

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

## TOWN OF DORSET

**Zoning Department**  
Ph: (802) 362-4571 ext. 5  
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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**. 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](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



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## 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.**

<b>Name of Applicant:</b> _____	Phone: _____
	E-Mail: _____
Mailing Address: _____	
<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>	
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<b>Name of Landowner:</b> _____	Phone: _____
	E-Mail: _____
Physical Address: _____	
Mailing Address: _____	

### **Include a copy of relevant portion of Town Property Map**

(Available upon request 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)**

- 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): \_\_\_\_\_

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.

**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**, and other applicable ordinances unless otherwise approved.

See notes on Page 3

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_



**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: \_\_\_\_\_

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.

# 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

### **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



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