



The Town of Poultney Fee Schedule

Effective date February 23, 2026

Payment & General Requirements

Payment shall be made in the form of cash, check, or money order and shall be due at the time of application. All checks or money orders shall be made payable to the Town of Poultney. Recording fees and zoning permit fees are paid separately. Once an application has been reviewed by the Zoning Administrator, all fees are non-refundable, except by written approval of the Town Manager. These Fees *may* be amended or reimbursed by petition to the Select Board.

Where applicable, all required fees, approvals by the Poultney Development Review Board, and required State of Vermont approvals or signatures must be obtained prior to final approval by the Zoning Administrator.

Commencing construction, land development, or site work prior to obtaining all required permits, or prior to a permit being in effect, shall result in one or more of the following:

- An additional Administrative fee, equal to twice the standard Zoning Fee OR \$200, *whichever is greater*;
- Revocation of the permit; and/or
- Issuance of a zoning violation.

Town Clerk Recording Fees (Required in addition to Zoning Permit Fees)

Item	Fee
Recording Vermont Wastewater, zoning, and other permits, stipulations, etc.	\$15 per page
Recording survey mylar	\$25 per sheet

Zoning Permit Fees — Construction

Permit Category	Description	Fee
Construction / Alteration / Expansion	Construction, alteration, expansion (new or existing) of residential or commercial structures and additions including all attached decks, porches, garages, loading docks, etc.	\$35 base fee
Finished Area	Base fee of \$35 and \$0.10 per sq ft for all finished levels involved by the application	\$0.10 per sq ft

Detached Accessory Structures

Structure Type	Description	Fee
Detached Accessory Structures	Examples: sheds over 64 sq. ft. and 8 ft in height, shipping containers/truck box and any assembly of materials designed to be on site for over one year. This also includes swimming pools (above or in ground), fences and walls over 4 feet in height.	\$35



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Signs

Sign Type	Description	Fee
Commercial Signs	Signs for commercial use (illuminated or non-illuminated). One or two sided is the same price.	\$50 per sign
Residential Signs	Residential use (name, address, posted notice for sale or rent up to 2 sq ft)	No fee

Change of Use

Change Type	Description	Fee
Residential or Commercial (DRB review may be required)	Examples: Single family to a two family, demolitions, Residential to Commercial, business expansions	\$35
Home Occupations	Home occupations, business within the home	\$35

Subdivisions & Lot Line Adjustments

Application Type	Description	Fee
Boundary / Lot Line Adjustment	Per ownership being adjusted (\$100 minimum)	\$50 per line
Subdivision (Simple)	Results in two (2) lots	\$150 per lot
Subdivision (Major)	Results in three (3) or more lots	\$150 per lot

All subdivisions and boundary/lot line adjustments must be surveyed and Mylar recorded with the town upon permit approval.

Development Review Board Fee (In addition to structure construction fee)

Application Type	Fee
Site Plan Review	\$200
Appeal of Zoning Administrator's Action	\$200
Applications Requiring Development Review (Article 14 of Bylaws) - Waivers, Variances, Conditional Uses; Flood Hazard and local Act 250 applications	\$300

Notice of Intent to Construct an Agricultural Structure

Item	Description	Fee
Qualified farm operation	Notice of Intent to Construct Ag. building Site Plan required, VT Agency of Ag. A qualifying determination letter may be required by the Zoning Administrator	No zoning fee



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Zoning Administrator (ZA) Review and Opinion of Regulation Compliance

Review Type	Description	Fee
Informal review	Preliminary review of the town zoning and lister files including an email reply	No fee
Formal ZA opinion letter	Formal letter requesting ZA review and opinion of compliance required; call for details. Includes up to two hours ZA time	\$75
Additional ZA time	Additional research time or requests	\$40/hour + any town legal attorney fees
Recording	Recording is optional	Extra fee

Zoning Administrator Action

Within thirty (30) days of receipt of a complete application, including all application materials, fees, the Zoning Administrator shall act to either issue or deny a zoning permit in writing, or to refer the application to the Development Review Board and/or State of Vermont for consideration. If the Zoning Administrator fails to act within the 30-day period, a permit shall be deemed issued on the 31st day, to be enforced by VT Superior Court (Environmental Division).