

Appeal Period Expires 12/29/25
Zoning District R2

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

Application Date 12/4/25
Permit Number 2025-190

- Prior to construction, you are responsible for identifying and obtaining all necessary State permits and approvals, including State environmental permits from the VT Agency of Natural Resources. For State environmental permits, visit the Permit Navigator (dec.vermont.gov/permithnavigator). For further assistance, contact the Department of Environmental Conservation's Environmental Assistance Office at ANR.DECAssistance@vermont.gov or 802-828-0141.
- Post permit card visible to the road immediately as Permit is appealable within 15 days of issuance and during construction.
- 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: Jessica Hawke

A

Parcel Account Number (Map-Parcel-Lot): 2 - 056 - 001 - 000
 Property Address: 37 Old Stage Rd, Essex Junction
 Owner: Essex Alliance Church
 Owner Address: 37 Old Stage Rd, Essex Junction
 Owner Phone 1: (802) 878-8213 Phone 2: (704) 880-3337
 Email: jessica@essexalliance.org
 Tenants/Contractor Name: Jessica Hawke
 Phone: (704) 880-3337 Email: jessica@essexalliance.org
 Estimated Construction Dates: Start: 12/20/25 Completion: 12/20/25
 Square Feet: _____ Estimated Cost (labor & materials): \$ 0

H

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 ground) (above ground)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barn (residential) (agricultural)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Non-residential:</i>			
Commercial/Industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: Special Event</i>			
Change in Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous <u>12/20/25</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B

SEWAGE DISPOSAL (Please attach State Septic Approval or Sewer Service Application)
 Public Septic Connection Fee: \$ _____ Date Paid: ___/___/___
 Proposed New Bedrooms: _____ Existing Bedrooms: _____

C

WATER (Please attach Water Service Application)
 Public Well Connection Fee: \$ _____ Date Paid: ___/___/___

D

FIRE IMPACT FEE
 Proposed New Bedrooms: N/A Fee: \$ _____ Date Paid: ___/___/___
 Non-residential: Square Feet: _____ Number of Employees: _____

E

DRIVEWAY (Please attach copy of approved Curb Cut / Utility Application)
 Date of approval: ___/___/___ existing

F

STORMWATER N/A
 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 surfaces ≥ ½ acre – Erosion Control Permit and Stormwater Management Permit required. Attach completed application permit.

G

Diagram – show a sketch of project on reverse of this application or separate sheet with property lines, buildings and setbacks. see attached

