

# Permitting Flowcharts

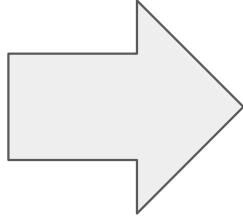
**Zoning Permits** authorizes an applicant to build or use a structure in particular manner.

**Development Review Board Permits** (Conditional Use Review, Site Plan Review that requires DRB review, Appeals) provides the applicant the right to pursue a Zoning Permit to build or use a structure, under certain conditions. DRB decisions are referred to as permits but are not Zoning Permits. A Zoning Permit is required after the DRB approves the application

**Subdivision Review** enables the division of land into smaller lots, and unique development patterns as Planned Unit Developments or Multifamily Dwellings. Subdivisions are legitimized when a boundary survey plat is recorded in the Town Land Records.

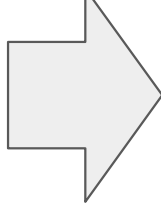
## Zoning Permit Pathways

- Standalone structures smaller than 600 square feet
- Accessory structures and temporary structures used for construction while work is ongoing
- Structures without water/sewer facilities



**Zoning Permit only**

- All other new structures, additions, and expansions



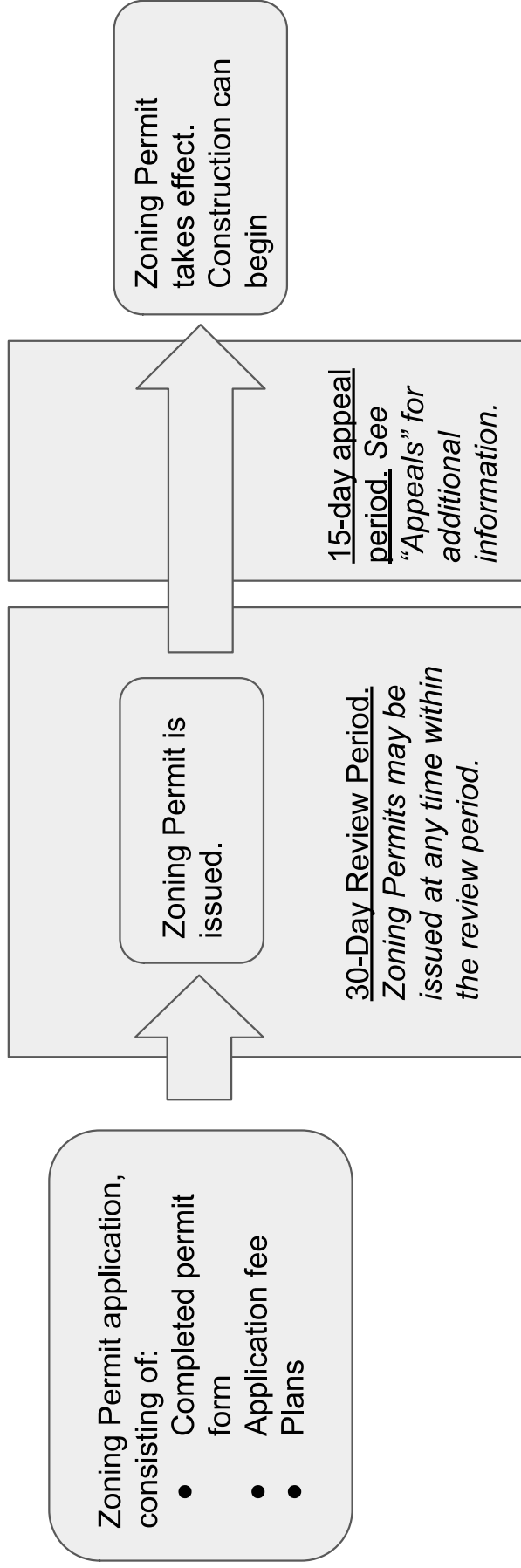
**Zoning Permit plus  
Certificate of Occupancy  
after construction**

*\*Any administrative action that allows for land development or the right to land development (i.e. Minor Site Plan Amendment) may be referred to as a "Zoning Permit" in lay terms and subject to the 15-day appeal period.*

*Certificates of Occupancy are also subject to the 15-day appeal period.*

*\*\* Any reference to "Zoning Permit Process" includes both the Zoning Permit only pathway and the Zoning Permit plus Certificate of Occupancy after Construction pathway.*

# Zoning Permit only



# Zoning Permit and Certificate of Occupancy

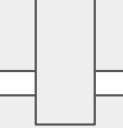
Zoning Permit application, consisting of:

- Completed permit form
- Application fee
- Plans



Zoning Permit is issued.

30-Day Review Period. Zoning Permits may be issued any time within the review period.



Zoning Permit takes effect. Construction can begin.



