

**Town of Mount Holly, Vermont**  
**BUILDING CONSTRUCTION REGISTRATION FORM**

**INSTRUCTIONS:** You must fill out **both sides** of this form **completely** and file with the Mount Holly Town Clerk **before beginning construction**. This registration is valid for one year and must be re-filed if construction has not been completed.

Property ID #: \_\_\_\_\_  
Date of Property Purchase: \_\_\_\_\_  
Physical Location (911 address): \_\_\_\_\_  
Previous Owner (if known): \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_  
Permanent Mailing Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Person Completing Application: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Proposed Construction**

Type of Construction: \_\_\_ New \_\_\_ Renovation \_\_\_ Addition  
Proposed Water Source: \_\_\_ New \_\_\_ Existing  
If new, describe (e.g., well): \_\_\_\_\_  
Proposed Septic System: \_\_\_ New \_\_\_ Existing  
If new, describe (e.g., mound, in-ground): \_\_\_\_\_  
Number of living units: \_\_\_\_\_  
Lot size: \_\_\_\_\_  
Dimensions of new structure: \_\_\_\_\_  
Estimated start date: \_\_\_\_\_  
Estimated completion date: \_\_\_\_\_  
Describe the type of work proposed (e.g., garage, bedroom, shed):  
\_\_\_\_\_  
\_\_\_\_\_

Including this property, how many lots have you subdivided in the Town of Mount Holly? \_\_\_\_\_

**Permits**

It is understood that the property owner will be responsible for obtaining all necessary permits and that a fine can be assessed for unregistered construction per the current Mount Holly Town Ordinance. Additional bathroom(s) or water in other buildings may require a state permit. Addition of rental unit(s) requires a state permit. Attach copies of any of the following permits that may be required:

Act 250	Flood	Stream Alteration	Subdivision
Campground	Salvage Yard	Multiple Living Units	
Labor & Industry	Wetland	Mobile Home Park	

I hereby certify that the information provided is accurate and complete to the best of my knowledge:

\_\_\_\_\_  
Signature of Owner DATE: \_\_\_\_\_

Fee \$ \_\_\_\_\_ received by Town Clerk: \_\_\_\_\_ DATE: \_\_\_\_\_

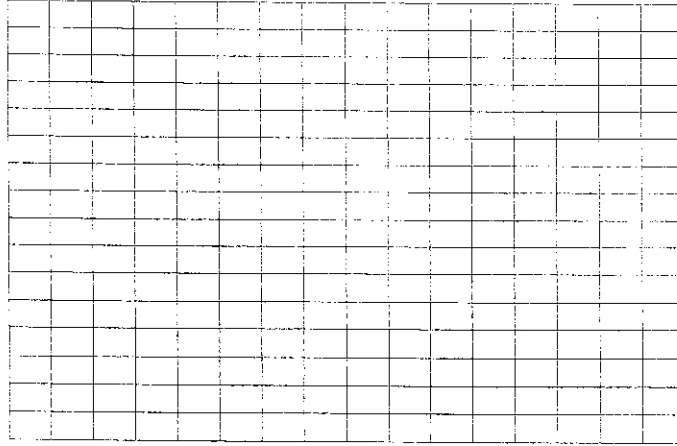
Reviewed by Planning Commission: \_\_\_\_\_ DATE: \_\_\_\_\_

**YOU MUST COMPLETE AND  
SIGN THE BACK OF THIS FORM**

**DRAWING OF PROPOSED CONSTRUCTION (REQUIRED)**

Draw a sketch of the lot and indicate:

- Lot dimensions.
- The nearest Town Road and access point to the lot where the new construction will take place.
- Dimensions of the new construction.
- Distance from the new construction to all four sides of the lot.
- Location of proposed (or existing) water source and septic system.
- North arrow.



**PHYSICAL LOCATION OF NEW CONSTRUCTION (REQUIRED):**

Indicate the physical location of the proposed construction with a large X on the map below.

