

Project Name: 12 Batchelder St- Bedroom & Kitchen Addition

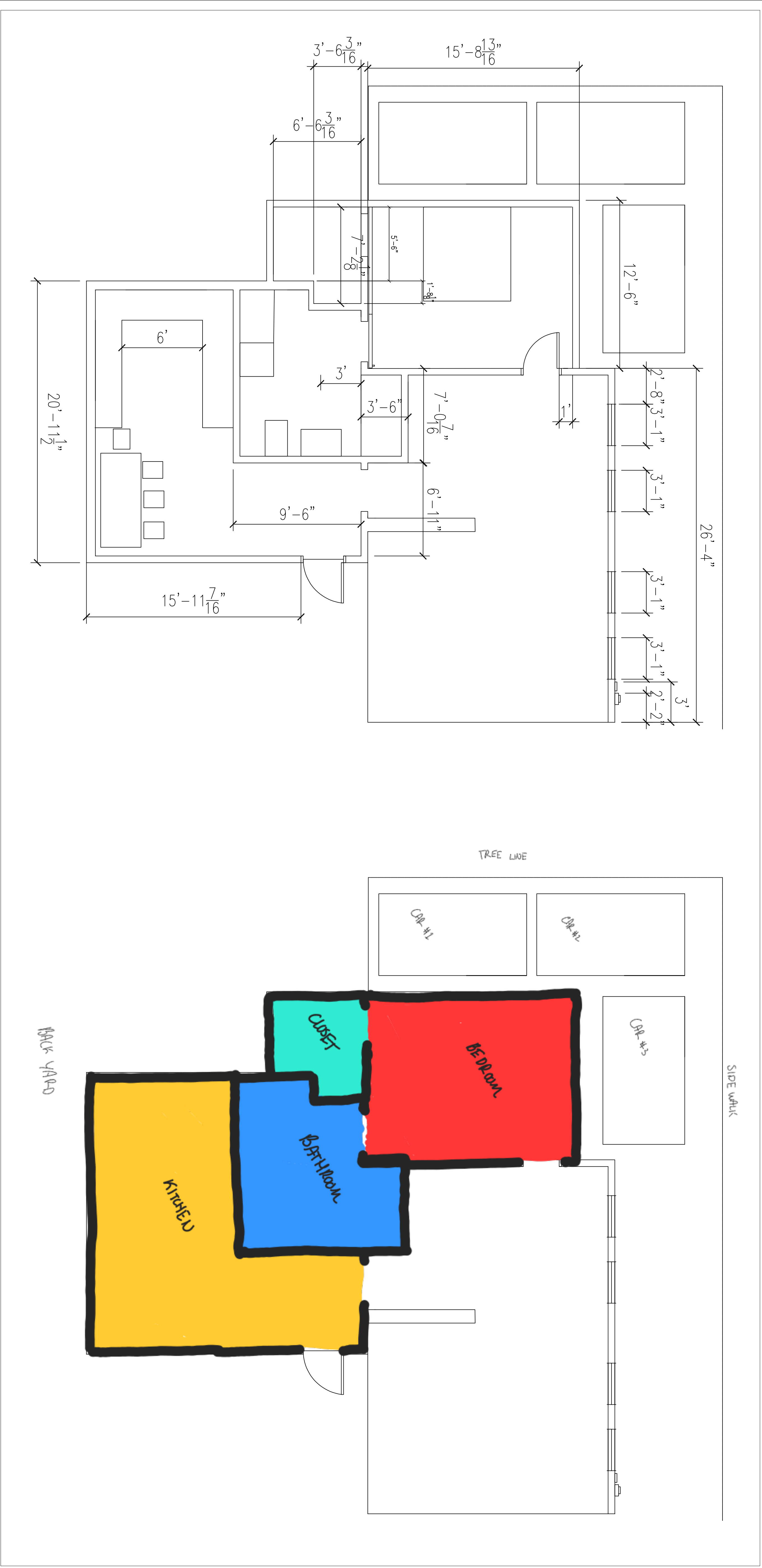
Project Description: We are adding a bedroom, bathroom and kitchen to 2-unit house to make the owners' unit fit their needs for long-term residence at the property.