Construction is complete

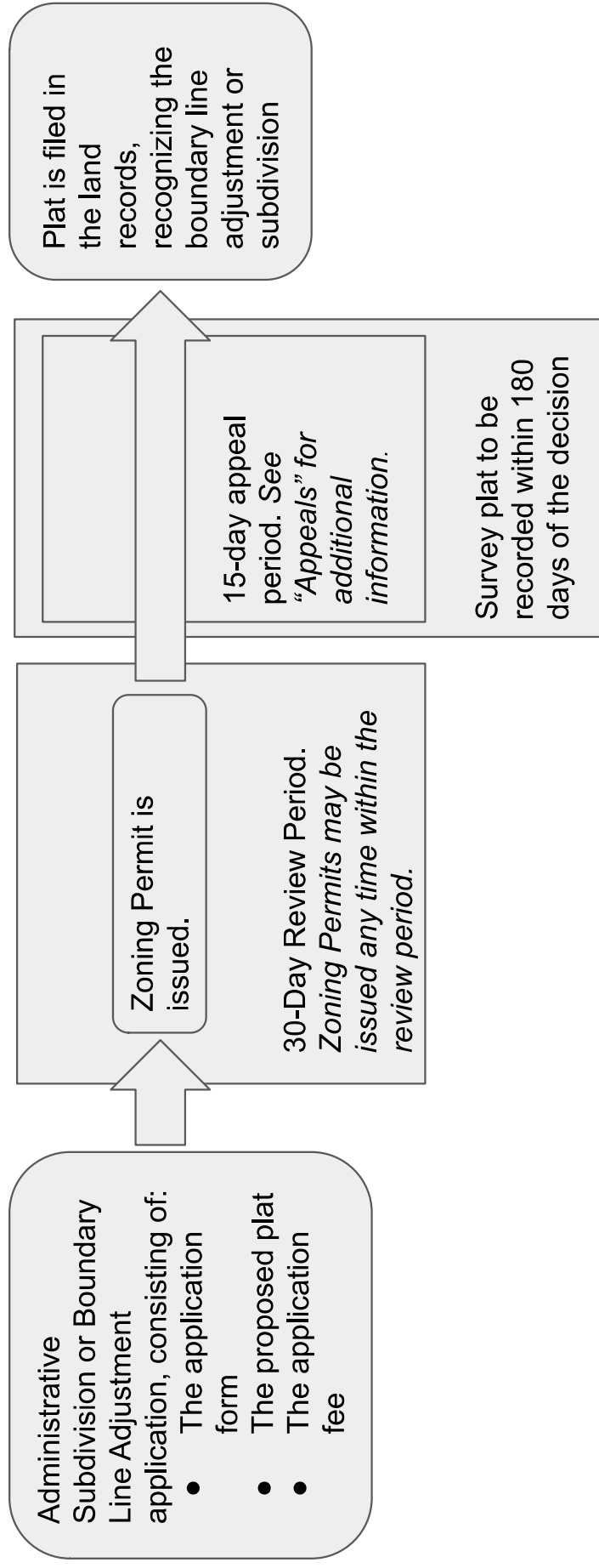


Certificate of Occupancy Application, consisting of:

- Completed Certificate of Occupancy form
- Residential Building Energy Standards Certificate, RBES owner/builder disclosure form, or Commercial Building Energy Standards Certificate (if it applies)
- Inspection by ZA (either done before--if the application is anticipated--or after application is submitted)

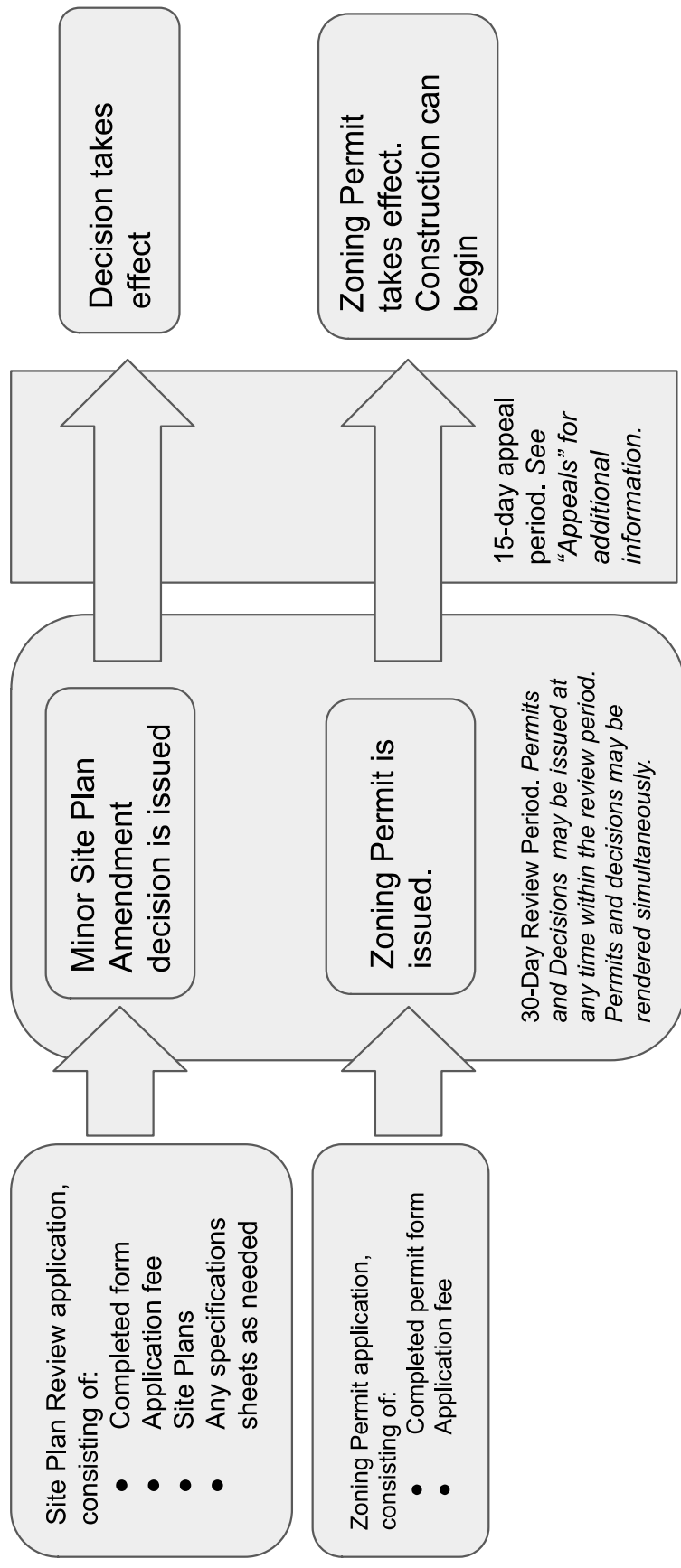
# Administrative Subdivisions and Boundary Line Adjustments

