

## Poultney VT (2026) 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 (Unified By-laws; available on the Town website [www.PoultneyVT.gov](http://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."

**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.

**Zoning Violations** for not acquiring or adhering to a Permit's terms 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 after they occur.

**Permit Applications:** Most *complete* Town Applications are reviewed in 15 +/- days after receipt. VT statute, however, requires a minimum 15 days warning period *after issue* date (without an appeal) before the permit goes into effect and the Project work may begin. **Starting a project without a permit or before the Permit is in effect will result in an \$200 Administrative Application Fee; and may result in a zoning violation**, so schedule a project accordingly. Applications & Fee details are available on Town website and at Town Office. **Base Application Fees** are (\$35 for Zoning & \$15 for Recording) *now also vary by type of Project*.

### 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 by-laws.

### 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 issue 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](mailto: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](mailto:Zoning@PoultneyVT.gov)**