

Town Offices
112 Mad Tom Rd
PO Box 715
East Dorset, VT 05253

TOWN OF DORSET

Zoning Department
Ph: (802) 362-4571 ext. 5
Fax: (802) 362-5156
dorsetza@gmail.com

INSTRUCTIONS FOR FILING A ZONING PERMIT APPLICATION

READ ALL INSTRUCTIONS AND NOTES BEFORE FILLING OUT APPLICATION.

Excepted for fields designated for Use of Zoning Administrator, **all** fields/questions **must** be provided by the applicant. Missing information will result in the application being returned.

All applications must be accompanied by the appropriate **plot plan or site development plan**, and a copy of the parcel tax map available from the Zoning Administrator. See Check Lists for plans, attached. Incomplete plot plans or site development plans will result in the application being returned. An example of a completed application is available for viewing in the ZA's office.

Once a building project has started, return the "Notification of Building Start" postcard to the Zoning Administrator. All fields must be filled in and the card signed. The map, block, and lot numbers are the same ones on the application.

Once the project is substantially complete, contact the Zoning Administrator to arrange for a final inspection. This is required prior to issuing a **Certificate of Compliance**. It is unlawful to occupy or use a structure or part of a structure without a Certificate of Compliance.

All applications for projects which include the addition of one or more bedrooms must be accompanied by Potable Water Supply and Waste Water Permit from the Waste Water Division of the Vermont Department of Environmental Conservation. The nearest regional office is located at 450 Asa Bloomer State Office Building (at the intersection of Business Route 4 and Merchant's Row), Rutland, VT 05701, 802-786-5900.

The book and page where the owner's deed is recorded can be obtained by contacting the Town Clerk's office. The map, block, and lot numbers, as well as the zoning district can be obtained by contacting the Zoning Administrator.

All residential projects must comply with the **Vermont Residential Building Energy Standards (VTRBES)**. A Compliance Certificate must be permanently displayed at the site, and a copy filed with the VT Dept. of Public Service and the Dorset Town Clerk. A Compliance Certificate is required in order to obtain a Certificate of Occupancy. For more information contact the Energy Code Assistance Center at 855-887-0673 or on-line at https://publicservice.vermont.gov/energy_efficiency/rbes

A complete copy of the Zoning Bylaws is found on the Town's website: <http://dorsetvt.org>. Click on the "NOTICES & DOCS" tab, and then go to "TOWN DOCS & INFO." The Bylaw is here.

For additional assistance please contact the Zoning Administrator' office:

Tyler Yandow AIA
Zoning Administrator
Dorset Town Offices
PO Box 715
East Dorset VT 05253

Phone: 802-362-4571 Ext. 5

Fax: 802-362-5156



SPECIAL INFORMATION FOR PROPERTY IN THE DESIGN OVERLAY DISTRICT:

ALL EXTERIOR WORK INCLUDING BUT NOT LIMITED TO WORK ON BUILDINGS, LANDSCAPING, MECHANICAL SYSTEMS, LIGHTING, AND UTILITIES IS SUBJECT TO REVIEW BY THE DESIGN REVIEW COMMITTEE. THIS BOARD ACTS IN AN ADVISORY CAPACITY TO THE PLANNING COMMISSION. ONCE YOUR APPLICATION HAS BEEN REVIEWED BY THE DESIGN REVIEW BOARD, IT WILL MAKE A RECOMMENDATION TO THE PLANNING COMMISSION. THE PLANNING COMMISSION WILL FORMALLY EITHER APPROVE OR DENY THE APPLICATION. IF IT IS APPROVED, IT WILL BE PASSED ON THE ZONING ADMINISTRATOR WHO WILL PROCESS IT AND ISSUE THE PERMIT. AFTER THE PERMIT IS ISSUED, THE STATE OF VERMONT MANDATES A 15 DAY APPEAL PERIOD DURING WHICH THE PERMIT MAY BE APPEALED TO THE DORSET ZONING BOARD OF ADJUSTMENT.

