**A Owner Phone: (work)** \_\_\_\_\_ **(Cell)** 802 578 5647  
**(Email)** g.mcd@outlook.com

**Tenants name:** Jan Frivoll **Phone:** \_\_\_\_\_  
**(or contractor)** Cell 802 734 9007

**Estimated Construction Dates: Start:** 2/1/24 **Completion:** 3/1/24

**Sq. Feet:** 3048 **Estimated Cost (labor & materials):** \$3000

**B Sewage Disposal (Please attach Sewer and/or State Septic Approval).**  
 Public  Septic  Connection Fee \$ \_\_\_\_\_ Date Paid: 1/1  
 Proposed New Bedrooms: \_\_\_\_\_ Existing Bedrooms \_\_\_\_\_

**C Water (Please attach Water Service Application if applicable).**  
 Public  Well  Fee \$ \_\_\_\_\_ Date Paid: 1/1

**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. n/a  
 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**  
 Signature of Tenant and Signature of Owner  
[Signature]

**G**

Check box(es) which describe proposed use or construction (circle choice in parenthesis).

N = New A = Addition R = Remodel

**Residential:** convert closet to office space

Single Family	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

**Inclusions or Additions:**

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"/>

**Non-residential:**

Commercial / Industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Stormwater:**

Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:**

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>75</u>	<u>1/17/24</u>
Recreation		\$ _____	_____
Recording		\$ <u>15</u>	_____
Certificate of Occ		\$ _____	_____
Other		\$ _____	_____

**Building Permit**  
 Approved  Rejected  Date 1/17/24

Issued to: G. + S. McDowell

Zoning Administrator: Sharon Kelley

Notes: \_\_\_\_\_

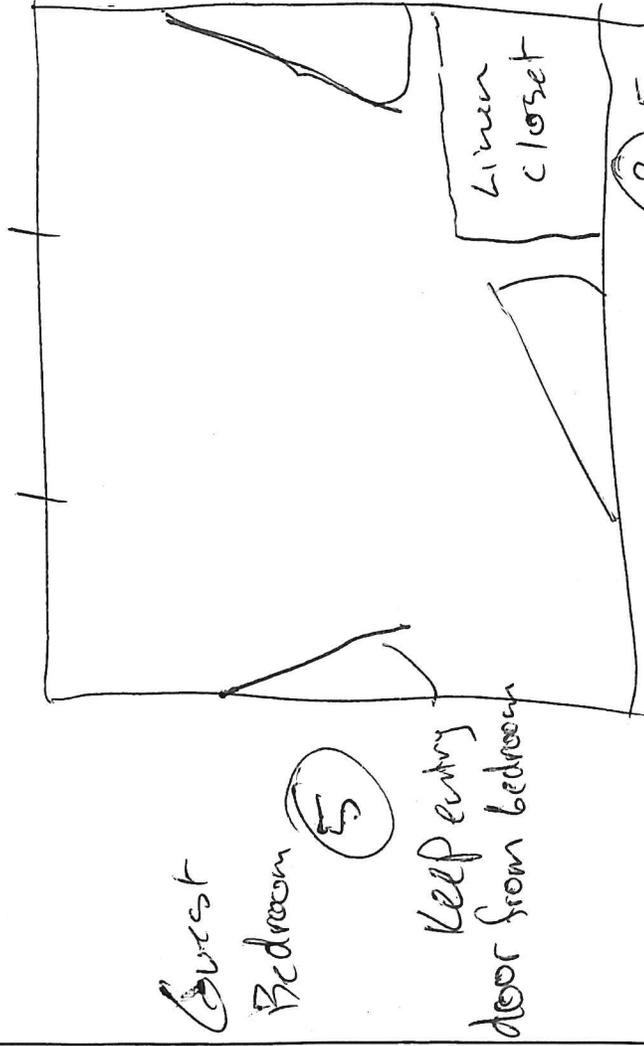
C.O. Required Yes  No   
 (Certificate of Occupancy)

**THIS PERMIT VALID FOR TWELVE (12) MONTHS FROM DATE OF ISSUE**  
**RENEW FOR 1 YEAR (FREE) IF NOT EXPIRED**

F Diagram - Provide diagram here and include all setbacks

Convert existing walk-in closet to Remote work office.  
No access to the public

1 Add window, double hung to match existing windows



2 Delete Bathroom door to walk-in closet, wall in w/ sheetrock

3 Tear out Linen closet

4 Add entry door from hallway