

ROCHESTER BUILDING AND ZONING PERMIT INFORMATION

I. PERMITS

A **Building and Zoning Permit Application** needs to be filed, along with appropriate fee, and approved before undertaking any of the following projects:

1. All new construction, including but not limited to a house, garage, outbuilding, apartment, deck, closed fence closer to the property line than the setback line.
2. An addition, renovation or remodeling which alters the footprint, height, number of bedrooms or use of a property (ex: creating an apartment).
3. Signs.
4. Change of use.

SOME OF THE ABOVE ACTIVITIES MAY ALSO REQUIRE STATE PERMITS. IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN ANY NECESSARY PERMITS.

II. SEPTIC AND WATER

The Vermont Agency of Natural Resources, Department of Environmental Conservation has jurisdiction for issuing all septic and potable water permits. Contact the DEC regional office at:

Vermont Department of Environmental Conservation
100 Mineral Street Suite 303
Springfield, VT 05156
802 885-8855

Information and permit forms can also be obtained at their web-site:
www.anr.state.vt.us/dec/ww/wwmd.cfm

If your property is not served by the Municipal Sewer System, an approved Septic Design is required prior to submission of the **Building and Zoning Permit Application** to the Administrative Officer for any of the following purposes:

- A. New house
- B. Add a bedroom(s)
- C. Add an apartment
- D. Construct an outbuilding with bathroom
- E. Seeking a Change of Use

III. MUNICIPAL WATER AND SEWER PERMIT

If your **Building and Zoning Application** is for a property served by the Rochester Municipal Water or Sewer System and you are seeking to do any of the following:

- A. Construct a new house or create an apartment
- B. Add a bedroom(s)

C. **Seek a Change of Use**
you must complete a **Municipal Water and Sewer Permit Application** and submit it with your **Building and Zoning Permit Application** for review by the Water and Sewer System Operator (unless you are installing your own septic and water systems).

IV. DRIVEWAY CUT

If your plans require the construction of a new driveway that will connect to a Rochester Town Road, a **Driveway Construction Permit** is required. Completed applications should be filed at the Rochester Town Office, along with your completed **Building and Zoning Permit Application**, if required, and appropriate fees, for review by the Road Commissioner.

If your driveway will connect to a State Highway, you must apply to the Vermont Transportation Agency for approval.

V. TRENCHING OR BORING

If your plans necessitate trenching or boring in the road or right-of-way of a Rochester Town road, a **Permit for Open Trenching and Road Boring** application must be filed and approved by the Road Commissioner. Please attach your application and appropriate fees along with your **Building and Zoning Application**, if required.

THE REVIEW PERIOD FOR A BUILDING AND ZONING APPLICATION BY THE ADMINISTRATIVE OFFICER WILL NOT BEGIN UNTIL ALL OF THE REQUIRED PERMITS OUTLINED ABOVE HAVE BEEN APPROVED BY THE APPROPRIATE OFFICIALS.

IF YOU REQUIRE ANY ADDITIONAL INFORMATION PLEASE CONTACT ONE OF THE FOLLOWING:

ADMINISTRATIVE OFFICER:	DOON HINDERYCKX	767-4464
	doon@greenmountainbikes.com	
ROAD COMMISSIONER	LARRY STRAUS	767-9234
	lastraus@prodigy.net	
WATER AND SEWER OPERATOR	TERRY SEVERY	767-3394
	gsevery@myfairpoint.com	

File No. _____

Town of Rochester, Vermont
Application for Building and Zoning Permit

Permits are required for new construction, change of use, signs and renovations/additions changing the size of the building footprint or use. This application must be accompanied by a \$25.00 filing fee.

Date: _____

Fee: _____

Name (Applicant) _____ Mailing Address _____

Name (Owner, if different) _____ Mailing Address _____

Phone _____

E-Mail _____

LOT INFORMATION

Property Address _____

Zoning District _____ Tax Map No. _____ Lot No. _____

Lot Size _____ Road Frontage _____

Water System _____ (private/municipal) Sewage System _____ (Septic/town)

CONSTRUCTION PERMIT INFORMATION

Applying for: please check all that apply:

Renovation/Addition New Construction Change of Use Sign

New construction permit please check all that apply:

House Outbuilding Outbuilding with bathroom Addition Bedroom
 Bathroom Deck/porch Garage Apartment Other (describe) _____

Change of Use:

Existing Use: _____ Proposed Use: _____

Application for Building and Zoning Permit

PROJECT INFORMATION

Size of proposed addition or structure: Length _____ Width _____

Height to Ridge _____

Distance to property line (feet): Front (facing road) _____ Rear _____

Left side _____ Right side _____

Please attach a sketch of your plans, including a site-plan showing location of proposed new structure/addition with distances to existing structures and property lines. Also include location of roads.

The undersigned hereby requests a permit for the above use(s) to be issued on the basis of the representations contained herein. Permit voided in the event of misrepresentations or failure to undertake significant construction within two years of the date of the approval.

Signature of Applicant: _____

THE REVIEW PERIOD OF THE APPLICATION BY THE ADMINISTRATIVE OFFICER WILL NOT BEGIN UNTIL ALL OF THE REQUIRED PERMITS HAVE BEEN APPROVED BY THE APPROPRIATE OFFICIALS.

This page to be completed by Administrative Officer

FILE NO. _____

SEPTIC

Septic Disposal Required? Yes No

Approval Date: _____ VT Permit Number: _____

ACTION OF ADMINISTRATIVE OFFICER

Driveway cut required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	approved permit	<input type="checkbox"/> yes	date _____
Town sewer/water connection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	approved permit	<input type="checkbox"/> yes	date _____
Road trenching	<input type="checkbox"/> Yes	<input type="checkbox"/> No	approved permit	<input type="checkbox"/> yes	date _____

Permit approved: Yes No Reason for Denial: _____

Date of Decision: _____ Signed: _____
Administrative Officer

ANY INTERESTED PERSON MAY APPEAL ANY DECISION BY THE ADMINISTRATIVE OFFICER WITHIN 15 DAYS OF THE DATE OF DECISION

CONSTRUCTION APPROVED BY THIS PERMIT CANNOT BEGIN UNTIL THE EXPIRATION OF THE 15 DAY APPEAL PERIOD.