

TOWN OF SUTTON
167 UNDERPASS ROAD
SUTTON, VT 05867
(802) 467-3377
www.suttonvt.org

BUILDING PERMIT APPLICATION PROCESS AND REQUIREMENTS (Updated 1/16/23)

1. Applicant picks up a permit application form from the town office. *Note: If the application is for a subdivision, applicant must fill out a **SUBDIVISION PERMIT APPLICATION**.*
2. Application is filled out by applicant following zoning standards in the Town of Sutton Unified Development Bylaws. Application is submitted to the town clerk with application fee.

If the application is for a Permitted Use and all the information is complete, applicant's permit will be approved, signed by the Zoning Administrator (ZA), and mailed to applicant. The permit shall contain a statement of the period of time within which an appeal may be taken. It is then the applicant's responsibility to post a copy of the notice of permit, in a timely fashion, within view from the public right-of-way most nearly adjacent to the property for which the application is made. Permit notices shall be posted for at least 15 days or until the time for appeal has passed.

3. The Zoning Administrator will refer all conditional use and variance applications to the Development Review Board (DRB). Applicant will then be required to participate in a public hearing where the application will be considered. Hearings are held at the Fire Station, 691 Burke Rd., Sutton. For date and time, call the Town Clerk's Office.
4. All required paperwork in support of the building permit application must be filed with the town clerk at least 21 days before the scheduled hearing.
5. All conditional use and variance permit applicants are required to notify landowners who share a common boundary (including across the road) of their plans, and of the date and time of the public hearing. See accompanying "Zoning and Subdivision Permit Applications: Supporting Information" and "Template for Letter from Property Owner to Abutting Landowners." Applicants are required to submit, with the application, a list of adjacent landowners and copies of all letters.
6. All conditional use or variance application hearings must be warned in the Caledonian-Record newspaper at least 15 days prior to the scheduled hearing.

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7. After the public hearing, if permit has been approved, the permit and findings of fact must be posted at the town office for 15 days for public viewing. If permit is denied, the DRB will notify the applicant in writing, with written findings of fact.
8. An interested person (including the applicant, the Select Board, or a neighbor or other person with standing) may appeal the decision of the DRB within 15 days of the decision. The appeal must be in writing, must include a request for a public hearing to consider the appeal, and must be submitted to the Town Clerk with a check for \$30.00 made out to the Town of Sutton. The money will be used to offset the cost of publishing the warning in the Caledonian-Record. Applicants will be notified of the hearing date and time; however, a hearing may be denied by the DRB in accordance with state law.
9. The DRB has the power to hear the following appeals:
 - a. Appeal on the grounds that the ZA's decision was in error;
 - b. Appeal for a dimensional variance;
 - c. Appeal for a hardship variance.
10. The DRB will hear the appeal at the warned time and place. The DRB shall gather the evidence according to established Rules of Evidence procedures defined in the Vermont Statutes. It is the responsibility of the applicant and other interested parties to provide legible maps, deeds, and other pertinent or required documents.
11. The DRB shall render its decision, including Findings of Fact, within 45 days of the public hearing for the appeal.

NOTE: In order to grant a variance, the DRB must rule favorably on one or more of the following criteria, based on the evidence presented:

- a. That the lot is unique or unusual and that the professed hardship is not created by the provisions of the Zoning Bylaws;
- b. That the property cannot be developed strictly within the Zoning Bylaws, and the development is needed to allow reasonable use;
- c. That the professed hardship was not created by the applicant.

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Parcel Identification—SPAN Number _____ Land Record Book _____ & Pages _____ - _____

BUILDING PERMIT APPLICATION (5/24/21 revision)

The undersigned hereby applies for a permit for the following use, to be issued on the basis of the representations contained herein.

Please fill out ALL FIELDS completely. Please print clearly or type.

Name of landowner _____

Mailing address of landowner _____

_____ Phone # _____ E-mail _____

Name of applicant _____

Mailing address of applicant _____

_____ Phone # _____ E-mail _____

Location of property _____

Purpose of proposed construction (Please indicate with an "X"):

- a. Residence _____
- b. Commercial _____
- c. Group Service _____
- d. Other (indicate): _____

Permission is requested to (Please indicate with an "X"):

- a. Build new _____
- b. Relocate existing _____
- c. Make addition to _____

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d. Other (indicate) _____

Please indicate with an "X":

- a. Frame house _____ Indicate number of families _____
- b. Mobile home _____
- c. Garage _____
- d. Commercial building _____
- e. Barn _____
- f. Cabin _____
- g. Shed _____
- h. Pool, in ground _____
- i. Patio/porch/covered porch or deck _____

Dimensions of lot:

- a. Frontage on public road _____ ft.
- b. Frontage on water _____ ft.
- c. Lot depth _____ ft.
- d. Lot area _____ acres

Dimensions of proposed building:

- a. Frontage width _____ ft. Depth _____ ft. Height _____ ft.
- b. Setback from street line (center of road) _____ ft.
- c. Setback from nearest property line (ft.): rear _____ side _____ side _____
- d. First floor area (residence, cabin, mobile home) _____ (square ft.)

