

TOWN OF CHARLESTOWN  
 APPLICATION FOR **MINOR** CONSTRUCTION ZONING / BUILDING PERMIT  
 IF A COUNTY PERMIT IS REQUIRED, WORK MAY NOT BEGIN UNTIL THE COUNTY PERMIT  
 IS REVIEWED BY THE "TOWN" AND FINAL APPROVAL OF TOWN PERMIT IS RECEIVED.

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: \_\_\_\_\_

\* If Applicable, otherwise N/A                          APPLICATION #

