

Town of Clarksburg Recommended Procedure and Signature List

Form approved by Board of Selectmen for use with
Building Permit Applications and other projects

This form is not valid until numbered and signed by the Zoning Officer

INSTRUCTIONS: This form should be completed for most projects before the various Town Boards and Departments may accept an application for your project. **Fill out Part One completely. Bring the form to the Zoning Officer.** The Zoning Officer will check your project for zoning requirements, and then he/she will let you know which boards or departments you must see. Part Three is to be completed by the boards and departments that will need to approve your project. **NOTE:** All inspectors, boards, commissions, and departments involved in project approval require that owners or authorized agents present their project request in writing accompanied by a site or plot plan.

PART ONE

Name of Owner _____ Telephone _____

Name and address of applicant if other than owner _____

_____ Telephone _____

Owner's permission to have applicant represent him/her (signed) _____

Location of property: Assessor's Map Block and Lot Number (located on tax bill) _____

Street address of property _____

Description of work to be performed (Attach plan and additional pages if necessary)

Signed _____ Date _____

PART TWO

To be completed by the Tax Collector or Zoning Officer

According to Tax Collector records, as of this date, there is / is not tax delinquency in respect to this property.

Signed _____ Date _____

Tax Collector or Zoning Officer (Signature good for ninety days from date of signing)

PART THREE

(To be completed by Town Boards and Departments)

Circled departments must review and sign off on project

ZONING OFFICER: Project complies with Clarksburg Zoning By-Laws: Approved ____ Denied ____.

Reason for denial: _____

Signed _____ Date _____
Zoning officer

ZONING BOARD OF APPEALS: Granted ____ Denied ____ Decision Date _____

Signed _____ Date _____
For Zoning Board of Appeals

PLANNING BOARD: Approved ____ Approval not required ____ Denied ____

Signed _____ Date _____
For the Planning Board

CONSERVATION COMMISSION: Approved ____ Approved with restrictions: _____

Not Approved at this time. Needs: _____

Signed _____ Date _____
For the Conservation Commission

BOARD OF HEALTH:

1) Appeared before the Board of Health.

Signed _____ Date _____
For the Board of Health

2) The following procedures or conditions must be met:

Signed _____ Date _____
For the Board of Health

BOARD OF ASSESSORS:

Assessors notified as per General By-law VIII.2: Lot location, size, type of building and estimated cost.

Signed _____ Date _____

HIGHWAY SURVEYOR:

Driveway permit issued ____ denied ____

Signed _____ Date _____
Highway Surveyor

BUILDING COMMISSIONER: Building Permit Application Filed

Signed _____ Date _____