Construction of building or facility:

- a. Expected starting date _____
- b. Expected completion date _____
- c. Have arrangements been made for access to the property? **YES** _____
NO _____
- d. Water service? **Yes (indicate type)** _____
NO _____
- e. Waste disposal? **YES (indicate whether septic has ANR permit):** _____

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_____ **NO** _____

Limited Access Road Requirement: If you require a limited access road from a town, state, or federal road/highway, you must request a permit application and submit it to the Town Clerk.

For state ANR water and wastewater permits see informational handout and contact the District 7 Environmental Office: (1229 Portland Street, Suite 201, St. Johnsbury, VT 05819; 802-751-0130).

911 Information for New Homes: If you are building a new home, the Town Clerk will provide a 911 number so that emergency vehicles can find you easily. Please provide the following information:

- Distance from your driveway to closest neighbor's driveway (if needed contact ZA or Town Clerk to determine this distance): _____
- Name and address (or 911 number) of closest neighbor: _____
- Is your home on the same side or opposite side of the road from your closest neighbor?

Please attach a site plan no smaller than 8.5" X 11" that provides the information requested in the "Site Plan Information Requirement."

Please also attach the following required information:

1. Names and addresses of adjacent property owners.
2. Copies of all letters sent to adjacent property owners.

The undersigned hereby agrees that the proposed work shall be done in accordance with the foregoing statements, all Permit Application requirements, and the Town of Sutton Bylaws.

Signature of applicant _____ **Date** _____

Signature of land owner _____ **Date** _____

Dated filed with Administrative Officer _____

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Please attach a check payable to the TOWN OF SUTTON (for required fee)

Please direct questions to Joe Witt, Zoning Administrator (802-467-3790) after 5:30 pm).

ZONING PERMITS ARE VALID FOR ONE YEAR.

CONSTRUCTION MUST COMMENCE WITHIN ONE YEAR.

**Please double check your application to be sure all required field are completed.
Applications will not be processed without all required information.**

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CERTIFICATE OF ZONING COMPLIANCE
(To be completed by Zoning Administrator)

Permit Number: _____

Project Description: _____

Property Owner Name: _____

Property Location: _____

Property Owner Mailing Address: _____

Telephone Number: _____ E-mail: _____

The applicant certifies that the project was constructed in accordance with the above reference zoning permit; is compliant with the setback requirements as indicated on the approved site plan; and that any and all conditions of approval have been met.

Signature of applicant

Date

The Zoning Administrator acknowledges that the use of and/or building construction is in reasonable conformity with the zoning permit granted, based upon evidence submitted by the applicant and a visual site inspection.

Signature of Zoning Administrator

Date

This certificate does not cover any State approvals. Other approvals and/or final inspections may be required before use of the structure. The applicant is responsible for determining property lines and meeting required setbacks for development.

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**DECISION BY ZONING ADMINISTRATOR OFFICER AND/OR
DEVELOPMENT REVIEW BOARD**

Decision of Zoning Administrator

This Application is: Approved _____ Denied _____

Referred to the Development Review Board _____

Approved/Denied on the basis of the following determinations of conditions (see attached letter, if applicable):

Signed: _____ Date: _____
Zoning Administrator

Decision of the Development Review Board

Date notice appeared in Caledonia-Record: _____

Approved/Denied on the basis of the following determinations of conditions (see attached letter, if applicable):

Signed: _____ Date: _____
Development Review Board Chairperson

An interested person may appeal any decision by the Zoning Administrator to the Development Review Board within 15 days of the date of such decision. This permit SHALL NOT take effect until the time for such appeal has passed.

Following the decision of the Board, and completion of appeal period, a copy of the approved permit will be forwarded to the applicant and the original will be filed in the Town Office.