*Administrative Subdivisions applies to subdivisions resulting in two new lots, one of which is 25 acres or larger.  
Boundary Line Adjustments applies to the transfer of lands between two parcels, with no new lots created in the process.*



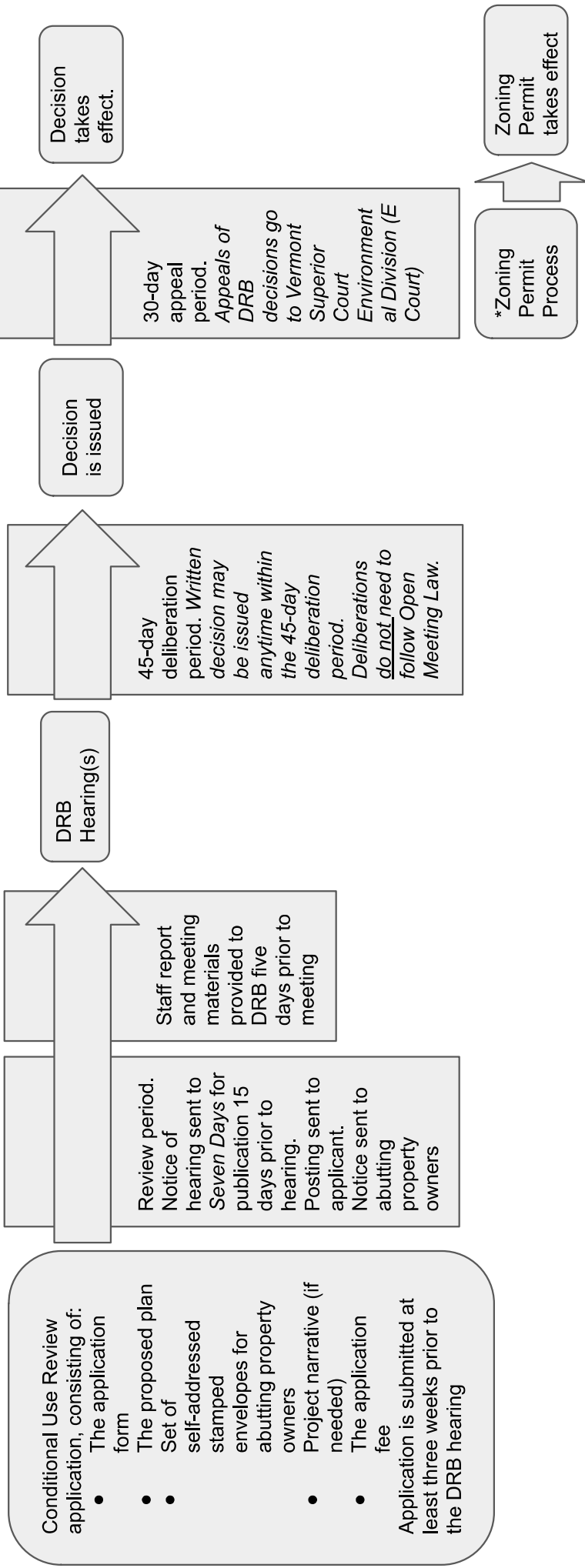
# Zoning Permit with Minor Site Plan Amendment

Triggers may be: modifications to impervious surfaces (small changes in parking or dumpster pads without changing internal circulation), changes to lighting and stormwater management, and adding accessory structures to uses that trigger Site Plan Review



# Conditional Use Review

Applies to particular structures within the Flood Hazard Overlay District, Wireless Telecommunications Facilities, modifications to Nonconforming Structures into the setback, and expansions of Nonconforming Uses.