Permit Number: GZ-25-0012 **Applicant:** Warren, Robert

PROPERTY OWNER NAME:	Shannon R. Comtess
PROPERTY OWNER MAILING ADDRESS:	12 Batchelder St, Waterbury Vermont
PROPERTY OWNER HOME PHONE:	802.760.8886
PROPERTY OWNER WORK/CELL PHONE:	
PROPERTY OWNER EMAIL:	shannoncomtess@yahoo.com
PHYSICAL LOCATION OF PROJECT (E911 ADDRESS):	12 Batchelder St, Waterbury Vermont
LOT SIZE:	0.28 acres
ZONING DISTRICT:	Mixed Use
EXISTING USE:	2 unit/ multi-residential
PROPOSED USE:	2 unit/ multi-residential
BRIEF DESCRIPTION OF PROJECT:	Building an Addition for Owners apartment to
COST OF PROJECT:	132000
ESTIMATED START DATE:	10/16/2025

WATER SYSTEM:	Public Water
WASTE WATER SYSTEM:	Municipal
EXISTING SQUARE FOOTAGE:	1420
EXISTING HEIGHT:	24.50
EXISTING NUMBER OF BEDROOMS:	3.00
EXISTING NUMBER OF BATHROOMS:	2.00
EXISTING NUMBER OF PARKING SPACES:	2.00
FRONT SETBACK:	4' 8"
REAR SETBACK:	137'
SIDE SETBACK 1:	7' 10"
SIDE SETBACK 2:	34' 11"
DEVELOPMENT IN SFHA(INCLUDING REPAIRS AND RENOVAT:	No
ESTABLISH NEW USE:	<input type="checkbox"/>
CHANGE EXISTING USE:	<input type="checkbox"/>
EXPAND EXISTING USE:	<input checked="" type="checkbox"/>
OTHER:	
ACKNOWLEDGEMENT:	I Acknowledge

General Notes
 THIS DESIGN INTENDED SOURCE FOR
 TO INSURE QUALITY OF LIFE



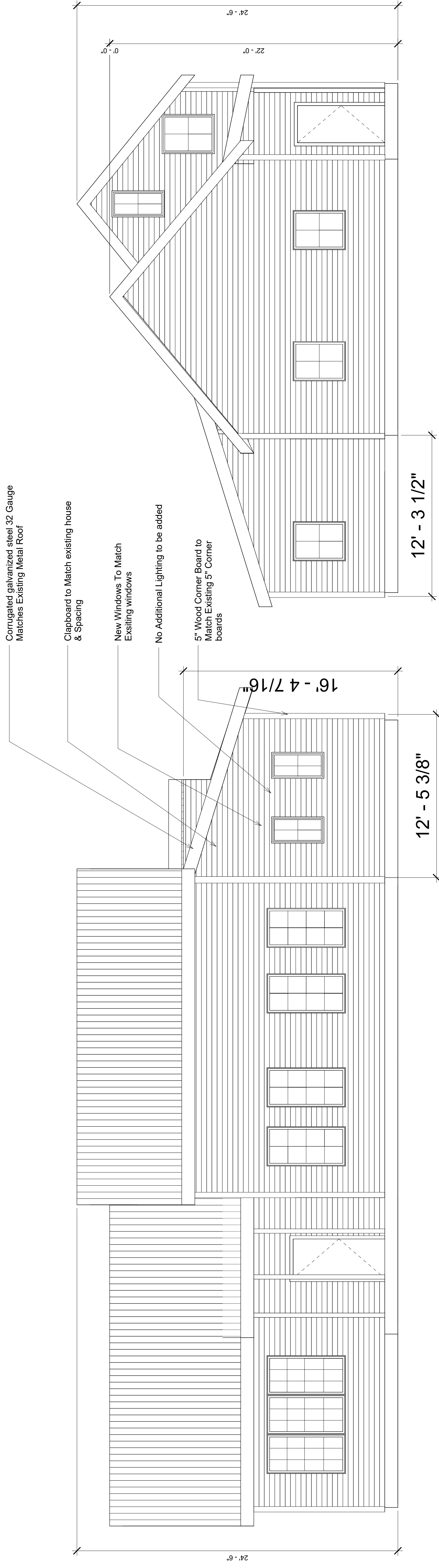
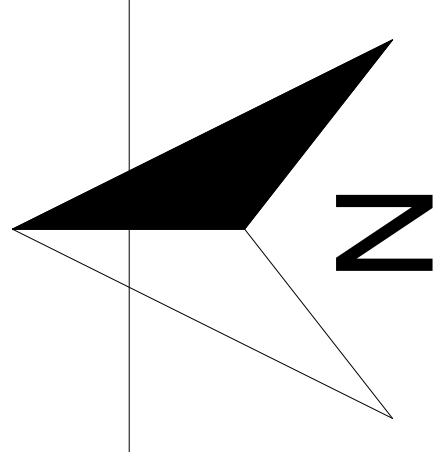
COMPLAINT FORM	
No.	Date
3	09/25
Revision/Issue	
AGREED DESIGN	
COMPANY NAME	
AIA DESIGN AND CONSTRUCTION LLC	
CONTRACTOR COMPANY	
Project Name and Address	
WATERBURY RESIDENTIAL	
- 12 BRUNSDEN ST, WATERBURY, VT 05676	
Project	Sheet
WATERBURY RESIDENTIAL	D-102
Date	Scale
09-08-2025	1/4" = 1'

