

Town of Poultney VT (2025)

F.Y. I. - FREQUENTLY ASKED QUESTIONS (FAQ): Is a Permit Required???

When is a Town Permit Required? From Sections 501 *Compliance with Regulations* & 1302 *Zoning Permits*, of Poultney's Zoning Regulations (available on the Town website www.PoultneyVT.gov) "No building construction or Land Development may commence and no land or structure may be Developed to a new or changed Use within the municipality without a permit issued."

Per Zoning, **Development** is defined as, "*The division of a parcel into two or more parcels; the construction, conversion, structural alteration*, relocation* or enlargement of any building(s) or other structure(s); or any mining, excavation, or land fill; and (or) any changes in the USE of any building or other structure(s), or land, or extension of use of land shall commence only in compliance with all regulations in this bylaw for the district in which such building or land is located.*"

* Note: structural alteration & relocation combined may be considered to be the same as Demolition.

Permit Applications: Most *complete* Town Applications are reviewed in 10 +/- days after receipt. VT statute, however, requires a minimum 15 days warning period after issue date (without an appeal) before the permit may go into effect. Starting a project before the Permit is in effect is a zoning violation, so schedule a project accordingly. Applications are available on Town website and at Town Office.

Typical Application Fees (\$35 for Zoning & \$15 for Recording) usually total \$50.00 (separate checks required; no cc/debit cards). *Typical Violations* can cost the Property Owner hours of time, legal expense, potential Fines of up to \$200/day of violation, and a negative impact to the property's legal title. Violations may be enforced for up to 15 years.

When is a Town Permit Not Required?

Section 1103 provides a List of certain **Exemptions** from Town Zoning Permits, providing the project is Not in a FEMA Special Flood Hazard Area. Even IF your project seems to be an Exemption, contact the Zoning Administrator for written confirmation that a permit is not required. Note that exempt projects may still need to conform to other applicable sections of the Zoning Regulations.

When is a State of VT Permit Required?

A Town Permit *does not release* a business or property owner from also obtaining any VT permits, reviews, inspections, or approvals that their project may require. The Town is not authorized to require or enforce VT regulations. To learn IF your project will require a VT permit, you are advised to research answers on-line at **VT PERMIT NAVIGATOR**. This user-friendly software takes about 15 minutes to collect information on your proposed project. It then reviews the state data bank for past permits, produces a concise report that identifies issues that may need VT review, and includes contact information on who to contact. You can also contact a *VT Community Assistance Specialist* at 802 828-0141 or email ANR.DECassistance@vermont.gov

When A Qualified Farm Operation wants to Construct an Agricultural Structure: VT's Required Agricultural Practices Act requires Farmers to submit to the Town EITHER a "*Notice of Intent to Construct an Agricultural Structure*" form or a Town permit application. Failing to submit either can result in a zoning violation. The VT Agency of Agriculture, Food & Markets may issue a Determination Letter to the Town, to override municipal regulations (example: for setbacks). Town Applications and Notice to Construct an Ag. Structure forms are available on the Town Website or at Town Office.

When considering a Project ASK the Town ZONING ADMINISTRATOR! *Do not rely* on answers from a Contractor, Sales person, Neighbor, etc. ONLY a Zoning Administrator (ZA) is authorized to provide reliable permit information that can avoid violation situations. ZA **Jeff Biasuzzi** usually is in Town Office on Tuesdays (9 am – 4 pm), Thursday afternoon (1 – 4 pm); and by special appointment. For Info & Application assistance: **802 287-0017** or email Zoning@PoultneyVT.gov

Town of POULTNEY VT ZONING APPLICATION (2025)

Please "X" All Applicable Questions:

Construction___ **Conditional or Change of Uses**___ **Subdivision/Line Adjust.**___ **Appeal ZA Decision**___

APPLICANT (If not Owner) _____ Phone: _____

Postal Address _____ Email _____

PROPERTY OWNER _____ Phone: _____

Postal Address _____ Email _____

PROJECT Location/Address: _____

PLEASE ANSWER THE FOLLOWING IF YOU HAVE THE INFORMATION AVAILABLE:

Tax Map I.D.# _____ **Parcel size (acres)** _____ **Zoning District** _____

Current Use of Property: Vacant Land 1-Family Use 2-Family Use Multi Family, # of units

Commercial Use; describe _____

Other Use; describe _____

Please identify any VT Permits of record: _____

DESCRIBE PROJECT/USE REQUESTED: _____

Does the Property have Any: Flood Area?___ Wetlands?___ **Road Frontage:** Public___ Private___

A Complete Application includes this Form (signed by Owner), a Site Plan, and the zoning & recording Fees.

CERTIFICATION OF APPLICANT

The undersigned applicant hereby certifies that all information submitted on this application is accurate, that the information provided is complete, and that the Owner of Record has authorized the Applicant to represent Owner with regards to this Application.

_____ Applicant, Date _____

PROPERTY OWNER'S AUTHORIZATION (if different than Applicant)

The undersigned applicant hereby certifies that all information submitted on this application is accurate, that the information provided is complete, and any understands that any changes to Project are to be approved by the Town in advance.

_____ Owner Date _____

Application # _____

FOR COMPLETION BY ADMINISTRATIVE OFFICER

Fee Paid: Zoning & DRB/PC Recording:

Date of Receipt: _____ Application Reviewed _____ Complete__ Incomplete__

Action by Administrative Officer:

Approved: _____ *This approval Does Not Go into Effect until 15 days have passed without an Appeal. Starting a Project before the Effective Date is a Violation and subject to increased Fees and Penalties.

Denied: _____ Reason

Approved by: _____

Date of Administration Officer Action: _____ Effective date of Permit (if not apealed)

Any decision of the Administrative Officer may be appealed by an Interested Person to the Development Review Board by filing a written notice of appeal with the clerk of the Board within 15 days of the Administrative Officer's Decision.