THE DESIGN REVIEW COMMITTEE MEETS MONTHLY ON THE THIRD MONDAY OF THE MONTH. THE PLANNING COMMISSION MEETS MONTHLY ON THE FIRST TUESDAY OF THE MONTH. THE ZONING ADMINISTRATOR IS IN THE OFFICE TUESDAY, WEDNESDAY, & THURSDAY 11AM – 4PM. THE ZONING BOARD OF ADJUSTMENT MEETS MONTHLY ON THE THIRD MONDAY OF THE MONTH.

IF YOU ARE UNCERTAIN WHETHER YOUR PROPERTY IS IN THE DESIGN OVERLAY DISTRICT, PLEASE CONTACT THE ZONING ADMINISTRATOR AT 802-362-4571, X-5, OR EMAIL AT dorsetza@gmail.com

TOWN OF DORSET ZONING PERMIT APPLICATION

The undersigned hereby requests a Zoning Permit, to be issued on the basis of representations contained herein, knowing that the Permit will be voided in the event of misrepresentation.

* Contact the Zoning Administrator for assistance in completing this application.

THIS SECTION TO BE FILLED OUT BY APPLICANT

Name of Applicant: _____	Phone: _____
	E-Mail: _____
Mailing Address of Applicant: _____	
Name of Landowner: _____	Phone: _____
	E-Mail: _____
Mailing Address of Landowner: _____	
Physical Address of project (E911 address): _____	
Name, Address, & Email of person certifying compliance with VTRBES (See instructions, cover sheet): _____	
<i>If Applicant is someone other than the landowner- provide a notarized statement authorizing the applicant to act on behalf of the landowner(s).</i>	

THIS SECTION TO BE FILLED OUT BY APPLICANT

(Include a copy of Town Property Tax Map,
available from the Zoning Administrator)

* Owner's deed recorded in * Town Book # _____ * Page # _____

* Map # _____ * Block # _____ * Lot # _____

* Lot size: _____ (square feet or acres)

* Zoning District: _____

* Frontage: On public road _____ On private road _____

* Access by Right-Of-Way deeded in * Book # _____ * Page # _____

(Include a copy of the current and accurate deed and map associated with the Right of Way)

If lot was created by a subdivision:

* Subdivision Name: _____ * Lot # _____

* Permit # _____ * Subdivision Date _____

TOWN OF DORSET ZONING PERMIT APPLICATION (continued)

Existing Building(s) THIS PAGE TO BE FILLED OUT BY APPLICANT

1. Length: _____ Width: _____ Height: _____ # of Stories: _____
 2. Length: _____ Width: _____ Height: _____ # of Stories: _____
 3. Length: _____ Width: _____ Height: _____ # of Stories: _____

Existing Use and Occupancy: _____

Existing Water Supply: _____

Existing Sewage Disposal System: _____

Proposed Building(s) / Addition(s)

1. Length: _____ Width: _____ Height: _____ # of Stories: _____
 2. Length: _____ Width: _____ Height: _____ # of Stories: _____
 3. Length: _____ Width: _____ Height: _____ # of Stories: _____
 4. Total Gross square footage of Building(s)/Addition(s): _____

Proposed Use and Occupancy: _____

Proposed Water Supply: _____

Proposed Sewage Disposal System: _____ **WW Permit #** _____

Zoning Fee (see attached schedule): _____ **Project in Design District** (circle one): Yes No

Design District Design Review Fee: +\$35 **Conditional Use Review Fee:** +\$35 Yes No

Total Permit Fee: _____

Total Area of earth disturbance _____ Acres **Construction Stormwater Permit Required:** Yes No

Will the Proposed Improvements Result in Additional Bedrooms? Y N Additional Bathrooms? Y N

* **Attach a copy of State of Vermont Wastewater System and Potable Water Supply Permit if any bedrooms are being added.**

* Municipal approval shall be based upon the State of Vermont Wastewater System and Potable Water Supply Permit at the time of approval. Revisions to or re-application for the State permit will require Municipal reconsideration of original approval with the possibility of revoke.