Elevations

Sheet Number

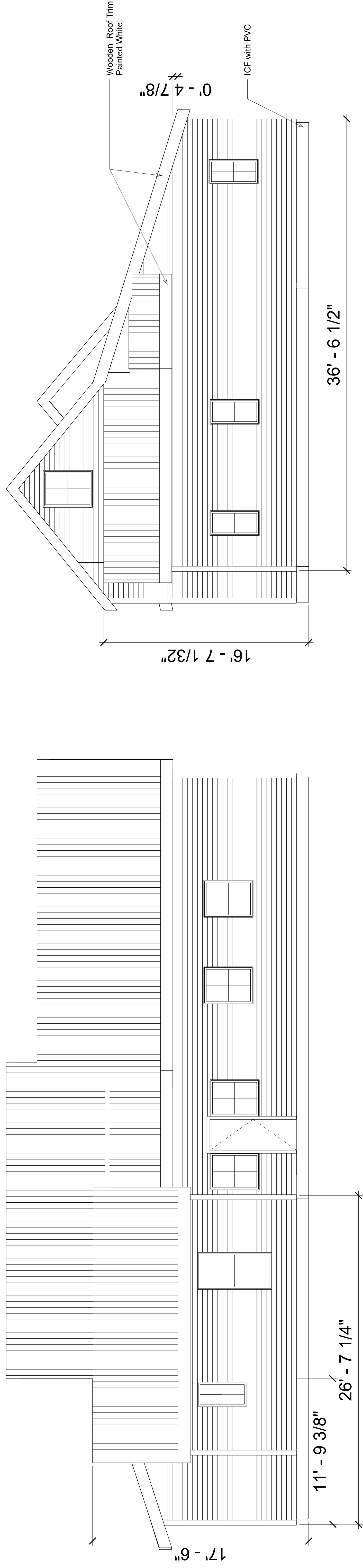
A1

Project Notes:



① South Elevation - Street Side
1/4" = 1'-0"

② West Elevation -
1/4" = 1'-0"



③ North Elevation - Backside
1/4" = 1'-0"

④ East Elevation -
1/4" = 1'-0"