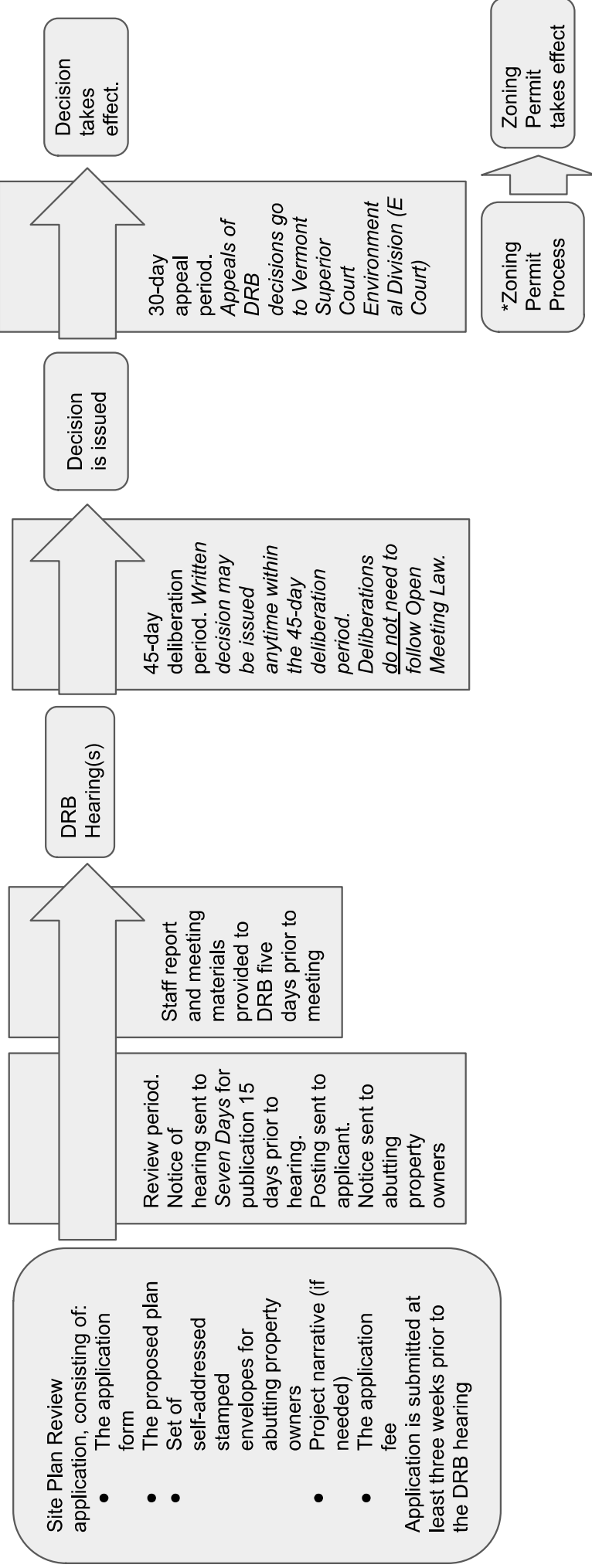


*\* Applicants are required to file a Zoning Permit prior to any land development. This even applies to DRB-issued permits. Common practice is to have the applicant undergo the Zoning Permit process during the appeal period of the DRB-issued permit, so that the Zoning Permit takes effect at the same time the DRB decision takes effect.*



# Site Plan Review

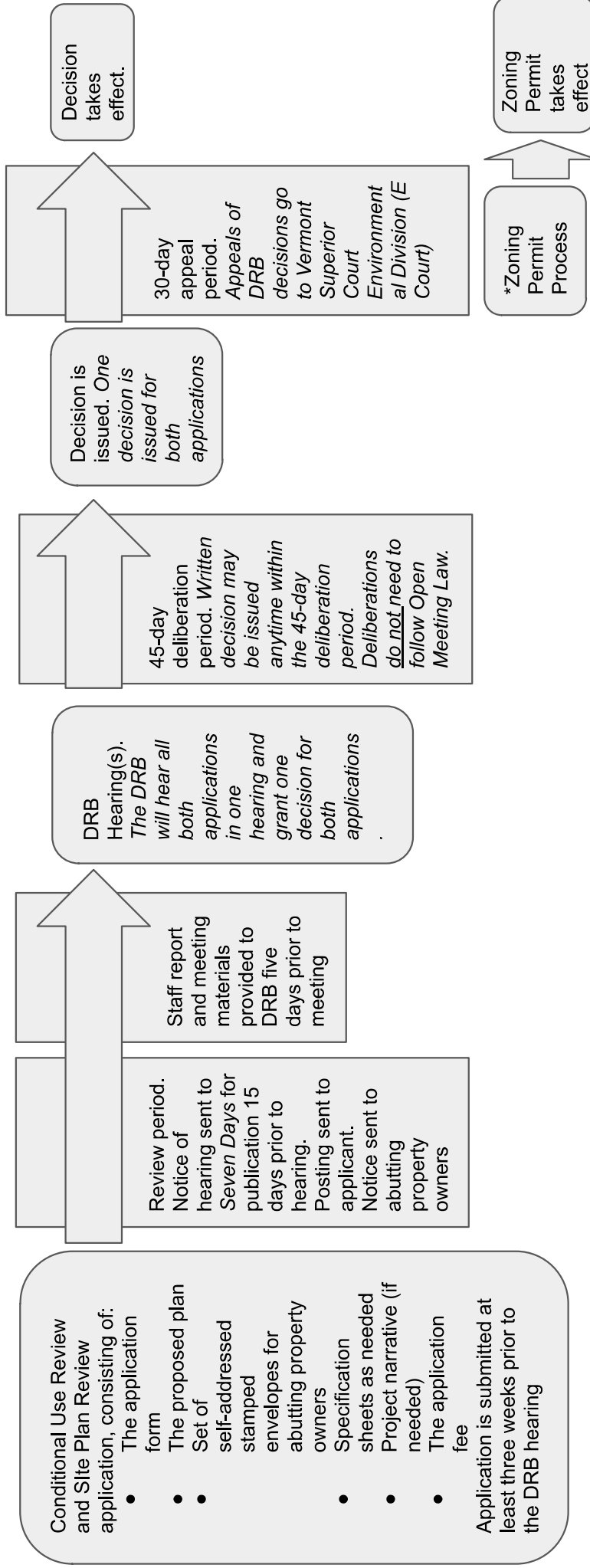
Applies to particular commercial/industrial uses that do not trigger Conditional Use Review, and modifications to traffic circulation, curb cuts and landscaping/screening (i.e. Major Site Plan Amendment)



\* Applicants are required to file a Zoning Permit prior to any land development. This even applies to DRB-issued permits. Common practice is to have the applicant undergo the Zoning Permit process during the appeal period of the DRB-issued permit, so that the Zoning Permit takes effect at the same time the DRB decision takes effect.

