

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 Occupancy**. It is unlawful to occupy or use a structure or part of a structure without a Certificate of Occupancy.

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. For more information contact the Energy Code Assistance Center at 855-887-0673 or on-line at http://publicservice.vermont.gov/energy/ee_resbuildingstandards.html

A complete copy of the Zoning Bylaws is found on the Town's website: <http://dorsetvt.org>. Follow the link for "maps". The Bylaws are with the maps.

For additional assistance please contact the Zoning Administrator' office:

Tyler W. Yandow A.I.A.
Zoning Administrator
Dorset Town Offices
PO Box 715
East Dorset VT 05253

Phone: 802-362-4571 Ext. 5

Fax: 802-362-5156



Zoning Office
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Hours: Tues. Wed.
Thurs.: 11am-4pm



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Zoning Department Fee Schedule

NOTICE
Updated January 15, 2015

Town of Dorset Subdivision Regulation Fees:

Boundary Line Adjustment Application	\$225.00 fee
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.)	\$50.00 per lot
Minor Subdivision Application (4 or fewer lots)	\$225.00 per lot
Major Subdivision Application (greater than 4 lots)	\$325.00 per lot
Variance Requests (The total number of lots in the original Application shall be used as the basis for the variance fee.)	\$75.00 fee

Fees are payable upon submission of the application as per Section 10.01 of the current Town of Dorset Subdivision Development Regulations.)

Town of Dorset Zoning Fees:

Commercial/Industrial	
Commercial Industrial Construction	\$75.00 minimum fee plus \$.25/sq.ft.
Amendments	\$75 minimum fee plus \$.25/sq.ft.
Demolitions	No fee
Site improvements only	\$75.00 fee
Agricultural or Residential	
Agricultural/Residential Construction	\$75 minimum fee plus \$.05/sq.ft.
Amendments	\$75 minimum fee plus \$.05/sq.ft.
Demolitions	No fee

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Customary Home Occupation \$75.00 fee

Site Improvements Only \$75.00 fee

Change in Use

A change in use fee of \$75 is required in addition to any the above fees applicable.

Design Review

A Design Review fee of \$35.00 is required in addition to any of the above fees applicable.

Appeals

Any appeal requires a \$75.00 fee in addition to the regular fee for the permit.

Variances

Any variance requires a \$35.00 fee in addition to the regular fee for the permit.

Notes:

Construction refers to new construction, exterior alterations, or accessory buildings

Square footage includes all floors, i.e. the footprint of each floor.

The "Agricultural or Residential" fee schedule above will be applied to Federal, State, Educational, Religious or non-profit organizations upon proof of such status.

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.

Questions about this fee schedule should be addressed to the Zoning Administrator at 362-4571, X-5 or dorsetza@gmail.com.

Tyler W. Yandow A.I.A.
Zoning Administrator

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: _____	
Name of Landowner: _____	Phone: _____
	E-Mail: _____
Physical Address: _____	
Mailing Address: _____	
Name, Address, & Email of person certifying compliance with VTRBES (See instructions, cover sheet): _____	

If Applicant is someone other than the landowner- provide a notarized statement authorizing the applicant to act on behalf of the landowner(s).

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): _____

Application Fee (see attached schedule): _____ **Project in Design District** (circle one): Yes No
Design District Design Review Fee: \$35

Proposed Use and Occupancy: _____

Proposed Water Supply: _____

Proposed Sewage Disposal System: _____

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.

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: Y N

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. _____

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 one year from the date of issuance if construction has not commenced, except where ZBA or ACT 250 conditions may specify otherwise.
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 OF COMPLIANCE MUST BE FILED WITH THE TOWN CLERK AND THE VT DEPARTMENT OF PUBLIC SERVICE IN MONTPELIER WITHIN 30 DAYS OF COMPLETION OF CONSTRUCTION***



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.