

Town & Village Development Review Board

If you are applying for a hearing before the Development Review Board, the following information must be submitted with your application:

- Completed DRB Application
- Complete set of building elevation plans showing all sides of the structure(s) and shall be of sufficient detail (**7 copies**)
- Floor plans with sufficient detail and all measurements (**7 copies**)
- Site plan(s) drawn in appropriate scale showing the boundaries of the property. (**7 copies**)
- A report from the **Ludlow Ambulance Service** regarding emergency medical service.
- A report from the **Ludlow Fire Department** regarding fire safety issue (**Plot plan, Building plans, and/or a walk-through is required**)
- A report from the **Ludlow Police Department** regarding traffic safety, security, and parking issues
- A report from the **Applicant** regarding the proposed disposal system for **solid waste**
- A report from the **Village of Ludlow's Electric Light department** regarding energy use and conservation measures
- A request to the **Village of Ludlow Board of Trustees** for allocation to the **Wastewater Treatment Facility**, send letter to the Municipal Manager
- An approved **on-site septic system [If Applicable]**
- A request to the **Village of Ludlow** approving a connection to the **Municipal Water System**, and the proposed allocation [**Village Only**], send letter to the Municipal Manager
- An approved **on-site water supply [If Applicable]**
- A report from the **Two Rivers Supervisory Union** regarding the project's impact upon the Ludlow school district.
- A report from the **Ludlow Telephone Company** regarding the project's impact upon that utility.
- A report from the **Board of Selectmen** regarding road specifications for any private roadways involved within the Town of Ludlow.
- A report from the **Board of Trustees** regarding road specifications for any private roadways involved within the Village of Ludlow.
- Other Permits: Contact Department of Environmental Conservation for information on State permits
 - Municipal Highway Access Permit [Town of Village]
 - Sign Permit [Town or Village]
 - Labor and Industry, Agency of Transportation, Agency of Natural Resources, Etc.

Permit Information and Approvals

TOWN AND VILLAGE OF LUDLOW

Municipal Manager

Scott Murphy
P.O. Box 359
Ludlow, VT 05149-0250
Office: [802] 228-2841
tmanager@tds.net

Ambulance Service

Stephanie Grover
PO Box 359
Ludlow, VT 05149
Phone: [802] 228-2880
sgrover.las@tds.net

Fire Department

Pete Kolenda, Chief
P.O. Box 359
Ludlow, VT 05149-0355
Home: [802] 228-5627
p.kolenda@tds.net

Police Department

Jeffery P. Billings, Chief
PO Box 359
Ludlow, VT 05149-0250
Jeffrey.Billings@vermont.gov

Health Officer

Bob Brandt
Office:[802] 376-3200
village@tds.net

School District

Two Rivers Supervisory Union
609 Route 103
Ludlow, VT 05149
Office: [802]875-3365

Electric Light Department

Howard R. Barton, Superintendent
9 Pond Street
Ludlow, VT 05149-0289
Office: [802]228-3721

STATE OF VERMONT

District II Environmental Commission

Stephanie Gile, Coordinator
100 Mineral Street, Suite 305
Springfield, VT 05156
[802] 289-0597

Vermont Department of Public Safety

Division of Fire Safety
Jay Moody
100 Mineral Street, Suite 307
Springfield, VT 05156-3168
[802] 885-8965

OTHER SERVICES

Ludlow Telephone Company

111 Main Street
Ludlow, VT 05149

TOWN & VILLAGE OF LUDLOW, VERMONT

ADMINISTRATIVE PERMIT FEES

Residences	\$150.00 per unit plus \$0.10 per sq. ft., plus Recording fee and Certificate of Occupancy fee.
Motels, Hotels, Inns, etc.	\$100.00 per rental unit, plus \$0.10 per sq. ft., plus Recording fee and Certificate of Occupancy fee
Commercial Structures	\$200.00 per unit, plus \$0.10 per sq. ft. plus Recording fee
Industrial Structures	\$200.00 per unit, plus \$0.10 per sq. ft. plus Recording fee
Additions/Alterations to Existing Residential Structures	\$50.00 plus \$0.10 per sq. ft. added, plus Recording fee and Certificate of Occupancy fee.
Additions/Alterations to Existing Commercial Structures	\$100.00 plus \$0.10 per sq. ft. added, plus Recording fee and Certificate of Occupancy fee
Detached Accessory Buildings	\$50.00 plus \$0.10 per sq. ft. added plus Recording fee and Certificate of Occupancy fee
Lot Line Adjustments	\$100.00 plus Recording fee and Mylar Recording Fee
Access Permits	\$25.00 plus Recording fee
Sign Permits	\$25.00 plus Recording fee
Certificates of Occupancy	\$35.00 plus Recording fee
Home Occupations	\$100.00 plus Recording fee
Bianchi's	\$35.00 plus Recording fee
Recording Fees:	
Administrative Permits <i>(Building/Zoning, Lot Line Adjustment, Access, Sign, Certificate of Occupancy, Bianchi)</i>	\$15.00
Property Owner Letter of Permission	\$15.00
Energy Certificates	\$15.00
Mylars	\$25.00

TOWN & VILLAGE OF LUDLOW VERMONT

PUBLIC HEARING FEE SCHEDULE

Conditional Use Permits, Amendments, Appeals, and Variances	\$300.00
Planned Residential Developments	\$600.00
Subdivision Permits	\$600.00 plus \$150.00 per lot
Local Act 250 Review	\$300.00
DRB Permit Recording Fees (<i>surcharge to each permit</i>)	\$15.00 per page
Subdivision Mylar Recording Fees	\$25.00



Ludlow, Vermont

Town & Village Application for a Hearing Before the Development Review Board

Property Location: _____ **Parcel ID:** _____

Property Owner: _____ Phone No.: _____

Mailing Address: _____ Email: _____

Appellant: _____ Phone No.: _____

Mailing Address: _____ Email: _____

Lot Size: _____ Zoning District: _____ Floodway/Plain: _____

Type of Application:

- Appeal Decision by Administrative Officer {a copy of this appeal must be filed with the Administrative Officer}
- Conditional Use Permit
- Amend a Conditional Use Permit
- Variance {this must meet the requirements of 24 V.S.A. 4468 and Article 3, Section 350.3 of the Regulations}
- Local Act 250 Review
- Planned Unit Development
- Amend a Planned Unit Development Permit
- Site Plan Review
- Flood Hazard Review
- Preservation District Design Review

Reason for Hearing: _____

The Appellant/Property Owner must submit, with this application, plans, elevations, landscaping diagrams, traffic circulation diagrams, neighborhood land use maps, and any additional information and/or data to advise the Board fully in reference to this application or appeal.

Signature of Appellant/Land Owner: _____ **Date:** _____

Zoning Article and Section: _____

Appeal No.: _____ **Fee:** _____ **Date:** _____