

Creating An Apartment

Determine what zone your parcel is in _____

Set-backs required for that zone: Front (from center of road) _____ Side _____ Rear _____

- Application Form**
More than two (2) units, requires a Conditional Use Permit. Needs a Conditional Use Application
- Site plan** showing the following:
 - The location of existing building
 - indicate Street or Town Roads
 - indicate orientation of house (north,south,east,west)
- Parking Plan** - two spaces (9' x 18') per unit.
- Building Floor Plan** of all levels with DIMENSIONS of all interior and exterior space, including decks, porches, steps, breezeways, etc.
- Proof of Approval**
 - Septic System (State of Vermont) or local sewer-hook-up (from Town Manager)
- Exterior Changes** (new windows/doors, etc.) - photo of elevations and drawing of proposed changes

**** All apartments require Vermont Division of Fire Safety review:**

1-802-238-1561 or 1-888-370-4834

If not given to you by Planning & Zoning, please ask for a VT Fire Safety Permit Application.