# Conditional Use Review and Site Plan Review

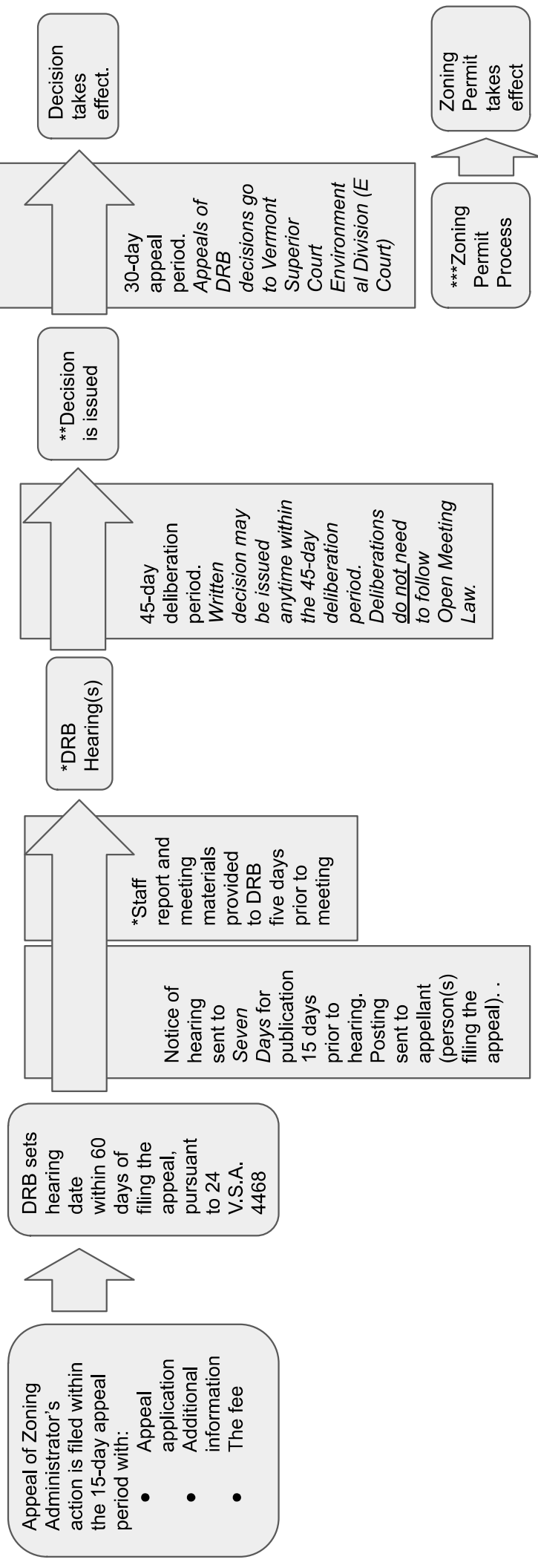
Applies to all commercial/industrial uses that require Conditional Use Review, and expansions of existing Conditional Uses



*\*Applicants are required to file a Zoning Permit prior to any land development. This even applies to DRB-issued permits. Common practice is to have the applicant undergo the Zoning Permit process during the appeal period of the DRB-issued permit, so that the Zoning Permit takes effect at the same time the DRB decision takes effect.*

# Appeals

*Any decision or action by the Zoning Administrator may be appealed within 15 days of the decision or action.*

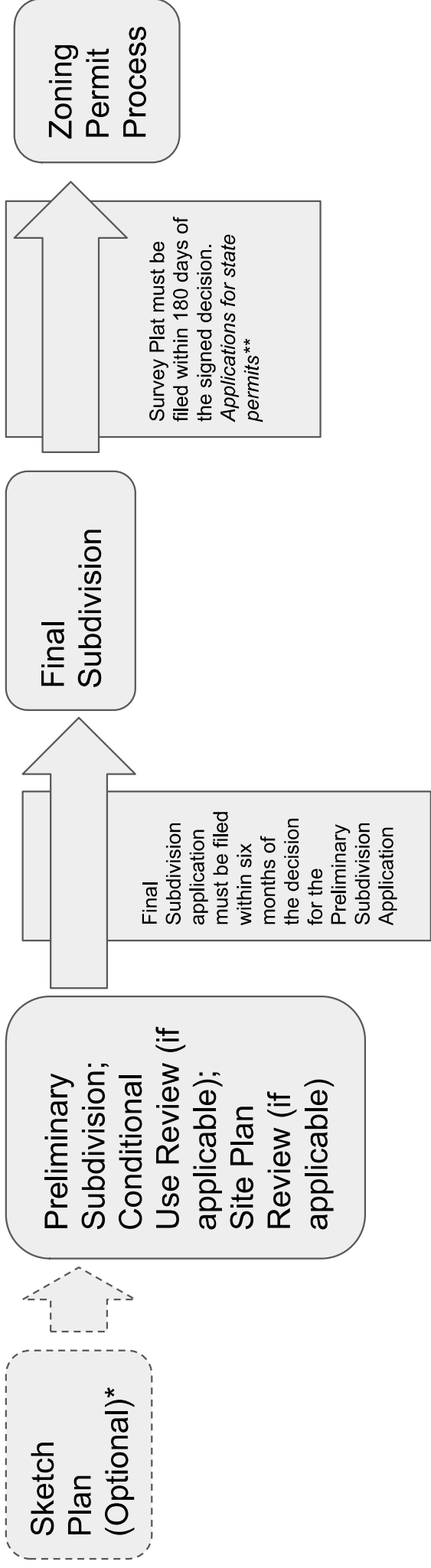


*\*Since the Zoning Administrator is a contested party, the Town Planner or another staff person provides staff support for the DRB throughout the process.*

*\*\* The decision is to uphold or to overturn the Zoning Administrator's action based on the Zoning Regulations in effect. The DRB has the power to grant variances via the appeal process pursuant to 24 V.S.A. 4469, if relief from the Zoning Regulations is necessary for reasonable use of the property.*

*\*\*\* Appellants are required to file a Zoning Permit prior to any land development--even for DRB decisions for appeals in the appellant's favor that would give the appellant the right to pursue land development.*