Owner & Client : S
 Designed By: Ayden L
 Drawn By: Ayden L
 Checked By: Hutch W

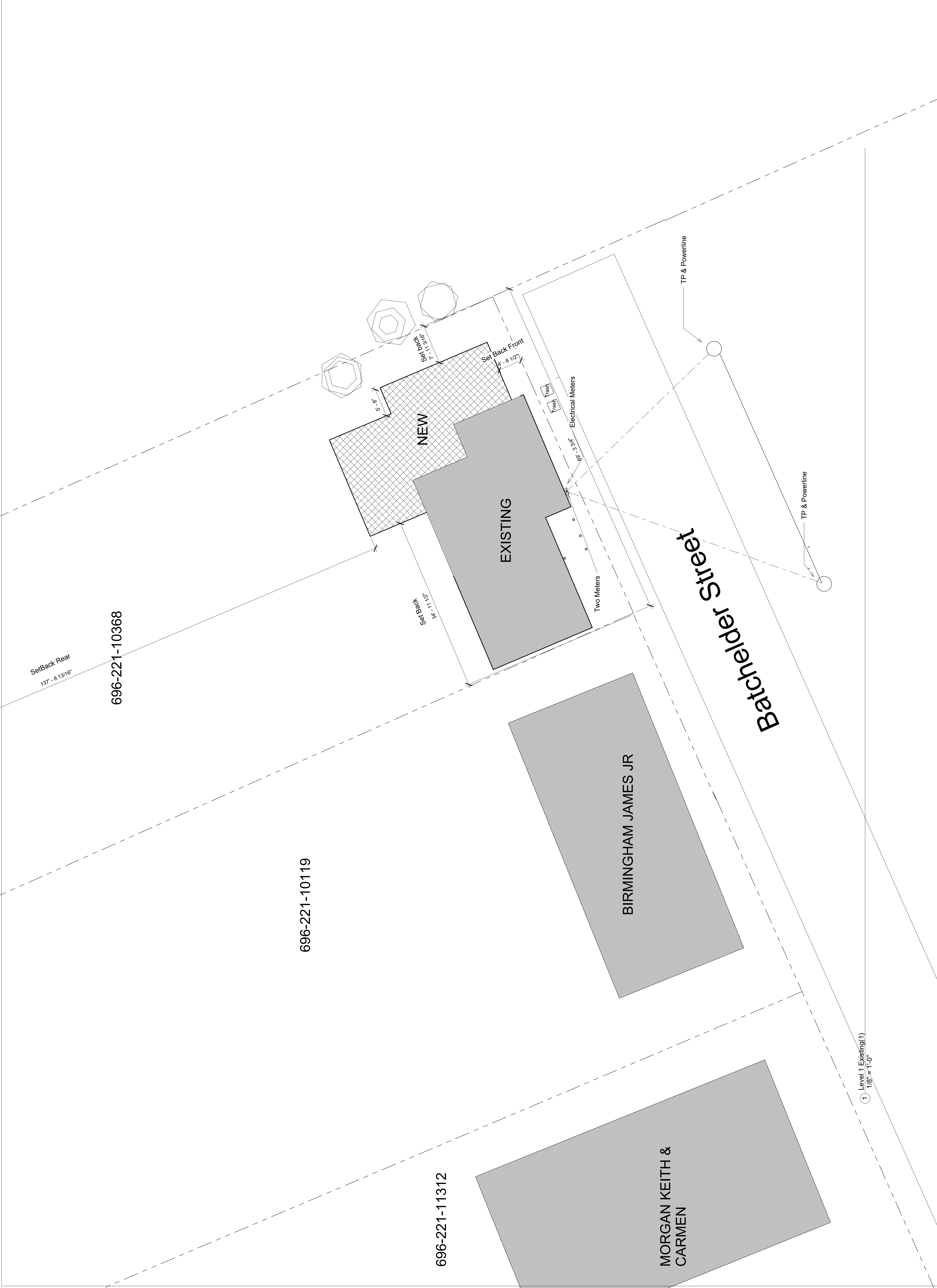
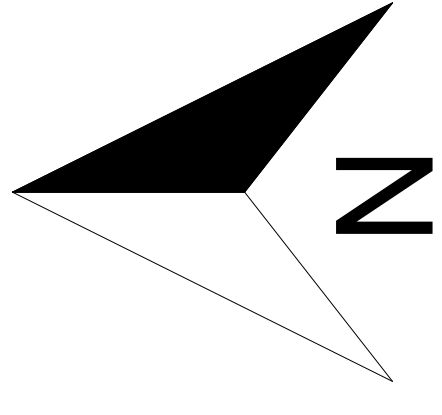
Site Plan:

Project Name: 12 Batch
 Project Name: 12 Batch
 Project Status: Pending
 Project Manager: Hutch W
 Scale:
 Date: 9/10/25
 Sheet Name:

Overall Site Plan

Sheet Number
C1

Project Notes:



① Level 1 Existing(1)
 1/8" = 1'-0"



