



1. Fill out applicant/owner contact information.
2. Property location: E911 address, zoning district, parcel/tax map #, block and lot. Contact Pawlet E911 coordinator to confirm address
3. Describe current and proposed use of the structure and work to be done. A sketch plan of property and proposed work must accompany permit application. (see site plan sample )
4. For new construction, a plot plan with road frontage or right of way from public or private road, location of septic and water. Location of work relative to all property lines.
5. For an addition, a plot plan and a scale drawing are required.
6. Submit **2 copies** of completed application with supporting documents along with applicable fees and \$15 recording fee to the Zoning Administrator.
7. Permits are subject to a 15 day appeal period by any interested party. The permit is not valid until the 15 day period has passed. Permits are valid for 2 years.
8. Contact the Zoning Administrator with any questions: 802-325-3309 x 3 or [pawletzoning@vermontel.net](mailto:pawletzoning@vermontel.net)
9. All construction must comply with **The Vermont Residential Building Energy Standards (RBES)**. Certification must be filed with the Vermont Public Service Department and The Pawlet Town Clerk  
<http://publicservice.vermont.gov>.

**TOWN OF PAWLET**  
**ZONING FEE SCHEDULE**

Updated April 28, 2015

The following Zoning and Subdivision fees have been adopted by the Town of Pawlet

*Town of Pawlet Subdivision Fees:*

Boundary Line Adjustment and Two-Lot Subdivision Applications	\$200
Subdivision Applications (up to 5 lots)	\$300
Allowable Density & Density Remaining	\$300

*Town of Pawlet Zoning Fees:*

Zoning Permit Fees by Area of Structure, including variance request and conditional use:

0-499 square feet	\$50
500-2,000 square feet	\$200
Over 2,000 square feet	\$200 + \$.25/sf
Signs and all other permits	\$25
Recording fee	\$15

Other Zoning-Related Fees:

Confirmation letters for lawyers and banks	\$50
Appeals	\$35

If you have any questions about this fee schedule, contact the Zoning Administrator  
By telephone at 802-325-3309 ext. 3, email: [pawletzoning@vermontel.net](mailto:pawletzoning@vermontel.net)