

# A SUMMARY OF PITTSFORD'S PERMIT PROCESS ....

## INTRODUCTION:

Generally, a Town Zoning Permit is required whenever real property is used for commercial purposes, to construct a new structure (including signs, cell towers, etc), alter or expand the size or use of an existing structure, subdivide, or excavate earthen materials.

Other local permits may be necessary, that are not addressed through the Zoning Officer. Some common examples would include a drive way access permit (Highway Foreman), moving a mobile home (Clerk & Listers), or a public event (Town Manager).

PLEASE CHECK WITH THE TOWN BEFORE YOU START A PROJECT, to determine what local permits may be involved. A Town Permit does not release you from obtaining any other municipal, state or federal approvals that may be needed. For additional information on VT permits, research the **VT PERMIT NAVIGATOR** program on line, or contact the VT Community Assistance Specialist Permit Assistance Specialist for Rutland County.

## REVIEW OF AN APPLICATION:

The ZONING ADMINISTRATOR (ZA) is the first person to contact. The ZA provides advice on the rules, assists with the application forms and plot plans, and outlines the process. The ZA authority is generally limited to residential or accessory structure projects, and agricultural construction notices. Other types of construction or use would be reviewed by the ZA, who then has to refer the application to the Appropriate Municipal Panel (AMP) or department official.

The PLANNING COMMISSION (PC) addresses Subdivisions, all required Site Reviews, Right-of-Way access, Planned Unit Developments, and amendments to the zoning rules.

The ZONING BOARD OF ADJUSTMENT (ZBA) hears appeals of a Zoning Administrator decision; Conditional Use & Variance issues; applications that involve flood plains, non-conforming structures or uses; and Planned Unit Developments.

There may be State or Federal reviews required. Typical examples would be when a project is within a FEMA mapped flood plain (Special Flood Hazard Area); and a River Management Specialist from the Agency of Natural Resources is consulted; or if in/near wetlands and the VT Wetland Biologist need to be contacted.

## TIME TO PROCESS AN APPLICATION; *PLEASE SCHEDULE YOUR PROJECT ACCORDINGLY!*

Many factors will impact the time required to obtain a permit:

- a. Lack of necessary or accurate information on the application.
- b. Statutory warning &/or appeal periods
- c. Third party reviews (VT waste water & Subdivision, flood plain, storm water, wetlands, etc.)
- d.

You should anticipate the following time periods:

- a. Zoning Administrator Permits are usually issued, denied, or referred to an AMP within 14 days of a COMPLETE application. If approved, VT statute requires a 15 DAY APPEAL PERIOD, to allow someone to contest the permit. The permit is not effective until 15 days have lapsed without appeal; after which the project may start.
- b. Planning Commission and Zoning Board of Adjustment reviews require a warning period and public notices. Applications that will involve these AMPs should be delivered to the ZA at least 21 DAYS PRIOR TO A PROPOSED HEARING DATE.
- c. The PC meets on the fourth (4<sup>th</sup>) Thursday of each month; providing it has business to address. The ZBA usually schedules meetings or Public Hearings when they receive an application to consider. Either AMP may extend the Hearings to additional meetings, as necessary to collect information, testimony, or outside reviews.
- d. Both AMPs have up to 45 days after closing a Hearing in which to render a decision. A decision may be further appealed by an interested party, within 30 days of issue, but only in VT's Superior Court.