

Town of Mount Holly

Information for Property Owners, Builders, and Developers

This document provides an overview of Mount Holly Town ordinances and bylaws regarding building construction and land subdivision. It is not a substitute for reading the documents that are only summarized here. Complete copies of forms and documents mentioned here are available from the Town Clerk. Many can also be downloaded from the Town Website: www.mounthollyvt.org. Note that there are additional Town ordinances relating to property ownership (e.g., Outdoor Storage of Junk and Junk Vehicles). See www.mounthollyvt.org/ordinances/.

Please contact the Administrative Officer with questions or concerns: PO Box 248, Mount Holly, VT 05758; administrative.officer@mounthollyvt.org

New Buildings

If you are planning new construction, *before* you begin you must:

- File a complete Building Construction Registration Form with the Administrative Officer.
- Apply for and receive an E911 address.
- Comply with State and Town requirements regarding driveway access to State highways and Town roads. Copies of these requirements are available from the Town Clerk.
- Comply with the Town of Mount Holly Flood Hazard and River Corridor Bylaw. Depending on where your property is located, this may require a permit from either the Town or the State. Contact the Administrative Officer for information.
- Comply with prior subdivision permit conditions, if applicable.
- Comply with all applicable State statutes and regulations, including but not limited to:
 - State Construction Permit requirements for public buildings as defined by State law: firesafety.vermont.gov/buildingcode/permits
 - State Potable Water Supply and Wastewater Disposal Permit requirements. Contact the State Wastewater Management Division for more information. [Contact the Community Assistance Specialist](#) (802-282-6488) serving our area.
 - Vermont's Act 250 if applicable to your property and proposed construction.
 - State permit requirements for any development or disturbance in or near a wetland, lake or pond. See the "State Wetlands Permits" section on page 2 below.

Additions or Improvements

If you are planning any additions or improvements on your property that will cost more than \$1,000, *before* you begin you must:

- File a complete Building Construction Registration Form with the Administrative Officer.
- Comply with the Town of Mount Holly Flood Hazard and River Corridor Bylaw. Depending on where your property is located, this may require a permit from either the Town or the State. Contact the Administrative Officer for information.
- Comply with all applicable State statutes and regulations. See "New Construction" above.

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 Construction Registration Form

Who Must File?

You must complete a Building Construction Registration Form for all new construction or installation in excess of \$1,000. As described in the Building Construction Registration Ordinance, 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 Construction Registration Forms Used For?

Building Construction 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. The forms are also used by the Planning Commission to keep informed about building and development in Mount Holly. The form is not a building permit. At present, Mount Holly does not require a building permit for new construction but the state may.

What Do I Need to Do?

1. Complete a Building Construction Registration Form. Copies are available from the Town Office and the Town website. Incomplete forms will not be accepted.
2. Submit your completed form along with a payment of \$20 to the Mount Holly Town Clerk.

How Long Is My Registration Valid?

Your Building Construction Registration Form is valid for one year from the date of registration. You must submit a new form, and pay an additional \$20 registration fee, if you have not completed construction within twelve months of the original registration date.

Penalties for Failure to File a Building Construction Registration Form

Failure to file a 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: 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 Army Corps of Engineers permit, and Josh will refer folks to the Army Corps when needed. Or, you can contact them directly through Michael Adams. Michael.s.adams@usace.army.mil, 802-872-2893.

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