* **For all applications where a proposed site plan involves access to a State highway, the application for Site Development Plan approval shall include a letter of intent from the Agency of Transportation confirming that the Agency has reviewed the proposed site plan and is prepared to issue an access permit under 19 V.S.A. §1111, and setting out any conditions that the Agency proposes to attach to the section 1111 permit. Circle answers: Letter required – Y N Letter provided – Y N**

Provide a Detailed Description of Proposed Improvements: (Include location, ex.: 12'x8' porch on North side of house) _____

_____ **Estimated Construction Value:** \$ _____

Setbacks: From road (traveled portion as per Zoning Bylaw 3.2.4) or Front _____

From property lines: Rear _____ Rt. Side _____ Lt. Side _____

A valid Plot Plan or Site Development Plan, drawn in accordance with the applicable checklist must be submitted with this application along with associated fee. Setbacks must be shown on the plot plan.

Application must be submitted either in person or by certified mail.

I swear under the pains and penalties of perjury that the statements contained in this application are true to the best of my knowledge and belief. I also agree that development will be in accordance with current Town of Dorset Zoning Bylaws, The VT Residential Building Energy Standards (see instructions & note 6 on Page 3), and other applicable ordinances unless otherwise approved.

Date: _____ Signature of Applicant: _____ Page 2 of 3



TOWN OF DORSET ZONING PERMIT APPLICATION (continued)

FOR USE OF ZONING ADMINISTRATOR ONLY

Date Received: _____ Submittal Complete: YN

ACTION TAKEN:

Approved, Date _____ Denied, Date _____

Held for further study, applicant notified, Date _____

Referred to Planning Commission, Date _____

Referred to Zoning Board of Adjustment, Date _____

Referred to Design Review Board, Date _____

Reason for Denial/Hold/Referral: _____

Signed: _____

Tyler W. Yandow A.I.A.

Zoning Administrator

Comments / Additional Requested Information: _____

Zoning Permit No. _____



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112 Mad Tom Rd
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East Dorset, VT 05253

TOWN OF DORSET

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dorsetza@gmail.com

**TOWN OF DORSET
CERTIFICATE OF COMPLIANCE APPLICATION**

***WHEN PROJECT IS FINISHED
SUBMIT THIS FORM TO THE ZONING ADMINISTRATOR***

The undersigned hereby requests a Certificate of Compliance, to be issued on the basis of representations contained herein, knowing that the certificate will be voided in the event of misrepresentation.

* **Contact the Zoning Administrator for assistance in completing this application.**

THIS PAGE TO BE FILLED OUT BY APPLICANT

Name of Applicant: _____ **Phone:** _____
E-Mail: _____

Mailing Address of Applicant: _____

Name of Landowner: _____ **Phone:** _____

E-Mail: _____

Mailing Address of Landowner: _____

Physical Address of Development (E911 address): _____

Energy Certificate (VTRBES) Submitted to Zoning Administrator, Date: _____ **Not Applicable**

Zoning Permit Number: _____ **Date Project Completed:** _____

* Map # _____ * Block # _____ * Lot # _____

* Lot size: _____ (square feet or acres)

* Zoning District: _____

* Brief description of project: _____

If lot was created by a subdivision:

* Subdivision Name: _____ *Lot # _____

*Permit # _____ *Subdivision Date _____

I swear under the pains and penalties of perjury that the statements contained in this application are true to the best of my knowledge and belief. I also agree that development is in accordance with current Town of Dorset Zoning Bylaws, The VT Residential Building Energy Standards and other applicable ordinances unless otherwise approved.

