

Appeal Period Expires 12/24/25  
 Zoning District AR

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

Application Date 11/12/2025  
 Permit Number 2025-189

- 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:** Alyssa Stephani

**A** Parcel Account Numb. (Map-Parcel-Lot) 2-012-004-007

Property Address : 263 W Sleepy Hollow Rd, Essex, VT, 05452

Owner: Cole Downing + Erika D. Downing

Owner Address: 263 W Sleepy Hollow Rd, Essex, VT, 05452

Owner Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_  
 (cell) 802-839-0620 (Email) cole.downing@gmail.com

Tenants name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_

Estimated Construction Dates: Start: 12/30/25 Completion: 12/30/25

Sq. Feet: \_\_\_\_\_ Estimated Cost (labor & materials): \$ 13839.64

**G**

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

**N = New A = Addition R = Remodel**

*Residential:*

Single Family Replace Patio Doors  N  A  R

Two-family (duplex)(other)

Multi-family

Condominium / Townhouse

Mobile home

*Inclusions or Additions:*

Garage (attached) (detached)

Porch (enclosed) (open)

Deck

Pool (in) (above) ground

Shed

Barn (residential) (agriculture)

*Non-residential:*

Commercial / Industrial

*Stormwater:*

Stormwater

Erosion Control

*Other:*

Change in use

Miscellaneous

Renewal

**B** Sewage Disposal (Please attach Sewer or Septic Application).

Public  Septic  Connection Fee \$ \_\_\_\_\_ Date Paid: \_\_\_/\_\_\_/\_\_\_

Proposed New Bedrooms: \_\_\_\_\_ Existing Bedrooms \_\_\_\_\_

**C** Water (Please attach Water Service Application).

Public  Well  Fee \$ \_\_\_\_\_ Date Paid: \_\_\_/\_\_\_/\_\_\_

**D** Driveway (Please attach copy of approved Curbcut / Utility Application).

Date of approval \_\_\_/\_\_\_/\_\_\_ n/a

**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. Replacing 2 patio doors.

Signature of Tenant and \_\_\_\_\_ see included CoW pg 3 for Owner's Signature  
 Signature of Owner \_\_\_\_\_

**Office Use Only**

Fees:	Type	Amount	Date Pd
Permit		\$ <u>75</u>	<u>12/5/25</u>
Recreation		\$ _____	<u>/ /</u>
Recording		\$ <u>15</u>	<u>12/5/25</u>
Certificate of Occ		\$ _____	<u>/ /</u>
Other		\$ _____	<u>/ /</u>

**Building Permit** 12/9/25

Approved  Rejected  Date 12/9/25

Issued to: Cole + Erika Downing

Zoning Administrator: Sharon Kelly

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

C.O. Required Yes  No

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



Pella Products Inc.  
155 Main Street  
Greenfield, MA 01301

To Whom it may Concern:

I, Cole Downing, as property owner, give permission to our contractor, Pella Products Inc. to obtain a building permit for the installation of windows and/or doors in my home.

Located at; 263 W Sleepy Hollow Rd  
Essex Junction, VT 05452

Please accept this letter in place of my signature on the permit application.

Thank you,

Signature: DocuSigned by:  
*Cole Downing*  
C1F9380B3A3449C...

Date: 10/28/2025

Hello,

Included is an application for a (2) sliding patio door replacement project at 263 W Sleepy Hollow Rd. We will be replacing 2 existing SPD with 2 black fiberglass SPDs. No changes to RO size or header. The estimated cost of construction is \$13839.64. A Check is included as well.

The homeowner can be contacted to pick up the permits.

Please reach out with any questions.

-Alyssa Stephani- Pella Products

802-864-5435

[sburlingtonsa@pellasales.com](mailto:sburlingtonsa@pellasales.com)