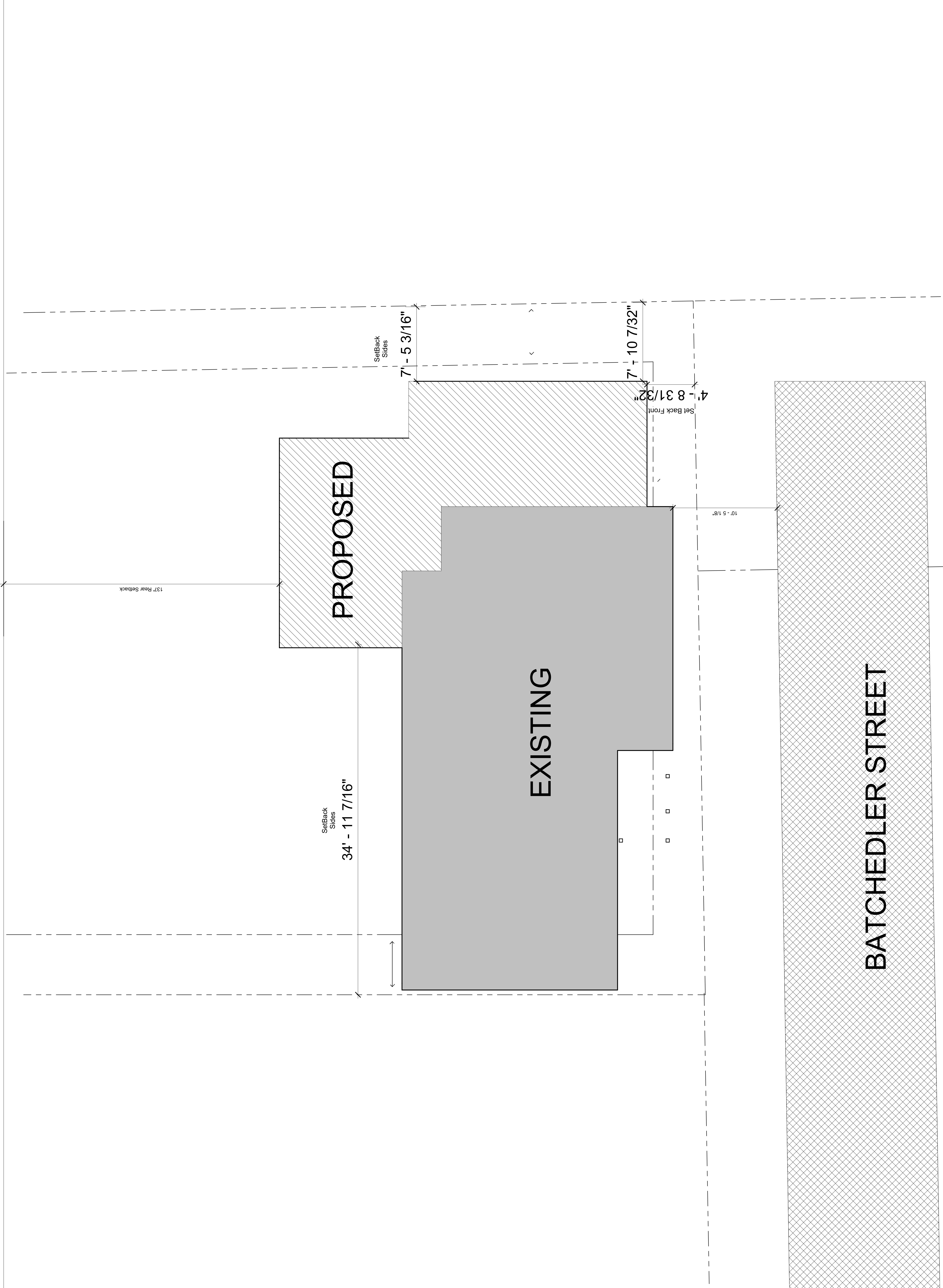
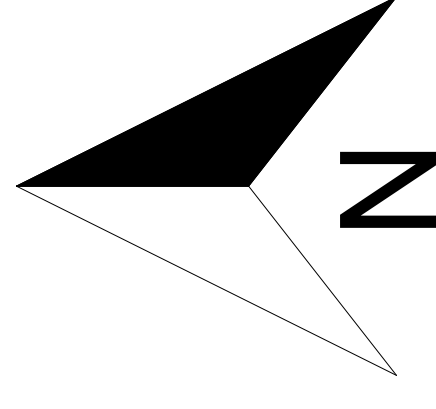
Owner & Client : S
Designed By: Ayden L
Drawn By: Ayden L
Checked By: Hutch W

