

TOWN OF CHARLESTOWN  
APPLICATION FOR **MAJOR** CONSTRUCTION ZONING / BUILDING PERMIT

A COUNTY PERMIT IS REQUIRED, NO WORK MAY BEGIN UNTIL THE COUNTY PERMIT IS REVIEWED BY THE "TOWN" AND FINAL APPROVAL OF TOWN PERMIT IS RECEIVED.

WATER/SEWER CONNECTION FEES MUST BE PAID PRIOR TO RELEASE OF PERMIT TO COUNTY.

Stormwater management on a lot must have the Town engineer's approval before an Occupancy Permit can be issued.

APPROVAL BY TOWN ENGINEER: YES \_\_\_\_\_ NO \_\_\_\_\_

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

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Builder/Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

**Address/Location of Site** \_\_\_\_\_

Dimensions of Lot \_\_\_\_\_ Acres \_\_\_\_\_ Square Footage \_\_\_\_\_

Present Use \_\_\_\_\_ Intended Use \_\_\_\_\_

Public Water Service: Yes [ ] No [ ]      Public Sewer Service: Yes [ ] No [ ]

Brief Description of **All** Proposed Work (**Attach materials list**) \_\_\_\_\_

Width \_\_\_\_\_ Length \_\_\_\_\_ #of Stories\* \_\_\_\_\_ Estimated Building Cost: \_\_\_\_\_

Foundation\* \_\_\_\_\_ Roofing\* \_\_\_\_\_ Basement\* \_\_\_\_\_

Signature of Owner or Authorized Agent    and/or    Signature of Applicant or Agent

FOUR (4) COPIES (5 COPIES IF IN HISTORIC DISTRICT) OF SCALED SITE & BUILDING PLANS SHOULD ACCOMPANY THIS APPLICATION. SITE PLAN MUST SHOW DIMENSIONS OF LOT & SIZE OF ALL EXISTING & PROPOSED STRUCTURES INCLUDING DISTANCES FROM PROPERTY LINES.

SITE PLANS & DOCUMENTS ACCOMPANYING THIS PERMIT **MUST** BE SIGNED AND DATED.

.....(FOR OFFICE USE ONLY).....

**CHARLESTOWN HISTORIC DISTRICT COMMISSION**

Recommendation:    Approval    [    ]      Disapproval [    ]

Reason: \_\_\_\_\_

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

**MAP            GRID            PARCEL            LOT NO.            ZONING            CAC            FLOODPLAIN**

Fee Amount: \_\_\_\_\_ Receipt/Check # \_\_\_\_\_ Date Pd: \_\_\_\_\_ Initials: \_\_\_\_\_

\* As Applicable, or N/A

Rev. 09/09

APPLICATION #



