

**TOWN OF DUXBURY – DEVELOPMENT REVIEW BOARD [DRB]  
INSTRUCTIONS FOR APPLICANT**

1. Within 15 days of the date of a decision or act by the Zoning Administrator, the Applicant must file with the Chair of the Development Review Board [DRB] a copy of the NOTICE OF APPEAL and a copy of the decision or act upon which the Appeal is based.
2. Conditional Use Permit applications and applications to change a non-confirming use may be made to the Board directly, at any time.
3. All appeals and applications must be filed at the Town Clerk's office on the form(s) provided together with supporting documents and payment of the required fee. Checks payable to "Town of Duxbury".
 

FEES: A.	Residential property	\$ 77.00
B.	Commercial property or Subdivision over 3 lots	\$152.00
C.	Subdivision over 10 lots	\$ 52.00 per lot
4. Submit with this application all information as requested on the Town of Duxbury Zoning Permit, e.g. dimensioned site plan(s), elevations, landscaping diagrams, traffic circulation/parking diagrams, neighborhood land, land use maps, copy of property deed and any additional information and data to advise the DRB fully with reference to application or appeal. A Plat Map must be filed with the Town Clerk within 90 days of approval of a subdivision permit. **\*\* Please check in the Town Office for the most current abutting property owners.**
5. Submit a list of the names and addresses of all adjoining property owners and, using the attached form letter, send a certified letter to each adjoining property owner 15 days before the DRB hearing stating the date, time and place of the DRB meeting. Proof of certified mailing(s) must be brought to the DRB hearing and filed with the Zoning Administrator.
6. Specify as precisely as possible the reason(s) for the application or appeal.
7. Contact the Zoning Administrator or member of the DRB for additional information regarding procedures for filing an appeal, advice concerning the Board's rules and Instructions for preparing your testimony.
8. Note that the Board has no authority to consider or authorize a Use not permitted in the Duxbury Zoning Ordinance.
9. Submit the application, fee(s) and supporting documents to:
 

Duxbury Town Clerk  
Attn: Zoning/DRB  
5421 VT Route 100  
Duxbury, VT 05676  
[802-244-6660]

**TOWN OF DUXBURY**  
**Application to Development Review Board [DRB]**

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**For DRB use:**

Application # \_\_\_\_\_ Notice: \_\_\_\_\_

Date received \_\_\_\_\_ Hearing: \_\_\_\_\_

Fee paid \$ \_\_\_\_\_ Decision: \_\_\_\_\_

DECISION: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

**APPLICANT: [Name]** \_\_\_\_\_

Mailing address \_\_\_\_\_

Location of Property \_\_\_\_\_

Type of Application:

\_\_\_\_\_ Request for interpretation of Zoning Ordinance or map

\_\_\_\_\_ Appeal from decision of Zoning Administrator

\_\_\_\_\_ Application for a Conditional Use Permit under the provisions of the  
Town of Duxbury Protective Zoning Ordinance

\_\_\_\_\_ Application for a variance from the Zoning District dimensional  
requirements

\_\_\_\_\_ Other:

Provision of Zoning Ordinance in question: \_\_\_\_\_

Reason for Appeal: \_\_\_\_\_

Specific relief requested: \_\_\_\_\_

The following document(s) are submitted in support of this application:  
[please list]

**Signature of Applicant:**

**Date submitted:**

**NOTICE OF PUBLIC HEARING**

**TOWN OF DUXBURY  
DEVELOPMENT REVIEW BOARD**

**DATE:**

**TO: ALL ADJACENT LAND OWNERS**

**FROM: DUXBURY ZONING ADMINISTRATOR**

This Notice is being sent to you on \_\_\_\_\_, 20\_\_\_\_ as an adjacent landowner to the property located at:

\_\_\_\_\_

The Development Review Board will hold a meeting/hearing on

\_\_\_\_\_, 20\_\_\_\_ In the Duxbury Town Meeting Room,

5419 VT Route 100, Duxbury, VT 05676 at \_\_\_\_\_:\_\_\_\_\_ AM PM

This meeting/hearing will be to review and make a decision on the appeal of

\_\_\_\_\_

for

\_\_\_\_\_

Documentation regarding this application is available for review during normal business hours at the Duxbury Town Office.

Attendance at this meeting/hearing will give you an opportunity to voice your concerns regarding this matter.