

APPLICATION

PLANNING & ZONING
PO BOX 488
WOODSTOCK VT
802-457-7515

All applicants must be the owner, the owners' attorney, or authorized agent of the owner of property described herein.
A person holding a binding agreement to purchase property may sign application by providing written proof of such agreement.
If an agent or attorney will represent or speak on owner's behalf, owner must complete the reverse side of this application

Please Print :

OWNER(S) _____ Phone: _____ E.mail: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Signature(s): _____

CO-APPLICANT(S) _____ Phone: _____ E.mail: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Signature(s): _____ Interest in Property If not owner _____

Parcel Number:	Map #	Block #	Lot #
House Number:	Road or Street Name:		
Zoning District:	Overlay District:		

Describe What You Are Applying For: (include additional square footage, if applicable):

For Zoning Office to Complete:

Type of Review Required / Public Hearing Date:

☐ Administrative ☐ Design Review Board: _____ ☐ VDRB: _____
☐ Certificate Of Occupancy ☐ Planning Commission: _____ ☐ TDRB: _____
☐ So. Woodstock Design Review: _____ ☐ CC: _____

Date Received: _____ Review Fee: _____ Application #: _____
Date Complete: _____ Itemized Fee: _____
By: _____ TOTAL Fee: _____ PAID: cash ☐ check ☐ # _____

For more information on the application process, go to: www.townofwoodstock.org

WARNING: State permits may be required for this project. Contact John Fay, State Permit Specialist at:
(802) 279-4747 or email john.fay@vermont.gov

AGENT AUTHORIZATION

I, _____ owner of property located at _____
in the Town of Woodstock, Vermont, hereby designate as my agent:
Name of Agent: _____ Phone: _____ Fax: _____
Address of Agent: _____ City/St/Zip _____
for the purpose of procuring local permit(s) needed to carry out the proposal described in this application. Representations made by the above named
Agent may be accepted as though made by me personally, and I understand that I may be bound by any official decision made on the basis of such
representation.
Signature: _____ Date: _____

SCHEDULE OF FEES

REVIEW FEES:

- ☐ Administrative \$ 25.00
- ☐ Planning Commission (PC) \$100.00
- ☐ Village Dev. Review \$100.00
- ☐ Town Dev. Review \$100.00
- ☐ Design Review /VDRB \$100.00
- ☐ Design Review Minor \$ 50.00
- ☐ RECORDING FEE : \$ 10.00

ITEMIZED FEES:

RESIDENTIAL:

- ☐ NEW Construction 1st 1000 sq. ft. \$ 50.00
- ☐ Plus: \$0.15 per sq. ft. over 1 1,000 sq. ft.st per square foot \$.15
- ☐ Plus, if Multi-Family per unit created \$ 50.00
- ☐ Addition and/or Conversion to Living Space per square foot \$.15
- ☐ Accessory Structures/decks/porches per square foot \$.10

COMMERCIAL / INDUSTRIAL:

- ☐ Construction, Addition, or Conversion to Commercial \$ 50.00

- ☐ Plus: \$ 0.20 per sq. ft. per square foot \$.20
- ☐ Conversion to Hotel / Inn / Short Term Rental / B&B per guest room \$100.00
- ☐ Signs per square foot \$ 2.00

MISCELLANEOUS:

- ☐ Subdivision per new lot created \$ 200.00
- ☐ Lot Line Adjustment \$100.00
- ☐ Home Occupation \$ 50.00
- ☐ Excavation - ponds, pools, & non-commercial \$100.00
- ☐ Extraction of Sand, Gravel, Minerals per sq. ft. surface \$.35
- ☐ Fences per linear foot \$.25
- ☐ Appeal of Administrative Decision / Permit to DRB \$100.00

To estimate your Total Fee:

Add: \$ 10.00 Recording Fee +
Applicable Review Fee
+ Applicable Itemized Fee(s)

You must consult with the
Administrative Officer for the
EXACT determination of your fee.

