

Appeal Period Expires 10, 9, 10
 Zoning District H

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

Application Date 9/22/10
 Permit Number 2010-144

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 and it must remain posted throughout the construction period.

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.

Occupancy of the premises shall not take place until a Certificate of Occupancy is obtained.

Approval is subject to accuracy of information provided by the applicant.

A Parcel Account Numb. (Map-Parcel-Lot) 2- 009-003-111
 (found in Town Assessor's Office)
 Property Address: 4 Andrews Avenue, Suite One, Essex, VT 05452
MS + MW PROPERTIES LLC
 Owner: Temperature Controls of Vermont
 Owner Address: 4 Andrews Avenue, Suite One, Essex, VT 05452
 Owner Phone: (work) (802) 872-8000 (home) _____
 (cell) _____ (Email) mwilliams@tcofv.com
 Contractors name: Millbrook Building & Remodeling, Inc. Phone: (802) 878-2663
 Cell: (802) 316-1280
 Estimated Construction Dates: Start: 1/1 Completion: 1/1
 Sq. Feet: 1500 Estimated Cost (labor & materials): \$27,500.00
new office space

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

C Water (Please attach Water Service Application). NA
 Public Private Fee \$ _____ Date Paid: 1/1

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

E Stormwater NA
 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. (Instruction sheet available upon request.)

G Signature of Owner 

G

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

N = New A = Addition R = Remodel

<i>Residential:</i>	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"/>
<i>Inclusions or Additions:</i>			
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"/>
<i>Non-residential:</i>			
Commercial / Industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Stormwater:</i>			
Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i>			
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	\$100.00	09/23/10
	School	\$	1/1
	Recreation	\$	1/1
	Recording	\$20.00	09/23/10
<i>C O</i>	Other	\$75.00	09/23/10

Building Permit
 Approved Rejected Date 9/24/10
 Issued to MS + MW Properties LLC
 Zoning Administrator: Sharon L. Kelley
 Notes: minimal clients to facility
3-4 per month.
see attached description

C.O. Required Yes No

Sharon Kelley

From: Matt Williams [MWilliams@tcofmt.com]
Sent: Monday, April 19, 2010 3:33 PM
To: Sharon Kelley
Subject: RE: Fit-up

Good afternoon Sharon,

Thank you for the follow-up. Please see the following:

1. We may add one or two more employees. The intent of this expansion is to increase our labor force by one or two; but it is also to provide office space for our existing staff. Currently, 3 employees are occupying a conference room and another is set up in an entry way. We are looking to regain our conference room and add a training room for ongoing training of our staff and existing/future clients.
2. The vast majority of our customers are facility owners/building occupants. In other words, we go to them; they do not necessarily come to us. An increase in office space does not guarantee an increase in clients although a dedicated training room should bring 3-4 clients to our facility at the most once per month.
3. We currently have (10) lined parking spaces on asphalt with a large graveled parking area for at least 6-8 additional parking spaces. There are currently (7) of us in the office but it is very rare for each of us to be here at the same time. If we increase our office staff to nine, this means we would require at least 6 parking spaces of which we have covered.

Our business is construction related which means we have field staff and office staff. Our office staff has a blend of in-office and field related duties. This means our engineers spend time in the office at the beginning of a project and are out in the field towards the completion of a project. Our service support staff also has a blend of office and field related duties. We have the ability to access sites via the internet and can service our client base from our laptops/computers. There are times however when a service technician will go to a customer's site. In other words, our in-office staff numbers fluctuate on a day-day basis.

The largest improvement this fit-up will provide us is a dedicated conference room for meetings and a dedicated training room for our staff/clients. Plus the training room will become a revenue generator to train current and future clients on our systems.

Hopefully this answers your questions and thank you for future assistance/guidance with our proposed expansion.

Matt-

From: Sharon Kelley [mailto:gert@essex.org]
Sent: Monday, April 19, 2010 2:57 PM
To: Matt Williams
Cc: Sharon Kelley
Subject: RE: Fit-up

09/23/2010
04:34 pm

Town of Essex Grand List
Parcel Report
For Parcel: 2009003111. MS & MW PROPERTIES LLC

Page 1 of 1
cmccabe

Name MS & MW PROPERTIES LLC
4 ANDREW AVE SUITE #1
ESSEX JCT VT 05452

Location (A) 0004- SUITE 1
(B) ANDREW AVE
911 4 1 ANDREW AVE
Tax Map 2009003111
Desc. CONDO

Codes:	(1)	(Category)	C	(Equipment)	(Owner)	C		
Acres:		Wood	0.00	Crop	Pasture	Other	Site	Total
					0.00	0.00	0.00	0.00
Values:		Real	410,800				Equipment	Inventory
							0	0
		Homestead	0	Veterans	Farm Stab.	L.U. Acres		Land Use
				0.00	0.00	0.00		0.00
		Contract	0	Lease	Prev. Eqpm	Land Use Amt		Prev. Real
				0.00	0	0.00		410,800
		Housesite	0.00	Special Exmp	Grand List			
				0.00	4,108.00			

Misc: Status: T Rates: 012389 Updated: 01/08/2010
Last sale was: Valid on 01/06/2010 for \$380000 recorded on 804/145-147

Grievance Info: Flag: N Remarks: (1)

Misc Fields: (0): 1.000
(1): 340
(2): 01/06/10
(7): ET

SPAN: 207-067-17111