

ZONING PERMIT INSTRUCTIONS

IMPORTANT!

Thank you for obtaining a Zoning Permit. It is the intention of the Zoning Administrator to guide you through the zoning process. No action can be taken if the application is incomplete. To make it simple, please take the following steps.

- 1) *First*, fill out the Land Use Questionnaire if applicable.
- 2) *Second*, review the appropriate checklist and fee schedule (**see attached**) to ensure that you submit all applicable fees and information necessary to complete the Zoning Permit Application Form.
- 3) *Third*, fill out the Zoning Application Form in its entirety.
- 4) *Fourth*, the landowner **must** sign the application and **may** appoint an Agent to administer the Permit.
- 5) *Fifth*, review the attached information sheet for Vermont Fire & Safety
- 6) *Sixth*, contact the Zoning Administrator for assistance if you need any help or clarification.

Lucia Wing, Zoning Administrator
wpczba@comcast.net
802-297-1820 (office)

Permit No. _____

**TOWN OF WINHALL
LAND USE DEVELOPMENT QUESTIONNAIRE**

The purpose of this Questionnaire is to raise awareness relative to erosion prevention which takes effort; minimal measures produce good results. Any construction activity that disturbs one (1) acre or more of land or is part of a larger development will require a Vermont State Permit.

For the purposes of this Questionnaire, the standards for a "low risk site" have been employed. "The Low Risk Site Handbook for Erosion Prevention and Sediment Control" can be accessed on-line by searching the above title and opening the PDF. This is a simple non-technical resource with pictures of best practices.

NOTE: *This Questionnaire is required to accompany zoning permit applications which involve a footprint of 400 sq. ft. or more of new construction.*

1. Project 911 Address: _____
2. Est. Start Date: _____ Est. End Date: _____
3. Describe all site disturbances: (check all that apply)
Utility trench _____ Curb cut/driveway _____ Foundation _____ Cut/fill grading _____ Pond _____
Other _____ (Describe)
4. Will excavated soil be stockpiled on site? Yes _____ No _____
If yes, how do you proposed to control erosion of stockpile?
Cover with tarp _____ Cover with mulch _____ Install silt fence _____ Other _____ (Describe)
5. What measures will you take to prevent sediment/runoff from leaving the site and entering neighboring properties, roadside ditches, ponds, or streams?
Install silt fence _____ Cover disturbed areas ASAP _____ Install haybales _____ Place tubes of sand _____
Install check dams in ditches _____ Other _____ (Describe)
6. Do you plan to periodically inspect your site to ensure the measures you have taken are functioning properly? Yes _____ No _____

By signing below, the applicant agrees to abide by the best practices to ensure that sediment does not leave the site and enter onto neighboring properties, roadside ditches, ponds, and streams.

Applicant Signature: _____ Date: _____

Print Name: _____

SOLUTIONS TO PREVENT & CONTROL SEDIMENT & EROSION

1. Cover small stockpiles with a tarp, straw, or other mulching material when not being used
2. Install silt fencing around stockpiles to filter sediment
3. Remove any unusable material as soon as possible from the site
4. Maintain vegetated buffers around disturbed areas
5. Where you can't install silt fencing, prevent sediment runoff onto your driveway, paved areas, or neighboring driveways, by installing a row of hay bales or tube sand
6. Cover disturbed areas as soon as possible with straw or other mulching material
7. Plant grass or install erosion control matting as soon as possible to stabilize disturbed areas
8. Protect ditches, catch basins or water bodies off-site by using silt fencing, gravel check dams or other sediment control methods
9. Park construction vehicles so as not to disturb neighboring properties, vegetation and compact soil

VERMONT FIRE & SAFETY CODE

The Vermont Department of Public Safety thru their Division of Fire Safety is charged with administering the Vermont Fire and Building Safety Code to help ensure our safety. For further information search online for that title. The Town of Winhall is providing you with the following information to raise awareness about the existence of the **Code**. This information is merely an introduction to help you with the development of your property. The obligation lies with the landowner to obtain the requested State and local permits.

The **Code** primarily applies to “public buildings.” Owner-occupied single-family residences are not “public buildings” except if people rent accommodations for overnight or longer stays or if owners engage in a home occupation. Renting to others requires the approval of the **State Fire Marshall**. Please review the information sheet included in this package.