Signature of Tenant and Signature of Owner Jessica Hawke

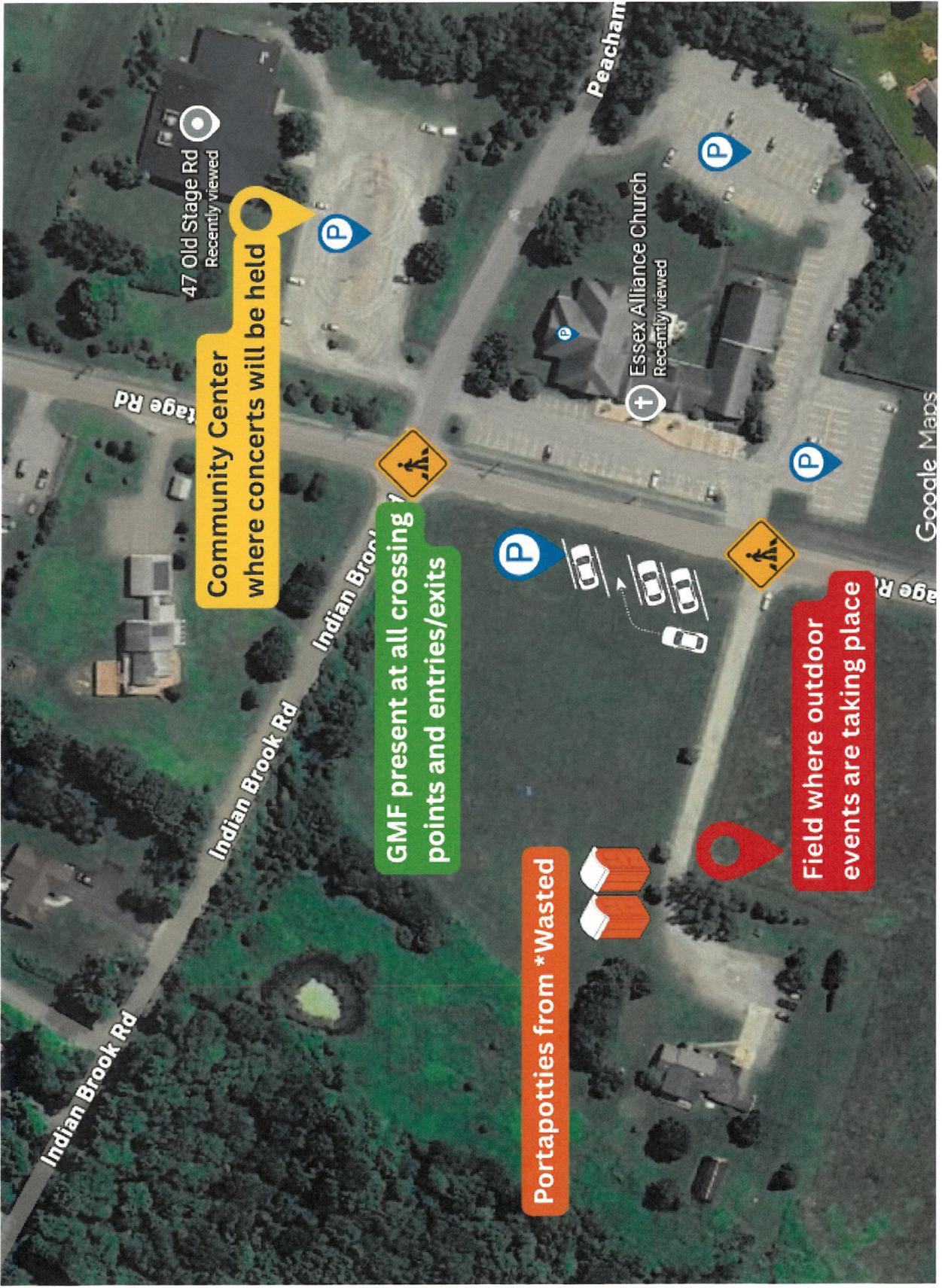
OFFICE USE ONLY

Fees:	Amount	Date Paid
Permit	\$ <u>non profit</u>	___/___/___
Recreation	\$ _____	___/___/___
Recording	\$ <u>15</u>	<u>12/4/25</u> <i>BAM</i>
Certificate of Occ.	\$ _____	___/___/___
Other	\$ _____	___/___/___

BUILDING PERMIT

Approved Rejected Date 12/4/25
 Issued to: Essex Alliance Church
 Zoning Administrator: Sharon Kelly
 Notes: _____
 Certificate of Occupancy Required Yes No

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



**Community Center
where concerts will be held**

**GMF present at all crossing
points and entries/exits**

Portapotties from *Wasted

**Field where outdoor
events are taking place**

47 Old Stage Rd
Recently viewed

Essex Alliance Church
Recently viewed

Google Maps

Essex Alliance Church
37 Old Stage Rd, Essex Junction, VT 05452
(802) 878-8213 ext. 125
jessica@essexalliance.org

November 18, 2025

Night of Christmas Event Narrative

To whom it may concern,

The purpose of this letter is to inform you of the details of Essex Alliance Church's upcoming Night of Christmas Event to be hosted on Saturday, December 20, 2025 beginning at 3:00 PM and ending at 7:00 PM. This will be the second event of this nature hosted at Essex Alliance Church so the number of participants is uncertain, but based on numbers from the previous year, we estimate around 700 people to be in and out throughout the evening.

Our goal for this event is to provide an entertaining concert for our EAC attendees and guests and provide accessory activities to do around the church grounds. All concert activities will be hosted indoors in the community center auditorium at 47 Old Stage Rd, Essex Jct. We intend to also have horse drawn carriage rides, hot chocolate and coffee stations, and s'mores for guests to enjoy during or after the concert in the field owned by the church across the street at 36 Old Stage Rd. 4 small fire pits will be provided for s'mores roasting, along with a slightly larger fire pit to keep guests warm while they are outside. Fire permits will be obtained from the town and volunteers who are very familiar with these types of fires will be present throughout the evening. Security, ushers, and volunteers will be guiding people inside and outside to make sure that guests know where to be. No food or beverage vendors will be present at this event.

Parking will be located in the side, and back parking lots of the Church Building as well as in our Community Center lot, and across Old Stage Road at our Offices. Green Mountain Flagger have been hired to direct traffic for the evening to assist with guest parking and pedestrian crossings. Our community center will be open for use of bathroom facilities along with two rented portable toilets in the field where the horse carriage rides will be taking place. We have a regular security team in place (a group of current/former military, police, federal officials, etc.) during the evening.

Sincerely,

Jessica Hawke

Welcoming and Event Director

On behalf of Essex Alliance Church