# Subdivisions and Planned Unit Developments

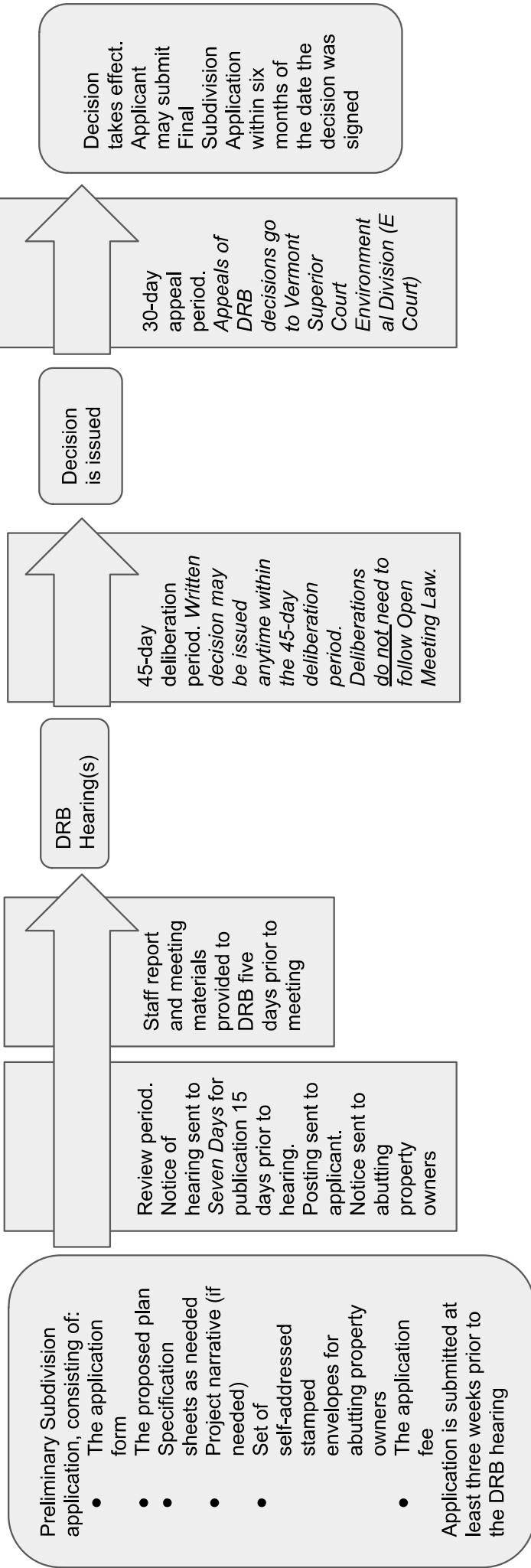


*\*Sketch Plan is informal, and not considered the beginning of the Subdivision application process. The DRB cannot make any binding decisions on Sketch Plan applications. Since Sketch Plan is informal, optional, and nonbinding, public announcements of Sketch Plan applications are not required. However, notification of adjoining property owners of Sketch Plan applications prior to the hearing is required per Subdivision Regulations Section 210.*

*\*\*Applicants apply for state permits (including Act 250 review, if required) after they have received approval from the Town for the subdivision and before construction. All necessary state permits are required before construction, but not necessarily before pulling a Zoning Permit for construction.*

# Preliminary Subdivision

*Applies to subdivisions with uses that do not require Conditional Use and/or Site Plan Review\*.*



*\*Conditional Use and/or Site Plan Review are requirements for the uses on the property, not for the subdivision itself. We advise applicants that if they know the uses that are going to be on the property, they should try to receive approvals for the uses during the subdivision process, so that they don't have to come back to the DRB for approvals later. Applicants can come back to the DRB for Conditional Use or Site Plan Review approval for a use after the approval of the subdivision, depending on the permit conditions for the subdivision approval.*

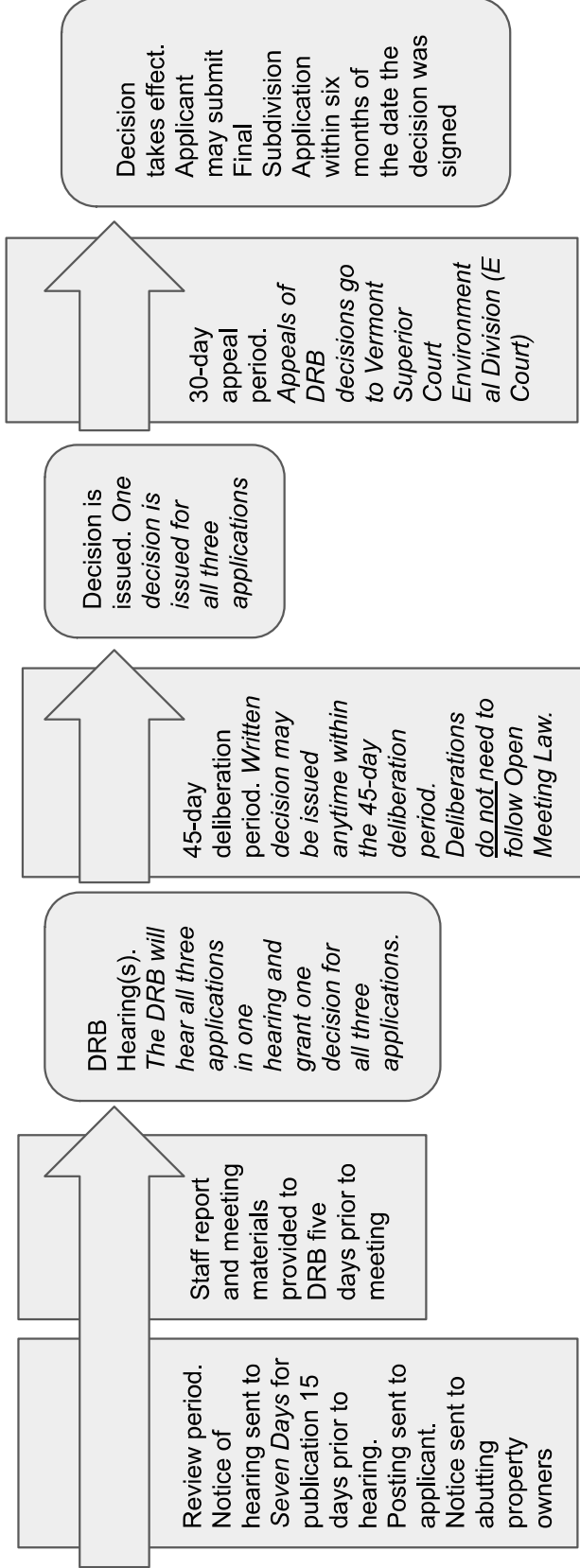
# Preliminary Subdivision plus Conditional Use and/or Site Plan Review

*Applies to Planned Unit Developments, and subdivisions with commercial/industrial uses*