In addition, Vermont requires all new residential construction to have elements in place to assist those with disabilities. There is virtually no extra cost in new construction to complete these elements. You will find additional information about Accessibility Standards on www.winhall.org under the tab for Planning & Zoning Documents. The complexity of these Laws and the rules and regulations associated with them would require a prudent person to confer with the current Assistant State Fire Marshall, brian.j.johnson@vermont.gov prior to starting any construction, repair or renovation on a property that may fit the description of a “public building.”

Other useful information is there are NEW Commercial & Residential Building Energy Standards effective September 1, 2020 that may apply to your project. These Standards are available from Efficiency Vermont at www.encyvermont.com select Service, then the topic that interests you. Their services are provided by a surcharge on everyone’s utility bill. You will also find a host of other resources on that website to help you meet those Standards; check them out.



** STATE BUILDING PERMITS **

WHEN ARE THEY REQUIRED AND HOW TO OBTAIN THEM

The owner, or a designated representative, of a building or premises shall obtain a state construction permit before beginning any new construction, addition, alteration, modification, renovation, demolition or installation of fixed building equipment within a public building as defined by state statute and the Vermont Fire and Building Safety Code

Public Building definition—In it's simplest terms, a public building can be defined as any building in the State of Vermont with the exception of single family owner occupied homes, registered home daycares, and some agricultural buildings. Some Examples of structures that are considered public buildings are:

- ♦ Apartment buildings
- ♦ One and Two family rentals
- ♦ Hotels/Motels
- ♦ Inns and B&B's
- ♦ Ski houses
- ♦ Businesses
- ♦ Restaurants / Bars
- ♦ Schools
- ♦ Town / Municipal buildings
- ♦ Store / retail buildings
- ♦ Storage buildings
- ♦ Repair garages

*For more information regarding the definition of a public building, please visit our website and refer to the Vermont Fire and Building Safety Code, or, contact your regional Division of Fire Safety office.

ADDITIONAL PERMIT AND LICENSING REQUIREMENTS

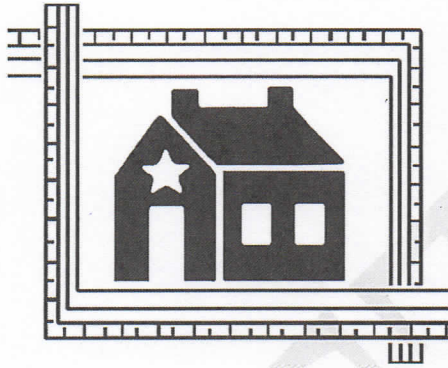
	State Construction Permit	State Electrical		State Plumbing	
		Permit	License	Permit	License
All public buildings excluding One and Two family rentals	Yes	Yes	Yes	Yes	Yes
One and Two family rentals	Yes	Yes	NO	Yes	Yes
Single Family Owner- Occupied home	NO	NO	NO	Yes	Yes

HOW TO OBTAIN A STATE CONSTRUCTION PERMIT

- 1) Develop a project scope and construction documents, such as plans and specifications relating to the proposed construction work or equipment installation under consideration
- 2) Fill out a State DFS Construction Permit Application form in its entirety, and submit it to the DFS regional office with the required permit fee and above mentioned plans and specifications
- 3) The project will be reviewed by division staff and work can commence on the proposed project once the applicant receives a plan review letter and permit poster back in the mail.
- 4) It is always important to consult with your local town office to ensure compliance with any required local permits.

This town is served by the Springfield Regional Office of the Vermont Division of Fire Safety.

For additional information regarding permitting requirements, or to obtain information out more about programs offered by the division such as inspections of rental properties please contact us
 100 Mineral Street, Suite 307, Springfield, VT 05156
 Phone: 802-885-8883, Fax: 802-885-8885,



Vermont Residential Building Standards (RBES)

Energy Code Handbook

*A Guide to Complying with
Vermont's Residential Building Energy Standards (30 V.S.A. § 51)*

FIFTH EDITION

Base & Stretch Energy Code Effective September 1, 2020



This publication was prepared with the support of the U.S. Department of Energy.