Date: _____ **Signature of Applicant:** _____



TOWN OF DORSET CERTIFICATE OF COMPLIANCE APPLICATION (continued)

FOR USE OF ZONING ADMINISTRATOR ONLY

Date Received: _____

ACTION TAKEN:

Approved, Date _____ Denied, Date _____

Held for further study, applicant notified, Date _____

Referred to Planning Commission, Date _____

Referred to Zoning Board of Adjustment, Date _____

Referred to Design Review Board, Date _____

Reason for Denial/Hold/Referral: _____

Signed: _____

Tyler Yandow AIA
Zoning Administrator

Comments / Additional Requested Information: _____

Certificate of Compliance Number: _____



NOTES

1. An interested person may appeal any decision of the Zoning Administrator within 15 days of the date of approval of the permit; and no Zoning Permit issued shall take effect until the time for appeal has passed. In the event that a notice of appeal is properly filed, such permit shall not take effect until final adjudication.
2. This permit expires automatically two years from the date of issuance. The applicant or owner may request an additional 12 months prior to the permit expiring. This may be done only once.
3. Applicant is responsible for application for compliance with all applicable Town and State permits and regulations. This form constitutes a local permit application. To find out what other permits may be needed for your project, contact the District Environmental Commission Office at 483-2166, and the State Department of Labor & Industry at 828-2286.
4. The applicant must notify the Zoning Administrator when actual construction has started.
5. All items on this application must be filled in. If not applicable, so indicate and explain.
6. ***ALL RESIDENTIAL CONSTRUCTION MUST COMPLY WITH THE VT RESIDENTIAL ENERGY BUILDING STANDARDS, LATEST EDITION. A COPY OF THE CERTIFICATE MUST BE FILED WITH THE TOWN CLERK, ZONING ADMINISTRATOR, AND THE VT DEPARTMENT OF PUBLIC SERVICE WITHIN 30 DAYS OF COMPLETION OF CONSTRUCTION.***

***VERMONT DEPT. OF PUBLIC SERVICE, 112 STATE ST, MONTPELIER, VT
05602***

TOWN OF DORSET ZONING PERMIT APPLICATION

Site Development Plan Checklist

(Applies only to projects requiring Site Plan Review by the Planning Commission)

(Submit at least thirty (30) days prior to a regular Planning Commission meeting.)

- Name and address of the record owner and applicant
- North arrow and date
- Scale prescribed by the Planning Commission
- Subject lot and subject lot size boundaries and area of the subject lot with dimensions to scale
- Location of all existing and proposed buildings and structures with dimensions on the subject lot
- Location of all existing buildings and structures on adjacent lots within a distance of 200 feet from the subject lot
- Location and length of all existing and proposed streets and driveways on the subject lot
- Required setbacks
- Length of frontage on or access to public or private road
- Location highlighting any slopes 20% or greater
- Location of all existing and proposed streets and driveways on the subject lot and within a distance of 200 feet from the subject lot
- Proposed vehicular circulation and parking within the subject lot and with all parking spaces dimensioned
- Projected number of daily vehicular round trips generated -- the average and peak -- for residential use, customers, delivery and shipping, and employees
- Sight distances -- the distance in feet of unobstructed view along a road(s) in all directions from point(s) of existing and/or proposed curb cuts on roads abutting the subject lot
- Proposed pedestrian circulation
- Open space, park and playground facilities
- Existing landscaping details and proposed landscaping plans;
- Proposed water supply
- Fire protection
- Location(s) and dimensions of existing and proposed sewage disposal system and areas on the subject lot
- Location(s) of potable water supply on the subject lot
- Existing and proposed storm drainage
- Location of all water sources or sewage disposal systems and areas in relation to natural drainage ways and watercourses, wetlands, springs, flood hazard areas, ponds, or other watercourses on the property or adjacent property within 50 feet, in accordance with Special Regulations Section 10
- Existing contours and proposed grading
- Existing land conditions on the subject lot
- Existing and proposed exterior lighting
- Location of all existing and proposed utilities on the subject lot and within a distance of 200 feet from the subject lot
- Any other information the Planning Commission or Zoning Administrator may require to determine that the proposal meets the general and specific standards of these Bylaws.