Michael Brands, AICP

mbrands@townofwoodstock.org

802-457-7515
PO Box 488, Woodstock VT 05091

HOME & COMMERCIAL CONSTRUCTION

APPLICATION PLANS MUST INCLUDE:

Large Format Plans for Display @ Hearing and
One set no larger than 11" x 17"



Woodstock, Vermont *The Shire Town of Windsor County*

TOWN-VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

Short Term Rentals Commercial Worksheet

DEFINITION OF SHORT TERM: Each calendar stay can be: one weekend, one week, two weeks, three weeks. (Any period of **LESS** than 30 days)

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

- ☐ Application Form & Fee (\$110.00 hearing fee & \$100.00/STR room)
- ☐ Short Term Rental Commercial Conditional Use Support Statement
- ☐ Building Floor Plan
- ☐ Site plan showing parking plan

PLEASE NOTE:

1. Renting out a residence on a short or long term basis, changes your home to a public building.
All public buildings require a change of use application from the Vermont Division of Fire Safety.
To download the application, visit: www.firesafety.vermont.gov
2. Contact our State District Fire Marshal, Jay Moody:
Jay.Moody@vermont.gov
802-777-1748 (cell)
802-885-8965 (office)
3. Check with your homeowner's insurance company.

Current by-laws:

Village: Section 522, of Village Regulations

Town: Section 526, of Town Zoning Regulations

07/02/2019



**SHORT TERM RENTAL
COMMERCIAL - CONDITIONAL USE SUPPORT STATEMENT**

Parcel ID Map _____ Block _____ Lot _____

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

E. Mail Address: _____

1. 911 Location: _____

- ☐ Village: Allowed no more than 6 times per calendar year, except during foliage
- ☐ Town: Allowed no more than 10 times per calendar year, except during foliage

2. Owner/manager must be present during foliage rental period.

3. Name, address, phone number of Manager (must be kept up-to-date)

4. Changes in ownership requires a new permit.

5. Existing By-laws

Village: Section 522, page 41 of Village Zoning Regulations

Town: Section 526, page 50 of Town Zoning Regulations

WOODSTOCK VILLAGE REGULATIONS
SECTION 522 SHORT-TERM RENTALS

Short-term rentals in all districts require a permit. The following provisions shall apply to ensure that the commercial use of residential property does not adversely affect the neighborhood in which short-term rentals are located.

- A. Conditional Use Approval is required for rental periods of fewer than thirty days.
- B. Short-term rentals are allowed no more than six times a calendar year, excluding foliage season.
- C. All associated parking shall be on site.
- D. Garbage service shall be provided and garbage containers shall be maintained out-of sight.
- E. Notice to renters of regulations pertaining to parking, garbage, noise, parties etc. shall be visibly displayed in the dwelling.
- F. Name, address and telephone number of a manager shall be filed with the application and kept up to date.
- G. Prohibitions:
 - 1. Parties and/or catered events etc.
 - 2. Signs and other outside indications that dwelling is used as a short-term rental.
 - 3. Outdoor activities between 9 PM and 7 AM.
- H. A change in ownership shall require a new permit.
- I. Exception: No permit is required during foliage season (September 15 - October 21) if the owner or primary tenant is in residence throughout the rental period and provisions C., D., E. & G. above are met.



VERMONT DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
Office of the State Fire Marshal, State Fire Academy and State HAZMAT Team
WWW.FIRESAFETY.VERMONT.GOV



Change of Use or Ownership Inspection Request

Name of Building or Association: _____

Physical 911 Address: _____ City: _____

Building Number: _____ Unit Number: _____ Number of Units in Building: _____

Current Owner Contact Information

Contact Name: _____

Contact Phone: _____ E-Mail: _____

New Owner /Condominium Association Contact Information

Contact Name: _____

Contact Phone: _____ E-Mail: _____

☐ Change of Use Request - Current Use: _____ Proposed Use: _____

☐ Change of Ownership Request: _____ Date of Closing: _____

Contact Name to Schedule Inspection: _____

Relationship: ☐ Current Owner ☐ Realtor ☐ Condo Association

Phone: _____ E-Mail: _____

Please remember to give the Division of Fire Safety Staff at least 15 days' notice

We do our best to meet your deadlines but can only do so if enough advanced notice is given.

Fee: \$125 – Please make check payable to: Department of Public Safety

Williston Regional Office
380 Hurricane Lane, Suite 101
Williston, VT 05495
Phone: 802-879-2300

Barre Regional Office
1311 US Route 302, Suite 500
Barre, VT 05641
Phone: 802-479-4434

Rutland Regional Office
56 Howe Street Building A, Suite 200
Rutland, VT 05701
Phone: 802-786-5867

Springfield Regional Office
100 Mineral Street, Suite 307
Springfield, VT 05156
Phone: 802-885-8883

*** FOR OFFICE USE ONLY ***

Structure ID:	Work Item ID:	Received Date:	
Check From:	Check #:	Amount:	Inspector:

Short Term Rental Safety, Health and Financial Obligations

Contact Information	Instructions
Department of Health: 802-863- 7221 Division of Fire Safety: 802 479-7561	The short term rental operator shall post within the unit a telephone number for the persons responsible for the unit and the contact information for the Vermont Department of Health and the Vermont Division of Fire Safety. This form shall be completed by the short-term rental operator and retained on site. The form need not be filed with the department.