REFERRAL to: DRB PC Date:

Reason:

Public Hearing Schedule:

Decision & Date:

VT statute requires that the road-side Notice Poster provided with this Permit be displayed on the subject property, within clear view on the public travel lane, for a minimum of 15 days before the Permit can go into Effect. Delayed posting of the Poster can delay the Permit's Effective date.

Permits will be void if the applicant fails to start the permitted development within 24 months of the date of issue of the zoning permit or fails to complete the permitted development within 5 years (see Zoning Section 1306).

This Town Permit does Not release the Owner/ Applicant from also obtaining all other local, state or federal permits and approvals the Project requires. For Information on VT permits Research the VT PERMIT NAVIGATOR program on line and or contact the VT Community Assistance Specialist at 802 828-0141

APPEALS:

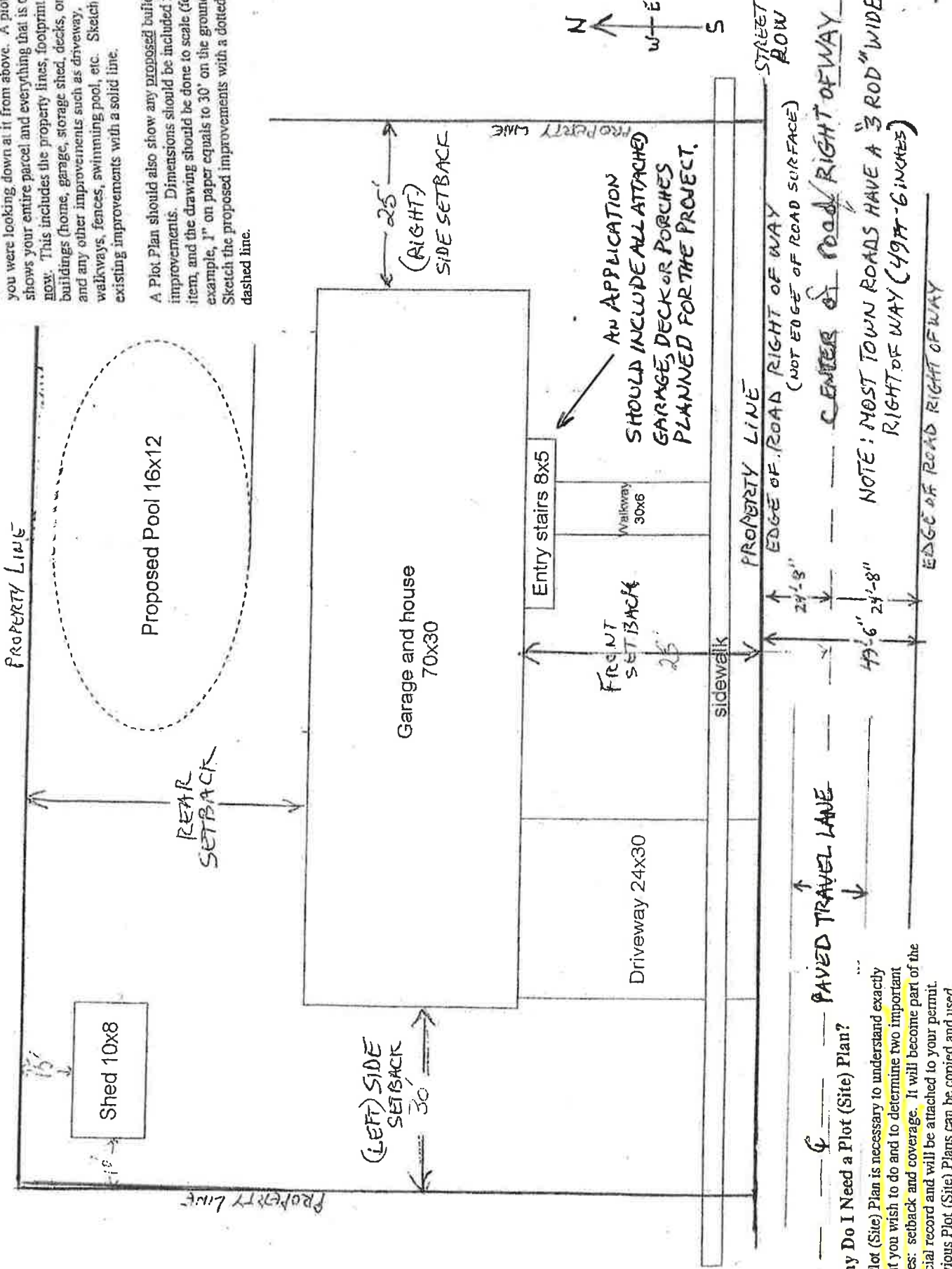
FAQ: A SAMPLE SITE PLAN

NAME
ADDRESS

What is a Plot (Site) Plan?

A Plot Plan is a bird's eye view of your property as if you were looking down at it from above. A plot plan shows your entire parcel and everything that is on it now. This includes the property lines, footprint of any buildings (home, garage, storage shed, decks, or patios) and any other improvements such as driveway, the walkways, fences, swimming pool, etc. Sketch the existing improvements with a solid line.

A Plot Plan should also show any proposed buildings or improvements. Dimensions should be included for each item, and the drawing should be done to scale (for example, 1" on paper equals to 30' on the ground). Sketch the proposed improvements with a dotted or dashed line.



Why Do I Need a Plot (Site) Plan?
A Plot (Site) Plan is necessary to understand exactly what you wish to do and to determine two important issues: setback and coverage. It will become part of the official record and will be attached to your permit. Previous Plot (Site) Plans can be copied and used.