



Town of Mount Holly Planning Commission

Information for Homeowners, Builders, and Developers

This document is designed to provide a brief overview of Mount Holly Town regulations regarding building construction and the subdivision of land. It is not a substitute for the documents or ordinances that are summarized here. Complete copies of forms and documents mentioned here are available from the Mount Holly Town Clerk. Many can also be downloaded from the Mount Holly Town Website: www.mounthollyvt.org.

Please contact the Mount Holly Planning Commission with questions or concerns: PO Box 248, Mount Holly, VT 05758; planningcomm@mounthollyvt.org

New Homes

If you are planning to build a new house,

- You must file a Building Registration Form with the Mount Holly Town Clerk before any construction begins.
- You must apply for a Potable Water Supply and Wastewater Disposal Permit from the State of Vermont Wastewater Management Division. [Contact the Permit Specialist](#) (802-282-6488) serving our area for more information.
- You must comply with State and Town requirements regarding driveway access to State highways and Town roads. Copies of these requirements are available from the Mount Holly Town Clerk.
- You may need to comply with the Town of Mount Holly Flood Hazard Area Regulations depending on where your property is located. Contact the Planning Commission for information.
- Any development or disturbance in or near a wetland, lake or pond may require a state permit. See the “State Wetlands Permits” section below.
- You may need to comply with other state regulations depending upon your location and the type of construction. Your lawyer should be able to advise you about these.

New Construction or Remodeling

If you are planning any new construction on your property that will cost more than \$1,000,

- You must file a Building Registration Form with the Mount Holly Town Clerk and pay the required fee.

Subdivision of Property

If you are planning to divide your property to form two or more lots,

- You must comply with the Town of Mount Holly Subdivision Regulations.
- See the “[Subdivision Regulations Guide](#)” for more information.

Building Registration Form

Who Must File?

You must complete a Building Registration Form for all new construction or installation in excess of \$1,000. This includes but is not limited to:

- New homes
- Mobile home
- Modular and prefabricated structures
- Commercial or public buildings
- Outbuildings including garages, barns, and sheds
- Any increase in living space to existing buildings

What Are Building Registration Forms Used For?

Building registration forms are used by the Listers to keep track of new construction and significant improvements to existing structures so that property appraisals are kept up to date. Building registration forms are also used by the Planning Commission to keep informed about building and development in Mount Holly. The Building Registration Form is NOT a building permit. At present, Mount Holly does not require a building permit for new construction.

What Do I Need to Do?

1. Complete a Building Registration Form. Copies are available from the Town Office and will be available from the Mount Holly town website shortly. Incomplete forms will not be accepted.
2. Submit your completed form along with a check for \$ 25 to the Mount Holly Town Clerk.

How Long Is my Registration Valid?

Your Building Registration Form is valid for one year from the date of registration. You must submit a new Building Registration Form, and pay an additional \$25 registration fee, if you have not completed construction within twelve months of the original registration date.

Penalties for Failure to File a Building Registration Form

Failure to file a building registration form prior to beginning construction or installation is subject to a \$100 fine, plus an additional \$100 per week for each week following notification of failure to file.

State Wetlands Permits

Any development or disturbance in or near a wetland, lake or pond may require a state permit. The Vermont Wetlands Section has jurisdiction over all Wetlands. See the Wetlands website: <https://dec.vermont.gov/watershed/wetlands>

For Wetlands issues, please contact the State Wetlands Ecologist Zapata Courage. Zapata.Courage@vermont.gov, 802-490-6179. Some projects might need an Army Corps of Engineers permit, and Zapata will refer you to The Army Corps of Engineers when needed.

For stream alterations, work in a stream or stream crossings, contact the Agency of Natural Resources River Management Engineer Josh Carvajal. Joshua.Carvajal@vermont.gov, 802-490-6163. Some projects might need the Corps permit, and Josh will refer folks to the Army Corps when needed. Or, you can contact them directly: U.S. Army Corps of Engineers Michael Adams. Michael.s.adams@usace.army.mil, 802-872-2893.

For more information see this handy guide: <https://dec.vermont.gov/watershed/wetlands/what/guide>