SHORT TERM RENTAL OPERATOR INFORMATION		
Operator(s) Name (Print):		Number of Rooms Rented:
Physical 911 Address of Property:		Type of Heating System:
Mailing Address:		Public or Private Water:
Cell phone number:	E- Mail:	Tax Account Number:

Division of Fire Safety General Checklist (www.firesafety.vermont.gov)
<input type="checkbox"/> Smoke and carbon monoxide alarms are provided in accordance with the attached fire safety info sheet.
<input type="checkbox"/> GFI Outlets are provided in locations identified on the attached fire safety info sheet.
<input type="checkbox"/> Every sleeping room is provided with a secondary means of escape (see attached fire safety info sheet).
<input type="checkbox"/> Heating systems (fuel and wood) have been inspected by a certified fuel service technician (see info sheet).
<input type="checkbox"/> Landings, decks, porches and balconies higher than 30 inches from grade are provided with guards and rails.
<input type="checkbox"/> Stairs must be provided with graspable handrails (see attached fire safety info sheet).

Health Department General Checklist (www.healthvermont.gov)
<input type="checkbox"/> Appliances are operational and in good repair and hot and cold potable water have been supplied.
<input type="checkbox"/> Guest rooms have been serviced and cleaned before each new guest.
<input type="checkbox"/> Refuse containers are available and emptied at least once each week or more frequently, if necessary.
<input type="checkbox"/> Swimming pools, recreational water facilities, and hot tubs are kept sanitary and in good repair.
<input type="checkbox"/> Sewage system and toilets function and are in good repair.
<input type="checkbox"/> Toxic cleaning supplies are properly labeled, safely stored and used according to the manufacturer's directions.
<input type="checkbox"/> Guest rooms are free of any evidence of insects, rodents, and other pests.

Tax Department General Checklist (www.tax.vermont.gov)
<input type="checkbox"/> Meals and rooms taxes are filed and paid by a third party. I do not need a Vermont tax account.
<input type="checkbox"/> Meals and rooms taxes are NOT filed and paid by a third party. I have a Vermont tax account.
<input type="checkbox"/> The Vermont Meals and Rooms Tax license is displayed in each rental unit.
<input type="checkbox"/> My income from these activities is included on my income tax return.
<input type="checkbox"/> I file and pay Vermont Sales Tax for any tangible items I sell.

Signature of Short Term Rental Operator	Date
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Fire Safety Considerations for Short-Term Rental Operators

For detailed information on providing and maintaining a safe short-term rental, please visit our home page www.firesafety.vermont.gov

Smoke Alarms

- Photoelectric type smoke alarms are required in the immediate vicinity of sleeping rooms, inside each sleeping room, and on all floor levels including the basement. All newly installed smoke alarms must be hard wired into the buildings electrical system.
- Smoke alarms in sleeping rooms of buildings constructed prior to 1994, may be of the 10-year photoelectric lithium powered tamper resistant type.

Carbon Monoxide Alarms

- Outside each sleeping area in the immediate vicinity of the bedrooms. An additional detector shall be installed in each sleeping room that contains a fuel- burning appliance.
- Carbon Monoxide alarms installed or replaced in a dwelling after July 1, 2005 must be directly wired to the building electrical service and have a battery backup.
- Existing One and Two family dwellings constructed prior to July 1, 2005 may use plug in style alarm with battery backup or battery power or you may hardwire.

Guard and Handrails

- Landings, decks, porches or platforms more than 30 inches of grade must be provided with guards and intermediate rails spaced no more than 4 inches apart.
- Graspable handrails must be provided on all stairs.