Energy Code Assistance Center
855-887-0673 ~ toll free



Vermont Public Service Department
Efficiency & Energy Resources Division
112 State Street
Montpelier, VT 05620-2601
802-828-2811

**Town of Winhall
ZONING PERMIT APPLICATION FORM**

Date Received: _____ Fee Paid: _____ No: _____

**INCOMPLETE APPLICATIONS WILL BE RETURNED
(SEE CHECKLIST)**

FEES: One check for **\$30.00** payable to the **Winhall Town Clerk** for recording fees
Second check payable to the **Town of Winhall (SEE FEE SCHEDULE)**

Landowner: _____

Mailing Address: _____

911 Address: _____

Cell Phone: _____

E-Mail Address: _____

Tax Map #: _____ **Bloc #:** _____ **Lot #:** _____

Check Proposed Use:

- Single Family Residence
- Accessory Buildings
- Change of Use
- Additions
- Garage
- Renovations
- Signs
- Sandwich Board Signs
- Sign Renewal
- Permit Renewal
- Other (Explain) _____

Builder: _____

E-Mail Address: _____

Cell Phone: _____

Property Size: _____

Frontage: _____

Type of Sewer: _____

Water Supply: _____

Estimated Cost: _____

Zoning District: _____

Building Setbacks in Feet:

L. Side: _____ **R. Side:** _____ **Front:** _____ **Rear:** _____

The undersigned hereby requests a Zoning Permit to be issued on the basis of the truthful representations contained herein. Nothing in this Permit relieves the Landowner from the obligation to obtain and required State or other Local Permits. Owner acknowledges receipt of a link to VT Building Energy requirements for all new construction.

Owner appoints _____ **as Agent to administer this Permit.**

Signature of Landowner: _____ **Date:** _____

Approved: _____ **Expiration Date:** _____ **Denied:** _____

Reason for Denial: _____

Zoning Admin Remarks: _____

Signature of Zoning Administrator:

Date:

**CHECK LIST FOR NEW CONSTRUCTION,
RENOVATIONS, ADDITIONS, ACCESSORY BUILDINGS, GARAGES**

- 1) One signed original of the permit application.
- 2) Three (3) copies of a plot plan drawn to scale showing locations of buildings, water and septic systems, setbacks, and easements if any.
- 3) Three (3) copies of the floor plan drawn to scale showing interior layout and number of bedrooms (before and after remodeling).
- 4) Three (3) copies of the front elevation drawn to scale.
- 5) One (1) copy of a valid Notice of Approval to Proceed issued by the Selectboard if applicable.
- 6) One (1) copy of the State Wastewater and Water Supply (WW) Permit with one (1) copy of the plans stamped approved by the State.
- 7) In the absence of a WW Permit, a Project Review Sheet or a written statement explaining in detail why the proposed use does not require a WW Permit. **NOTE:** For more information on #6 & #7 contact the Agency of Natural Resources @ 802-885-8850.

CHECK LIST FOR SIGNS

- 1) One signed original of the permit application.
- 2) Three (3) copies of the proposed sign drawn to scale.
- 3) Three (3) copies of a plot plan drawn to scale showing the location of the sign.

CHECKLIST FOR A CHANGE OF USE

- 1) One signed original of the permit application.
- 2) Three (3) copies of a plat plan drawn to scale showing locations of building, water and septic systems, setbacks, parking, and easements if any.
- 3) Three (3) copies of the floor plan drawn to scale showing interior layout.
- 4) One (1) copy of the permit for the current use.
- 5) A written description of the new proposed use.

NOTE: PLANS MUST BE NO LARGER THAN 11" by 17"

Email the Zoning Administrator for assistance wpczba@comcast.net .

WINHALL PLANNING & ZONING
FEE SCHEDULE

Beginning July 1, 2017 as approved by the Selectboard

<u>ITEM:</u>	<u>FEE:</u>
<u>Winhall Town Clerk</u>	\$30.00
<u>Zoning Permit</u>	
• Single Family Residence 2500 sq. ft. or less	\$300.00
• Single Family Residence 2500 sq. ft. or more	\$400.00
• Accessory Building 1000 sq. ft. or less	\$150.00
• Accessory Building 1000 sq. ft. or more	\$200.00
• Change of Use	\$200.00
• Additions 500 sq. ft. or less	\$200.00
• Additions 500 sq. ft. or more	\$300.00
• Garage 800 sq. ft. or less	\$200.00
• Garage 800 sq. ft. or more	\$300.00
• Renovations	\$200.00
• Signs	\$100.00
• Sandwich Board Signs	\$50.00
• Sign Renewal	\$25.00
• Permit Renewal	\$50.00
• Land Development	\$150.00
<u>Major Subdivision</u>	\$500.00 (plus \$35 per lot)
<u>Minor Subdivision</u>	\$250.00 (plus \$35 per lot)
<u>Land held for 6 years +</u>	No fee
<u>Property Line Adjustment</u>	\$100.00
<u>Amendment to a Subdivision Permit</u>	
(no substantial change)	\$100.00
(substantial change)	\$250.00
<u>ZBA Hearing Fee(s)</u>	\$150.00