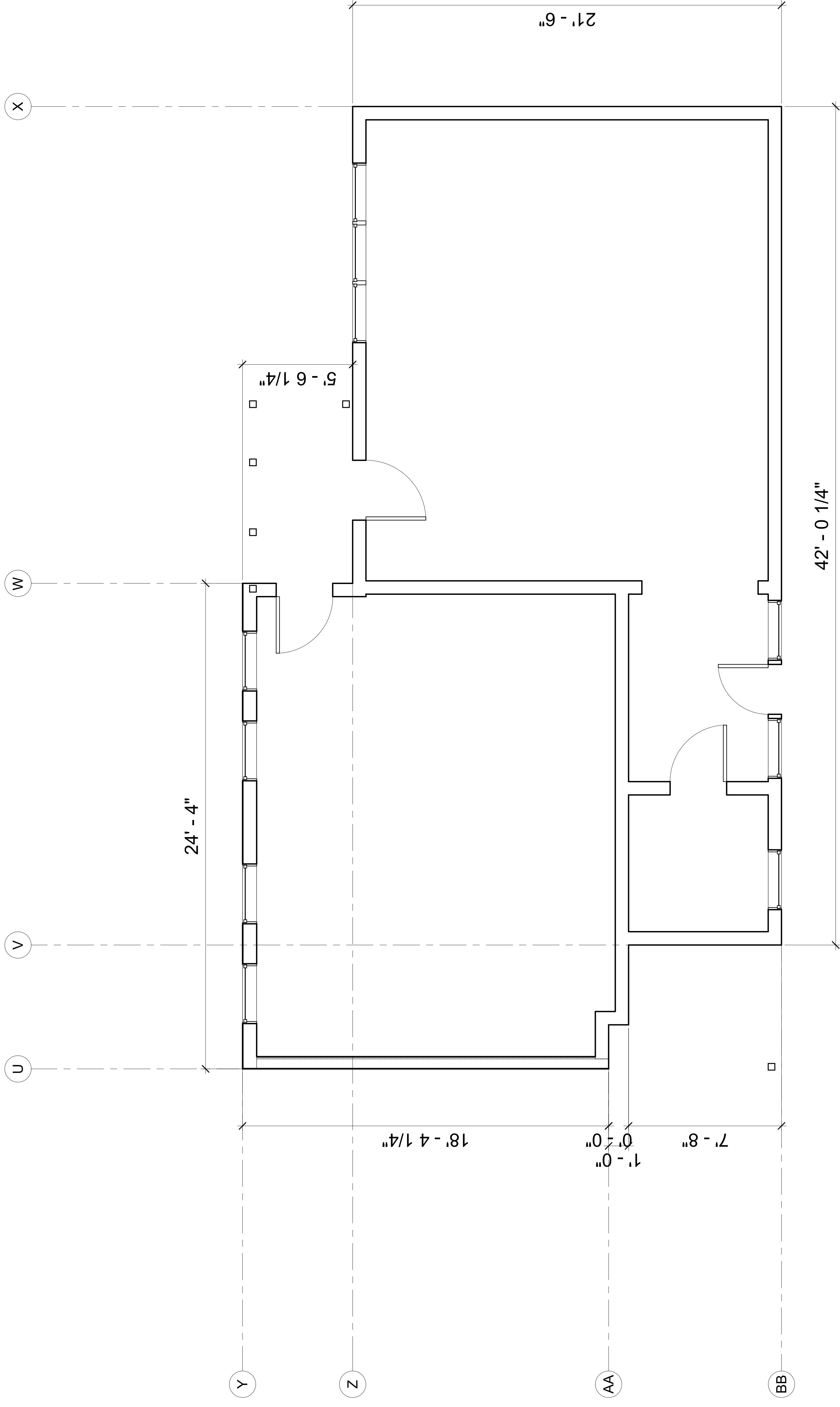
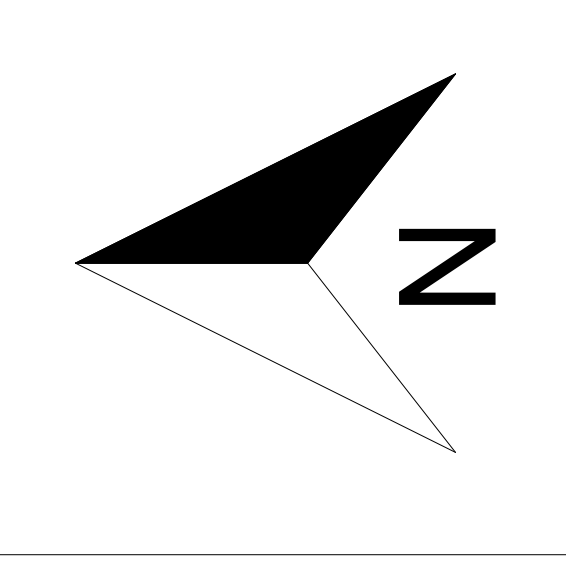
Site Plan:

