

**TOWN OF MONKTON  
FIRST CUT  
APPLICATION INSTRUCTIONS**

To apply for a zoning and subdivision first cut with the Development Review Board complete required information in section A and file it with the Zoning Administrator and pay the zoning and subdivision first cut fee and the publication fee. A Notice of Zoning Permit Request sign (available at the Town Hall) must be posted by the applicant within view from the public right-of-way most nearly adjacent to the subject property not less than 15 days prior to the warned hearing and shall remain until the appeal period has expired.

You must file an original (marked original) and two copies (marked copies) of your application and project materials.

Upon review of the application for completeness, the DRB will set a hearing. All applicants or their duly authorized agents shall appear at the hearing. Written notice to abutting landowners is required no less than 15 days before the hearing.

If you need help with your application, please contact Ken Wheeling Monkton's Zoning Administrator at: 453-3800 by email at [zoning@monktonvt.com](mailto:zoning@monktonvt.com).

It is recommended that you review all zoning or subdivision regulations that apply to your project. For Town regulations on first cuts, please see Article III Section 376 – First Cut on page 41 of the *Unified Planning Document For the Town of Monkton*, which can be found at the Monkton Town Hall or on the Monkton Town website at: <http://monktonvt.com/town-info/town-plan-and-zoning-bylaws/>.

Additional copies of this form can be found on the Monkton Town website at: <http://monktonvt.com/boards-and-committees/development-review-board/drb-forms/>.

Applicants have the obligation to identify, apply for and obtain any relevant state permits for their projects. Call Rick Oberkirch, Permit Specialist at the Agency of Natural Resources' Environmental Assistance Office, at 802-786-5907 to determine if any State permits are required before beginning construction.

**TOWN OF MONKTON  
FIRST CUT APPLICATION**

**A. Required Information:**

1. Name of Applicant.	
2. Address of Applicant.	
3. Phone Number of Applicant.	
4. Name of Land Owner (if different from above).	
5. Address of Land Owner (if different from above).	
6. Property Identification Numbers (from the latest tax records).	
7. Documentation the property has not been subdivided since March 3 <sup>rd</sup> , 1978.	
8. Proof of written notification to all abutting landowners. (Signature or receipt of sent certified mail.)	
9. A letter and two copies submit to the Zoning Administrator summarizing the location of the property, including a survey with metes and bounds for the first cut.	
10. Does the first cut meet all town regulations and setbacks?	
11. Payment of necessary fee.	
12. Proof of written notice to all abutting landowners. (Signature or receipt of delivery of certified mail.)	

**B. DRB Decision**

1. Date of hearing and decision by DRB	
2. A Mylar and three copies of the final plat were delivered 90 days from the date of the approval. (Delivery of the Mylar to the clerk does not relieve the Applicant of the duty to ensure that the Mylar is executed and filed in the land records within 180 days from the date of the approval.)	