

# Town of Mount Holly, Vermont

## Flood Hazard Area Permit Application

For any planned development in a flood hazard area, please fill out this form completely, attach required documents, sign, and file two copies with the Administrative Officer. Applications that are incomplete or lack required documents will not be processed.

### 1. Applicant / Property Owner

Name:

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Phone number:

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Email address:

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Permanent mailing address:

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Town, State, Zip code:

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### 2. Authorized Agent

A surveyor/engineer/lawyer/etc. will represent the owner in the proceedings.  Yes  No

Name:

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Company:

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Phone number:

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Email address:

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Business address:

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Town, State, Zip code:

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### 3. Property Description

Property ID #:

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Physical location (911 address):

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Previous owner (if known):

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Lot size (acres):

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Property deed (Book / page):

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Recorded survey (Book / page):

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Prior town permits (Book / page):

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State wastewater permit ID:

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Number of adjacent properties:

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#### 4. Adjacent Property Owners

Please consult the official Town of Mount Holly Tax Maps to determine this list.

Property ID #: \_\_\_\_\_  
Owner name(s): \_\_\_\_\_  
Owner address: \_\_\_\_\_

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Owner address: \_\_\_\_\_

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Owner name(s): \_\_\_\_\_  
Owner address: \_\_\_\_\_

### 5. Detailed Development Description

Purpose and description of project:

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Include dimensions of any new structures, additions to structures, or structures to be repaired or improved.  
(Use additional sheets if needed)

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Assessed value of the structure: \$

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Cost of construction/improvements: \$

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### 6. Attach Vermont Agency of Natural Resources Permit Navigator Results

Is Permit Navigator Results Summary from <https://dec.vermont.gov/permitnavigator> attached?  Yes  No

### 7. Attach a General Location Map and Plans or Drawings of Project

Attach a general location map and a plan or drawing of the lot showing the information required by Section VIII(B)(3)-(4) of the Town of Mount Holly Flood Hazard Area Regulations, including but not limited to all existing and proposed structures, all bodies of water, roads, driveways, parking areas, wells, septic systems, bridges, and culverts within that lot. Include lowest floor elevation and/or base flood elevation, if applicable. Identify shortest distance to centerline of stream and top of bank, any proposed fill and change in grade.

Are plans attached?  Yes  No

### 8. Authorization and Consent

The undersigned, as owner of the property referenced in Section 3 on this application form, hereby certifies that the information provided in this application and supporting documentation is true and accurate, consents to its submission, and understands that if the application is approved, that the permit and any attached conditions will be binding on the property. Further, the undersigned authorizes the Administrative Officer, or any delegates, to access the above referenced property, at reasonable times, both before and after a decision has been made.

\_\_\_\_\_  
**Signature of Owner**

Date: \_\_\_\_\_

**Town of Mount Holly Municipal Use Only**

Application received by Town Clerk: Date: \_\_\_\_\_

Fee amount received: Date: \_\_\_\_\_

Received by Administrative Officer: Date: \_\_\_\_\_

Assigned application number: Date: \_\_\_\_\_

Application deemed complete: Date: \_\_\_\_\_

**Determine one of the following:**

No Permit Required Date: \_\_\_\_\_

- Structure is outside of mapped flood hazard areas
- Road maintenance with no increase in grade
- Open space, forestry, or agricultural use
- Other:

\_\_\_\_\_

Administrative Permit Required Date: \_\_\_\_\_

Complete application sent to Vermont NFIP Coordinator Date: \_\_\_\_\_

- Non-substantial structural improvement
- Small accessory structure
- Building utilities
- At grade parking for existing buildings
- Qualifying recreational vehicle
- Other:

\_\_\_\_\_

Conditional Use Permit Required Date: \_\_\_\_\_

Complete application sent to Vermont NFIP Coordinator Date: \_\_\_\_\_

Board of Adjustment Hearing Date: \_\_\_\_\_

Board of Adjustment Decision Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
**Administrative Officer Signature**