TOWN OF SUTTON PERMIT APPLICATION FEES

Amended 3/2/21

1. Building Construction

New heated space: \$100.00 \$ _____
New unheated space: \$50.00 \$ _____

2. Subdivisions

Minor subdivisions (4 lots or fewer): \$50 per lot \$ _____
Major subdivisions (5 lots or more): \$100 per lot \$ _____

3. Outdoor Facilities/Outbuilding Construction \$100 per
(tennis court, in ground pools, golf course, gravel pit, etc.)

\$ _____

4. Additional Fees

Waiver of Setbacks \$ 50.00
Signs & Fences \$ 50.00
Conditional Use \$ 50.00
Variance (meets four criteria) \$ 50.00
Road Access Permit \$ 15.00
Public Notice Fee \$ 50.00

Total Fee \$ _____

5. Technical Review Costs Policy

Pursuant to 24 V. S. A. Section 4440 and Article IX of the Bylaws, the Sutton Selectboard hereby establishes permit application fees detailed above and establishes the following policy requiring an applicant to pay for the reasonable costs of an independent technical review of a permit application:

1. If the Development Review Board determines that an independent technical review is necessary in order to understand or evaluate information submitted with a permit application, they shall notify the Sutton Selectboard and the applicant in writing.
2. The Selectboard will be responsible for the selection of the technical consultant or consultants and will notify the applicant regarding the maximum amount the applicant will be expected to pay.
3. The Selectboard may require that the applicant deposit with the Town Clerk a reasonable estimate of the expected technical review fees to be held in escrow.
4. Any costs assessed pursuant to this policy shall be in addition to any other applicable fee.

Town of Sutton

167 Underpass Road
Sutton, Vermont 05867

802-467-3377

Fax 802-467-1052

email-suttontownclerk@yahoo.com

Sutton Residential Site Plan GENERAL INFORMATION & GUIDANCE

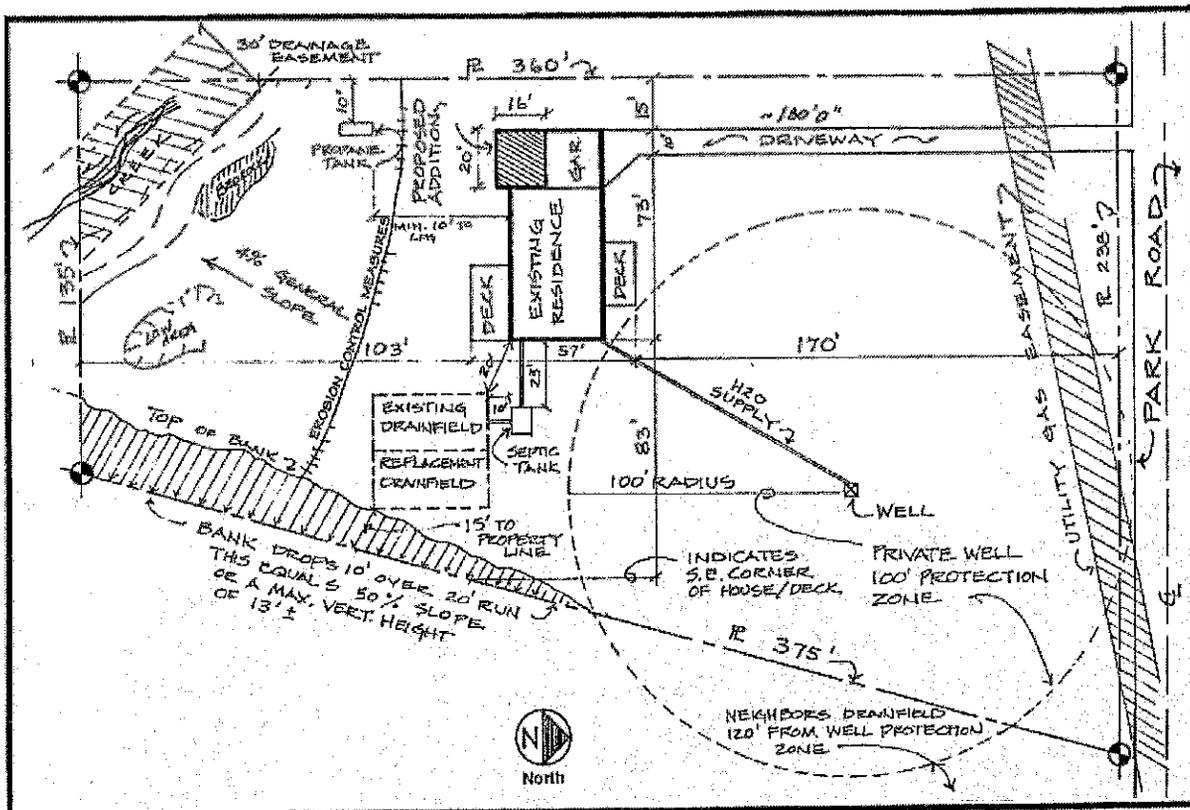
Approved 5/24/21

Permits require a site plan which is a detailed and accurate map of the property on which a project is located. A complete and accurate site plan is important to avoid delays in the review and approval of your project. A good site plan would include all the site features and information listed here (depending on your site, of course). The more information you provide the more quickly your permit can be processed.