Preliminary Subdivision application, Conditional Use Review application, and/or Site Plan Review application, consisting of:

- The application forms for Preliminary Subdivision, Conditional Use and/or Site Plan Review
- Set of self-addressed stamped envelopes for abutting property owners
- The proposed plan Specification sheets as needed
- Project narrative (if needed)
- The Preliminary Subdivision application fee\*

Application is submitted at least three weeks prior to the DRB hearing



*\*Common practice (not only in Richmond but in many Vermont towns) is to only have the subdivision fee apply for all applications that are concurrent and within the same hearing.*

# Final Subdivision

*Applies to all subdivisions, except administrative subdivisions, and Planned Unit Developments*

Final Subdivision application, consisting of:

- The application form
- The proposed plan
- Set of self-addressed stamped envelopes for abutting property owners
- Specification sheets as needed
- Project narrative (if needed)
- The application fee

Application is submitted at least three weeks prior to the DRB hearing

Review period.  
 Notice of hearing sent to abutting property owners  
 Seven Days for publication 15 days prior to hearing.  
 Posting sent to applicant.  
 Notice sent to abutting property owners

Staff report and meeting materials provided to DRB five days prior to meeting

DRB Hearing(s)

45-day deliberation period. *Written decision may be issued anytime within the 45-day deliberation period.*  
 Deliberations do not need to follow Open Meeting Law.

Decision is issued

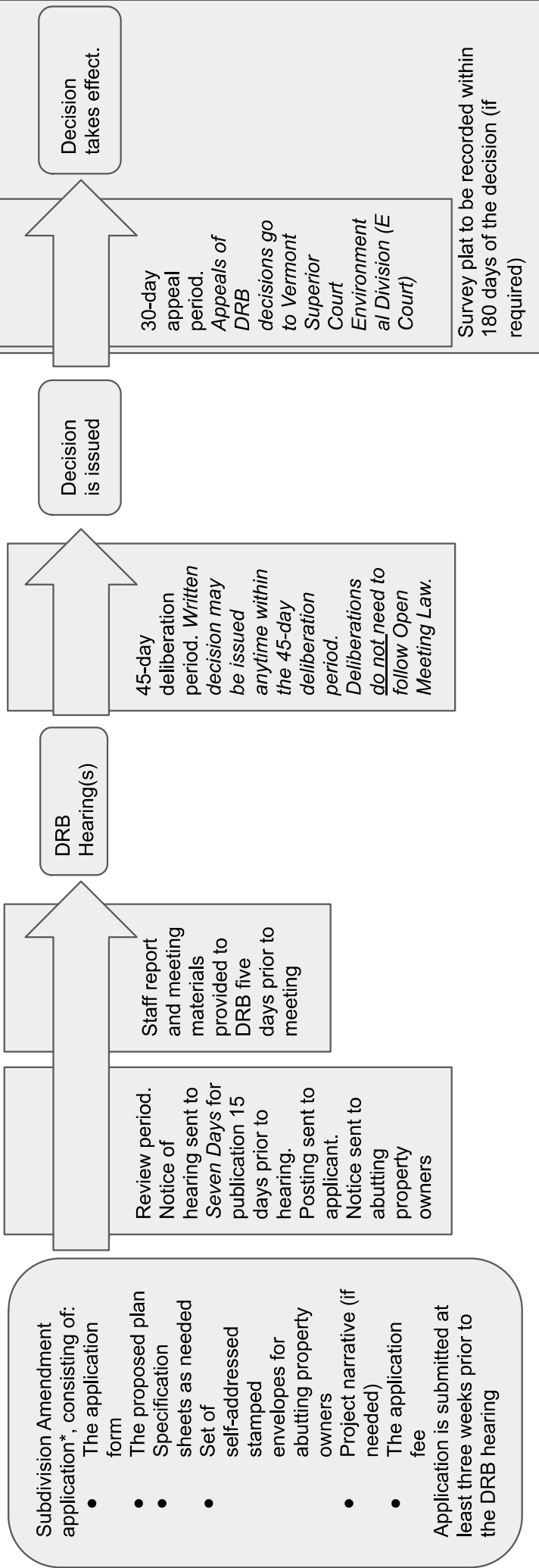
30-day appeal period.  
 Appeals of DRB decisions go to Vermont Superior Court Environmental Division (E Court)

Decision takes effect.

Survey plat to be recorded within 180 days of the decision

# Subdivision Amendment

*Applies to amendments to DRB-approved subdivision and Planned Unit Development plans and approval conditions*