Electrical Safety:

Ground Fault Current Interrupters (GFCI) are required in the following areas;

- Bathrooms, garages and accessory buildings having a floor located at or below grade level, not intended as a habitable room and limited to storage. Work areas, outdoors, crawl spaces, unfinished portions or areas of the basement not intended as a habitable room. Kitchen, where the receptacles are installed to serve countertop surfaces and sinks and where the receptacles are installed within 6ft from the top inside edge of the bowl of the sink. Boathouses and bathtubs or shower stalls, where receptacles are installed within 6ft of the outside edge of the bathtub or shower stall and laundry areas.

Secondary Means of Escape from Sleeping Rooms

- Every sleeping room must be provided with a primary and secondary means of escape.
- A window meeting rescue and ventilation requirements can satisfy the secondary means of escape.

Heating System Safety

- Oil, gas, wood, wood pellet and kerosene fuel fired heating systems shall be cleaned and maintained in accordance with manufacturer's installation instructions and shall be inspected at least once during any 2-year period by a certified fuel service technician or Chimney sweep in the case of

For additional details and information, visit the Code Information & Hot Topic Fire Safety Sheet section of our web page.

<https://firesafety.vermont.gov/buildingcode/codesheets>

1311 US Route 302-Suite 600 Berlin . Barre, VT 05641 . firesafety.vermont.gov 802-479-7561

August 2018

For detailed information on maintaining a clean, sanitary and healthy short-term rental, please see the Health Department's [Licensed Lodging Establishment Rule](#).

Appliances

- Make sure each appliance provided for guest use is operational and in good repair.
- Clean all cooking appliances, including microwaves and stoves, before each new guest.

Hot and Cold Potable Water

- Supply hot and cold potable water under pressure in sufficient capacity to meet the needs of the rental.
- Make sure the water source is constructed and operated pursuant to the Vermont Department of Environmental Conservation (DEC) requirements.
- Make sure private water supply systems meet the State's drinking water quality standards.

Sewage System and Toilets

- Dispose all sewage through a public sewage treatment plant or an individual sewage disposal system that is constructed, maintained, and operated according to DEC requirements.
- Make sure each toilet is sanitary, in good repair, and operational at all times.

Guest Rooms

- Sweep or vacuum, and wet-clean all floors.
- Clean and sanitize all toilets, sinks, bathtubs, and shower areas appropriate manner and keep them free of hair, mold, and mildew.

Toxic Cleaning Supplies

- Store all poisonous or toxic materials used, including detergents, sanitizers, insecticides and rodenticides, separately from items used by guests to prevent contamination.
- Label containers of poisonous or toxic material with a legible manufacturer's label or the common name of the material.

Insects, Rodents and Other Pests

- Make sure guest rooms are free of any evidence of insects, rodents, and other pests since they may not be rented until any infestation is eliminated.
- Make sure all infestations are treated by a commercially-certified structural pest control operator.
- Use all pest control measures, both mechanical and chemical, in accordance with the manufacturer's recommendations.

Refuse Containers

- Keep the refuse storage area free of debris and clean it to prevent pests and minimize odors.
- Make sure containers have adequate capacity to store all refuse that accumulates between pickups and are emptied at least once a week or more frequently, if necessary, and between guests.

Swimming Pools, Recreational Water Facilities, and Hot Tubs

- Maintain each swimming pool, recreational water facility, and hot tub to provide for continuous disinfection of the water with a chemical process that leaves a measurable residual in the water.
- Maintain the water at a pH between 7.0 and 8.0, and keep it free of scum, algae, dirt and foreign material.

Linens, Dishware and Utensils

- Clean all linens, including towels, washcloths, bathmats, and bed linens, if provided.
- Make sure all dishware and utensils designed for repeat use are made of safe, durable, and nonabsorbent material, kept in good repair, stored so that they are protected from contamination, and cleaned between guests.

Renting Your Room with a View?

The Vermont Meals and Rooms Tax: What You Should Know

Many Vermonters and those living outside Vermont who own property in the state are renting their spare rooms or other types of lodging to visitors. They find it is a way to make a little extra money to supplement their incomes, but in many cases, the rent charged to the lodger is subject to the Vermont Rooms and Meals Tax and should be collected and remitted to the Vermont Department of Taxes. If you are renting a room in your home or some other form of lodging to guests, you should learn your tax liabilities as outlined here in this fact sheet.

Should You Collect the Meals and Rooms Tax?

You may view your venture as small scale compared to a larger bed and breakfast or inn. However, Vermont tax law requires that you collect and remit tax, just like any other business operating in Vermont.