TOWN OF DORSET ZONING PERMIT APPLICATION

Plot Plan Check List

All Plot Plans must include the following:

- Name and address of the record owner and applicant
- North arrow and date
- Scale
- Subject lot and subject lot size boundaries with dimensions to scale
- Location of all existing buildings and structures on the subject lot including accessory buildings and dimensions
- Location of all proposed buildings and structures on the subject lot with dimensions
- Location and length of existing and proposed driveway(s)
- Location of existing and proposed parking areas.
- Required setbacks
- Length of frontage on or access to public or private road
- Location highlighting any slopes 20% or greater
- Location(s) and dimensions of sewage disposal systems and areas on the subject lot
- Location(s) of potable water supply on the subject lot
- All water sources or sewage disposal systems and areas in relation to a natural drainageway, wetland, springs, flood hazard areas, pond, or other watercourses on the property or adjacent property within 50 feet, in accordance with Special Regulations Section 10
- Any other information the Zoning Administrator may require.

TOWN OF DORSET

MUNICIPAL OFFICE
112 Mad Tom Road
P.O. Box 715
EAST DORSET, VT 05253-0715

Telephone (802) 362-4571 ext. 5
Fax (802) 362-5156

Town of Dorset Subdivision Regulations Fee Schedule:

Boundary Line Adjustment Application	\$225
Inspections (Payable at the time of application only if public improvements are part of the application. The total number of lots in the original application shall be used as the basis for the inspection fee)	\$50/lot
Minor Subdivision Application (4 or fewer lots)	\$225/lot
Major Subdivision Application (Greater than 4 lots)	\$325/lot
Variance Requests (The total number of lots in the original application shall be used as the basis for the variance fee)	\$75/lot

Fees are payable upon submission of the application as per Section 10.1 of the current Town of Dorset Subdivision Development Regulations.

Town of Dorset Zoning Fees Schedule:

Commercial/Industrial

Commercial/Industrial Construction	\$75 minimum fee plus \$.25/sq. ft.
Amendments	\$75 minimum fee plus \$.25/sq. ft.
Demolitions	\$75 fee
Site Improvements Only	\$75 fee

Agricultural or Residential

Agricultural or Residential Construction	\$75 minimum fee plus \$.05/sq. ft.
Amendments	\$75 minimum fee plus \$.05/sq. ft.
Demolitions	\$75 fee
Home Occupation	\$75 fee
Site Improvements Only	\$75 fee
Projects subject to VTRBES Code	\$175 minimum fee plus \$.05/sq. ft. (See cover sheet.)

Change of Use

A change of use fee of \$75 is required in addition to sq. ft. fee applications for construction

Design Review

A Design Review fee of \$35 is required in addition to any of the above fees applicable

Appeals

Any appeal requires a \$75 fee in addition to the regular fee for the permit

Variances

Any variance requires a \$35 fee in addition to the regular fee for the permit

Sign Permit - \$25



SUPPLEMENTAL NOTES:

1. Construction refers to new construction, exterior renovations, or accessory buildings
2. Sq. Ft. includes all floors except unfinished cellars, and is the gross footprint of each floor.
3. The "Agricultural or Residential" fee schedule above will be applied to Federal, State, Educational, Religious or non-profit organizations upon proof of such status
4. The "Commercial/Industrial" fee schedule above will be applied to Institutions that cannot show Federal, State, Educational, Religious or non-profit status
5. The "Commercial/Industrial" fee schedule above will be applied to Professional Services, Extractive Operations, Mobile Home Parks or any other Special Projects which are clearly not related to Agricultural or Residential uses.

PC/Feesch