

COMMERCIAL WORKSHEET

To be complete, your application must include the following items:

- ☐ Application Form & Fee
- ☐ Commercial Conditional Use Support Statement
- ☐ Proof of Adequate Capacity and Supply
 - ☐ Sewer Department (Municipal Manager's Office: 457-3456)
 - ☐ Water Department (Woodstock Aqueduct: 457-4497)
 - ☐ Septic (State of VT Approval - Terrence Shearer 802-591-0338)
 - ☐ State Fire Marshall (David Green - 802-786-0074)
- ☐ Building Floor Plan of all levels with DIMENSIONS of all interior and exterior space, including decks, porches, steps, breezeways, etc.
- ☐ Photos or Elevations of all sides involved showing
 - ☐ Existing materials and architectural details, including exterior equipment on the roof, on the walls, and on the ground.
 - ☐ Proposed changes to the structure, including materials and other details listed above.
- ☐ Site plan showing the following:
 - ☐ The location of existing and proposed improvements, including placement and screening of all exterior equipment
 - ☐ Setback distances from front, side, and rear boundaries or road.
 - ☐ Frontage and lot size
 - ☐ Existing and proposed parking plan
 - ☐ Existing and proposed landscaping plan, including placement of trees, signs, fences, walls, drives, parking areas, etc.
 - ☐ Outdoor lighting plan for building, access road, driveway, parking lot, sidewalk, etc.

Please note:

1. All Commercial Change of Use applications **MUST** also file an application with **The Vermont Division of Fire Safety**. Ask the Planning & Zoning Office for this application or visit: www.vtfiresafety.vermont.gov
2. Energy Code Compliance Certificates will need to be filed in the Town Clerk's office before a final Certificate of Occupancy can be released. Ask the Planning & Zoning Office for this guide book and certificate or visit: www.publicservice.vermont.gov