Vermont law states that sleeping accommodations offered to the public for a consideration on premises operated by a private person, entity, institution, or organization are subject to the Vermont Meals and Rooms Tax *if those rentals total fifteen (15) or more days in any one calendar year*. Please note: If you rent your room or other type of lodging to the same person for 30 or more consecutive days, the person is then considered to be a permanent resident, and different rules apply.

The following is a noninclusive list of types of lodging rented or owned by the host which fall under the provisions of the law:

- A house or room(s) in a house
- Cabin, cottage, condominium, ski lodge
- Barn, bunkhouse, tree house, camper, tent

You are personally responsible for collecting and remitting the tax to the Department of Taxes. If your rental falls within the provisions of the law, then you must charge your guests the 9% Vermont Meals and Rooms Tax. In addition, if you are providing meals to your guests and billing them separately, those meals are also subject to tax.

New requirements for operators of short-term rentals advertising through internet platforms

Beginning July 1, 2018, operators of short-term rentals located in Vermont who advertise on an internet platform are required to post their Vermont Meals and Rooms Tax account numbers on any advertisements. If, however, the operator uses an internet platform such as Airbnb.com, which has an agreement with the Department of Taxes to collect and remit tax on behalf of its operators, then the operator may post the meals and rooms tax account number used by the platform. When using the platform's tax account number, there is no need to obtain a Vermont meals and rooms tax account.

For any rentals offered off of the platform, the operator must have a Vermont Meals and Rooms Tax account and post the number on any advertisements for the short-term rental.

Operators must post within the unit a phone number for the person responsible for the unit. In addition, the operator must post contact information for the Vermont Department of Taxes, the Department of Health, and the Department of Public Safety's Division of Fire Safety.

For more information, visit www.tax.vermont.gov.

Selling Merchandise? Vermont Sales Tax Applies

If you sell merchandise to your guests, such as your homemade candles or soap, you must charge the 6% Vermont Sales Tax on these items. Also, if you purchase items for your business and no sales tax is charged, such as purchases made online or in a state that does not impose sales tax, you must remit the applicable 6% Vermont Use Tax.

Local Option Tax Also May Apply

In addition to the state-imposed business taxes, you may be required to collect and remit a 1% local option tax imposed by some Vermont municipalities.

A municipality may choose to levy a local option tax on 1) meals and alcohol; 2) rooms; and/or 3) any items

subject to sales tax. Businesses are responsible for collecting and remitting local option taxes along with state business taxes.

Local option tax is destination-based, meaning tax applies based on where the buyer takes possession of the taxable item. Please note that you should always calculate the local option tax as 1% of the taxable (net) sales for each town. for collecting and remitting local option taxes along with state business taxes.

If you are subject to local option tax and have not been collecting and remitting it, you may have a tax liability. A current listing of municipalities who impose local option taxes can be found at www.bit.ly/vtlocmuni.

What If You Have a Tax Liability?

You are personally responsible for collecting and remitting tax. If you are subject to tax and have not been collecting and remitting it, you may be responsible for up to seven years of tax, interest, and penalty. Coming forward voluntarily through the Department's Voluntary Disclosure Program may reduce your exposure to three years of tax and interest. Call the Department's Audit Division at 802-828-2514 for more information.

Vermont Business Tax Account and License

Businesses must register for a Vermont Business Tax Account and license prior to collecting the tax. Registration is free. All businesses must display their licenses for customers at each location as authorization to collect tax on behalf of the State of Vermont. Register online for a business tax account at www.myVTax.vermont.gov.

Maintain Good Records

We highly recommend that you maintain good records for your business, including dates of rental, names of tenants, the dollar amount charged for the rental, and tax charged and collected.

Know Tax Law and Regulations

Business owners are expected to be familiar with state tax laws and regulations applicable to their businesses. For more information, please see the following:

32 V.S.A. Chapters 225 and 233

at <http://legislature.vermont.gov/statutes/title/32>

Regulations for Meals and Rooms Tax & Sales and Use Tax

tax.vermont.gov/regulations

Technical Bulletins on Meals and Rooms Tax

tax.vermont.gov/bulletins

Fact Sheets

tax.vermont.gov/fact-sheets

Other Resources

Vermont Secretary of State's Office

www.sec.state.vt.us

Vermont Small Business Development Center

www.vtsbdc.org

To learn more about Vermont business taxes, visit tax.vermont.gov or contact the Department's Business Tax Section at tax.business@vermont.gov or (802) 828-2551.