Project Name: 12 Batch
Project Name: 12 Batch
Project Status: Pending
Project Manager: Hutch W
Scale:
Date: 9/10/25
Sheet Name:

Site Plan
Sheet Number
C2

Project Notes:







60 feet Abutters List Report

Waterbury, VT
October 28, 2025

Subject Property:

Parcel Number: 19-426.000
CAMA Number: 938-0012.V
Property Address: 12 BATCHELDER ST

Mailing Address: COMTESS SHANON R
12 BATCHELDER ST NO. 2
WATERBURY, VT 05676

Abutters:

Parcel Number: 19-420.000
CAMA Number: 916-0112.V
Property Address: 112 SOUTH MAIN ST

Mailing Address: SEAM PROPERTIES LLC
PO BOX 694
WATERBURY, VT 05676

Parcel Number: 19-440.000
CAMA Number: 916-0132.V
Property Address: 130 SOUTH MAIN ST

Mailing Address: CENTRAL VERMONT MEDICAL CENTER
INC ATTN: ACCOUNTS PAYABLE
130 FISHER RD
BERLIN, VT 05602

Parcel Number: 19-425.000
CAMA Number: 938-0010.V
Property Address: 10 BATCHELDER ST

Mailing Address: BIRMINGHAM JAMES JR BIRMINGHAM
GEORGIANA
10 BATCHELDER ST
WATERBURY, VT 05676

Parcel Number: 19-429.000
CAMA Number: 938-0011.V
Property Address: 11 BATCHELDER ST

Mailing Address: MARTIN MARY R
11 BATCHELDER STREET
WATERBURY, VT 05676



www.cai-tech.com

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.

9589 0710 5270 2451 7351 49

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

Waterbury, VT 05676

OFFICIAL USE

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	\$4.40
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.78
Total Postage and Fees	\$10.48

0645
06
Postmark Here
12/18/2025

Sent To Birmingham James Jr Birmingham Georgia
Street and Apt. No., or PO Box No. 10 Butcher St
City, State, ZIP+4® Waterbury, VT, 05676

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.78
Total Postage and Fees	\$10.48

0645
06
Postmark Here
12/18/2025

Sent To SCAM PROPERTIES LLC
Street and Apt. No., or PO Box No. PO BOX 694
City, State, ZIP+4® Waterbury, VT 05676

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

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Montpelier, VT 05602

OFFICIAL USE

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	\$4.40
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.78
Total Postage and Fees	\$10.48

0645
06
Postmark Here
12/18/2025

Sent To Central Vermont Medical Center Inc
Street and Apt. No., or PO Box No. 130 Fisher Rd
City, State, ZIP+4® Berlin, VT 05602

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

0710 5270 2451 7351 32

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<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.78
Total Postage and Fees	\$10.48

Important
You may...
First-Class
or Priority
Certified Mail
international
Insurance
with Cert
of Certif
insurance
certain Pr
For an add
name

Sent To Martin MARYR