1. The property owner's name, tax parcel number, the assessor's parcel number, and the site's address.
2. The map scale and date drawn or revised. A scale of 1"= 20' is typical but others such as 1"=50' are also acceptable.
3. A north arrow, indicating the compass direction North.
4. All property lines, all easements (utilities, access, etc.), and site dimensions. Show the distances between all buildings, and from all buildings to all property lines.
5. All streets and alleys, with names. Show length and width of all existing and proposed driveways, easements, rights-of-way, and parking areas, including emergency vehicle turnaround areas.
6. The location and dimensions of all existing and proposed buildings. Identify each building by its use (garage, residence, etc.). Show all impervious surface areas. Include decks, retaining walls, porch, and roof overhangs.
7. Clear distinction between the existing building and any proposed additions. Show any buildings to be demolished.
8. Locations of septic tank and drain field or sewer, electricity and gas lines, propane tanks, and any underground storage tanks. Locations of private well(s) or public water mains and water supply pipes to all buildings, on this site plan and within 100' of building site.

9. Show method of stormwater treatment. Show construction access route, buffer strips, sediment barriers, limits of clearing, stormwater conveyance, and other erosion control features as applicable.
10. All surface water with flow directions (creeks, streams, lakes, ponds, wetlands, ditches etc.) within 200' of the property.
11. Any steep slopes (30% or greater, about 1' vertical for 3' horizontal), low areas, swales below average grade, fill areas, or any exposed bedrock.
12. Indicate the slope (elevation change) of the site. Use contour lines or arrows to show direction of slope.

Site Plan Example:



Name John R. Doe	Site Plan Example	Scale 1/4" = 10'
Site Address 1203 Park Road	Tax (Assessor's) Parcel Number 380224 456098 0000	Date 2/13/98



firesafety.vermont.gov

STATE BUILDING PERMITS

WHEN ARE THEY REQUIRED AND HOW TO OBTAIN THEM

The owner, or a designated representative, of a building or premises shall obtain a state construction permit before beginning any new construction, addition, alteration, modification, renovation, demolition or installation of fixed building equipment within a public building as defined by state statute and the Vermont Fire and Building Safety Code

Public Building definition—In it's simplest terms, a public building can be defined as any building in the State of Vermont with the exception of single family owner occupied homes, registered home daycares, and some agricultural buildings. Some Examples of structures that are considered public buildings are:

- ◆ Apartment buildings
- ◆ One and Two family rentals
- ◆ Hotels/Motels
- ◆ Inns and B&B's
- ◆ Ski houses
- ◆ Businesses
- ◆ Restaurants / Bars
- ◆ Schools
- ◆ Town / Municipal buildings
- ◆ Store / retail buildings
- ◆ Storage buildings
- ◆ Repair garages

*For more information regarding the definition of a public building, please visit our website and refer to the Vermont Fire and Building Safety Code, or, contact your regional Division of Fire Safety office.

ADDITIONAL PERMIT AND LICENSING REQUIREMENTS

	State Construction Permit	State Electrical		State Plumbing	
		Permit	License	Permit	License
All public building excluding One and Two family rentals	Yes	Yes	Yes	Yes	Yes
One and Two Family Rentals	Yes	Yes	No	Yes	Yes
Single Family Owner-Occupied	NO	NO	NO	Yes*	Yes*

* Permit ONLY required for those on Public Water and/or Sewer. Those on private systems are not required to obtain a state permit.

HOW TO OBTAIN A STATE CONSTRUCTION PERMIT

- 1) Develop a project scope and construction documents, such as plans and specifications relating to the proposed construction work or equipment installation under consideration
- 2) Fill out a State DFS Construction Permit Application form in its entirety, and submit it to the DFS regional office with the required permit fee and above mentioned plans and specifications
- 3) The project will be reviewed by division staff and work can commence on the proposed project once the applicant receives a plan review letter and permit poster back in the mail.
- 4) It is always important to consult with your local town office to ensure compliance with any required local permits.

firesafety.vermont.gov

This town is served by the Barre Regional Office of the Vermont Division of Fire Safety
 For additional information regarding permitting requirements, or to obtain information out more about programs offered by the division such as inspections of rental properties please contact us
 1311 US Rte 302, Suite 500, Barre, VT 05641
 Phone: 802-479-4434, Fax: 802-479-4446