



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 Residential 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:** _____

Town & Village Development Review Board

The following information must be submitted prior to being scheduled for a Development Review Board hearing.

Please use this checklist to track your progress.

- Completed DRB Application and fees.
- 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 Police Department** regarding traffic safety, security, and parking issues.
- 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 **Division of Fire Safety** regarding building safety. (Applicable only to Commercial Buildings, and Multi-Units.)
- A report from the **Village of Ludlow’s Electric Light department or Green Mountain Power** regarding energy use and conservation measures. [**If planning to build**]
- A request to the **Village of Ludlow Board of Trustees** for allocation to the **Wastewater Treatment Facility**, send letter to the Municipal Manager. [**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. [**If Applicable**] – **Required before building.**
- An approved **on-site septic system** [**If Applicable**]
- An approved **on-site water supply** [**If Applicable**] – **Required before building.**
- Other Permits: Contact Department of Environmental Conservation for information on State permits
 - Municipal Highway Access Permit [Town or Village]
 - Sign Permit [Town or Village]
 - Labor and Industry, Agency of Transportation, Agency of Natural Resources, Etc.

* All building plans must be marked “Construction Set” or “For Construction” in the revision section of the title block, and dated.

Permit Information and Approvals

TOWN AND VILLAGE OF LUDLOW

Municipal Manager
Brendan McNamara
PO Box 359
Ludlow, VT 05149-0250
Contact info: 802-228-2841
tmanager@tds.net

Ambulance Service
Stephanie Grover
PO Box 359
Ludlow, VT 05149-0250
Contact info: 802-228-2880
sgrover.las@tds.net

Fire Department
Pete Kolenda, Chief
PO Box 359
Ludlow, VT 05149-0355
Contact info: 802-228-5627
p.kolenda@tds.net

Police Department
Jeffrey P. Billings, Chief
PO Box 359
Ludlow, VT 05149-0250
jeffrey.billings@vermont.gov

Health Officer
Eric Alden
Contact info: 617-750-8540
eric@longwoodboston.com

Electric Light Department
Thomas Petraska
9 Pond Street
Ludlow, VT 05149-0289
Contact info: 802-228-3809

Green Mountain Power
PO Box 1611
Brattleboro, VT 05302-1611
Contact info: 1.888-835-4672

STATE OF VERMONT

District II Environmental Commission
Stephanie Gile, Coordinator
100 Mineral Street, Suite 305
stephanie.gile@vermont.gov

Vermont Department of Public Safety
Division of Fire Safety
Michael Messer
100 Mineral Street, Suite 307
Contact info: 802-279-2021
michael.messer@vermont.gov

VT Shoreland Protection Act
Laura, Dlugolecki, Permit Specialist
Contact info: 802.885-8965
laura.dlugolecki@vermont.gov

Southern Region Flood Hazard Review
(Please contact Planning and Zoning Office)
Contact info: 802-228-2845
zoning@tds.net

Agency of Natural Resources
Department of Environmental Conservation
Terry Shearer – Southern District
Supervisor and Regional Engineer
Contact info: 802-591-0338
terry.shearer@vermont.gov

TOWN & VILLAGE OF LUDLOW, VERMONT

ADMINISTRATIVE PERMIT FEES (includes \$15 Recording Fee)

Residences	\$165.00 per unit plus \$0.10 per sq. ft
Motels, Hotels, Inns, etc.	\$115.00 per room, plus \$0.10 per sq. ft.
Commercial Structures	\$215.00 per unit, plus \$0.10 per sq. ft.
Industrial Structures	\$215.00 per unit, plus \$0.10 per sq. ft.
Additions/Alterations to Existing Residential Structures	\$65.00 plus \$0.10 per sq. ft.
Additions/Alterations to Existing Commercial Structures	\$115.00 plus \$0.10 per sq. ft.
Detached Accessory Buildings	\$65.00 plus \$0.10 per sq. ft.
Lot Line Adjustments (includes Mylar)	\$140.00
Access Permits	\$40.00
Sign Permits	\$40.00
Certificates of Occupancy	\$50.00
Home Occupations	\$115.00
Bianchi's	\$50.00

<u>Recording Fees:</u>	
Property Owner Letter of Permission	\$15.00
Energy Certificates	\$15.00
Mylars	\$25.00

Note: Fees are doubled if building starts without a permit

PUBLIC HEARING FEE SCHEDULE

Conditional Use Permits, Amendments, Appeals, Reconsiderations, Site Plan Reviews, Variances and Flood Hazard Reviews	\$300.00
Planned Residential Developments & Amendments	\$600.00
Subdivision Permits & Amendments	\$600.00 plus \$150.00 per lot
Local Act 250 Review	\$300.00
DRB Permit Recording Fees (surcharge to each permit)	\$15.00 per page
Subdivision Mylar Recording Fees	\$25.00