

Appeal Period Expires 10/22/15  
 Zoning District R2

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

Application Date 10/14/15  
 Permit Number 205-167

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: Carolyn Sue Tomlinson

**A** Parcel Account Numb. (Map-Parcel-Lot) 2-098-005-033  
 (found in Town Assessor's Office)  
 Property Address: 33 Steeplebush Rd Essex Jct VT  
 Owner: Carolyn Sue Tomlinson Tomlinson Carolyn S. Life Estate  
 Owner Address: 33 Steeplebush Rd Essex Jct VT  
 Owner Phone: (work) 802 879 6556 (home) 802 878 4148  
 (cell) 802 233 5168 (Email) Sue@sp.pcc.com  
 Contractors name: Roy's Auto + Siding Phone: 802 879 2068  
 Cell: \_\_\_\_\_  
 Estimated Construction Dates: Start: 11/15/15 Completion: 11/15/15  
 Sq. Feet: \_\_\_\_\_ Estimated Cost (labor & materials): \$ 1740.00

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

**C** Water (Please attach Water Service Application).  
 Public  Private  Fee \$ \_\_\_\_\_ Date Paid:  / /

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

Signature of Tenant and Signature of Owner Carolyn Sue Tomlinson

**G**

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

Residential:	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 checked="" type="checkbox"/>
Mobile home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusions or Additions: <u>Window</u>			
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"/>
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>50</u>	<u>10/16/15</u>
Recreation		\$ _____	<u> / /</u>
Recording		\$ <u>10</u>	<u>10/16/15</u>
Certificate of Occ		\$ _____	<u> / /</u>
Other		\$ _____	<u> / /</u>

**Building Permit**  
 Approved  Rejected  Date 10/17/15  
 Issued to: Carolyn S. Tomlinson Life Estate  
 Zoning Administrator: Sharon L. Kelley  
 Notes: Energy code given  
 C.O. Required Yes  No

Subject: Contract  
From: roysidingsiding@royshomeimprovements.com  
Date: 10/20/15 11:21 AM  
To: Sue Tomlinson & Patio Rooms

View in the context. Please let me know if you have any questions.

Yes

Roy's Home Siding and Patio Rooms

2015/10/20 11:20 AM

ROYCO INC. **Roy's Home Siding & Patio Rooms**

3619 Roosevelt Highway, Suite 205  
Colchester, VT 05446-7269  
TEL 802-879-2068 • 1-800-698-3947 • FAX 802-879-3926  
E-mail: royspatiorooms@aol.com  
Web: www.royssiding-patiorooms.com

d/b/a Roy's Siding & Patio Rooms  
d/b/a Roy's Home Siding  
d/b/a Roy's Seamless Gutters  
d/b/a Roy's Home Siding & Patio Rooms

PROPOSAL SUBMITTED TO: Sue Tomlinson / Sandi Macleod PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ DATE 10/5/15

STREET: 33 Steeplebush Rd JOB NAME: Same

CITY, STATE AND ZIP CODE: Essex VT 05452 JOB LOCATION: Same

WE HEREBY SUBMIT THE FOLLOWING PROPOSAL WITH SPECIFICATIONS AS FOLLOWS:

Remove & dispose of all debris. Furnish & install a 2-lit sliding window. Includes cutting opening in exterior wall, installing new framing, exterior trim & new primed Colonial interior trim of deep sills. Window size to be 71" x 30". Window to be Seaway White Vinyl Encore window w/ lowe glass & argon gas insulation for energy star rating.

TOTAL for all labor & Material \$ 1,740 per window

In case of collection, contractee(s) agrees to pay costs of collection, including reasonable attorney fees. A finance charge of 1 1/2 % per month or an annual percentage rate of 18 % will be added on balances past due.

**Our Proposal** hereby to furnish services - complete in accordance with above specifications, for the sum of:

Payment due upon completion. dollars \$ 1,740 per window

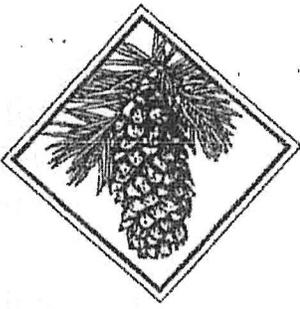
Other: \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully insured.

**Acceptance of Contract** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do

BY: Sue Tomlinson its authorized agent  
Note: This proposal may be withdrawn by us if not accepted within 45 days.

Signature: Sue Tomlinson



***STEEPLEBUSH OWNERS  
ASSOCIATION, INC. (SOAI)***

38 Steeplebush Road, Essex Junction, Vermont 05452

**Date: October 5, 2015**

Sue Tomlinson  
33 Steeplebush Road  
Essex Jct., VT 05452

Dear Ms. Tomlinson,

The Board of Directors has reviewed and hereby approves your request to install a white vinyl 2-light sliding window on the South wall of your study/office room.

It shall be understood and agreed that the owner of record of 33 Steeplebush Road shall be responsible for all maintenance, repair and replacement of the window and any associated components in perpetuity. Further, the cost of any maintenance, repair or replacement to the Unit, Limited Common Elements or Common Elements arising from, caused by, or associated with the window shall be the responsibility of the Unit Owner in perpetuity. The Association shall maintain, repair or replace as necessary, the trim around the window in perpetuity, after installation.

Sincerely,

*Santi M. [Signature]*  
Board of Directors  
SOAI