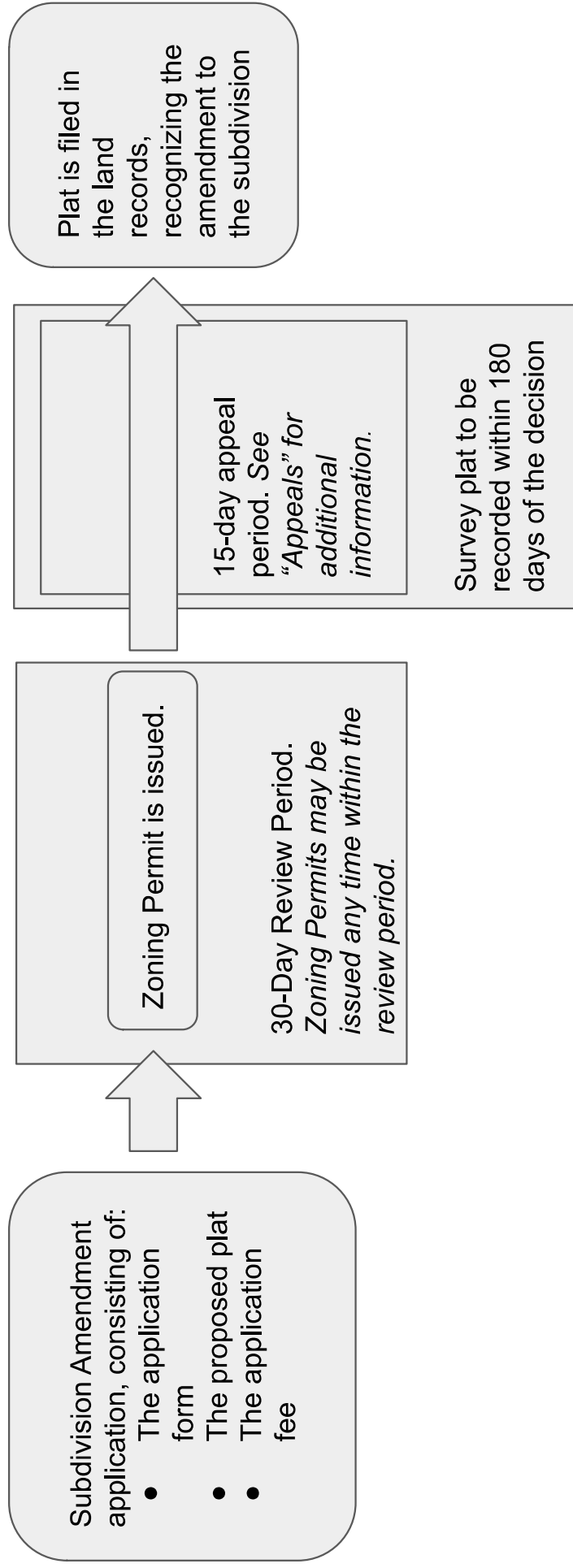


\*Conditional Use Review and/or Site Plan Review may be required depending on the degree of changes. If required, Conditional Use and/or Site Plan Review applications will be concurrently reviewed with the Subdivision Amendment application, and a single decision for all applications will be issued. Other than the application forms, no additional application materials for Conditional Use and Site Plan Review are required. The applicant will be charged whichever application fee is the highest of the three applications.



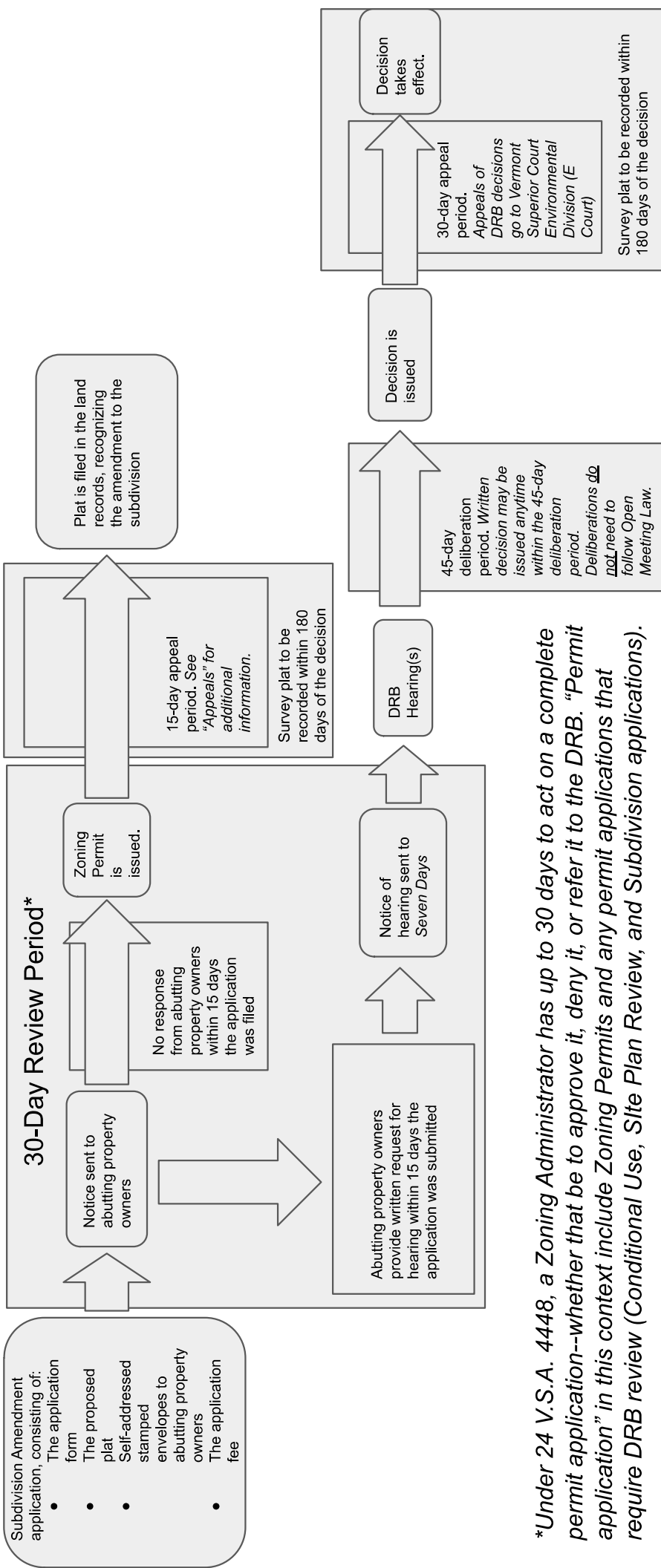
# Minor Revision to Subdivision

*Minor Revisions apply to minor adjustments to lot lines, road locations, and wastewater systems, pursuant to Subdivision Regulations Section 800.1*



# Minor Revision to Building Envelopes in a Subdivision

The pathway below is for amendments to building envelopes on a lot or lots within a subdivision, pursuant to Subdivision Regulations Section 800.1



*\*Under 24 V.S.A. 4448, a Zoning Administrator has up to 30 days to act on a complete permit application--whether that be to approve it, deny it, or refer it to the DRB. "Permit application" in this context include Zoning Permits and any permit applications that require DRB review (Conditional Use, Site Plan Review, and Subdivision applications).*