APPLICATION

PLANNING& ZONING
PO BOX488
WOODSTOCKVT
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 :	$ 15.00

To estimate your Total Fee:

Add: $ 15.00 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

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

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 ($115.00 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 with questions:
   Jay.Moody@vermont.gov
   802-777-1748 (cell)
   802-885-8965 (office)
3. Schedule Fire Inspection with Woodstock Fire Chief David Green:
   Davidgreen@townofwoostock.org
   802-457-2337 (dispatch)
   802-291-0440 (cell)

3. Check with your homeowner's insurance company.

Current by-laws:
Village: Section 522, of Village Regulations
Town: Section 526, of Town Zoning Regulations

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

Town of Woodstock
Zoning Regulations

Effective August 8, 2017
~
Amended
October 17, 2017
December 11, 2018
May 1, 2019

SECTION 526 SHORT TERM RENTALS

The Town recognizes the benefit of Short Term Rentals to home owners, visitors and community. However, it is important not to create a nuisance or change the residential character of the area. A permit is not required during foliage season (September 15 - October 21) when the owner or primary tenant is in residence throughout the rental period and provisions "D.-H." are met. Short Term Rental Permits are required in ALL Zones.

The following provisions shall apply to all other zoning districts to ensure that the commercial use of residential property does not adversely affect the neighborhood in which short term rentals are located. In addition, home owners have the responsibility to comply with the Vermont Department of Taxes re: rooms and meals tax rules and regulations.

A. Conditional Use Approval is required for rental periods of fewer than thirty (30) days.

B. Short Term Rentals are allowed no more than ten (10) times a calendar year with a two night minimum stay, excluding foliage season.

C. All associated parking shall be on-site in designated spaces and comply with Section 522 Off-Street Parking.

D. Rubbish service shall be provided and containers shall be maintained out-of-sight, not viewed from the street.

E. Notice to renters of house rules pertaining to parking, rubbish, noise, parties, etc. shall be visibly displayed in the dwelling.

F. Occupancy shall be restricted to two persons per bedroom, with a six person maximum per household.

G. Name, address and telephone number of a manager shall be filed with the application and kept up to date.

H. Prohibitions:
   1. Weddings, parties, catered events, and similar events.
   2. Signs and other outside indications the dwelling is used as a short term rental.
   3. Outdoor activities between 9:00 p.m. and 7:00 a.m.

I. A Section 526 report shall be filed by the permit holder with the Planning & Zoning Office by January 31st of each year.

SHORT TERM RENTAL
ANNUAL REPORT FORM
Per Section 526 of the Woodstock Town Zoning Regulation

THIS FORM DUE-JANUARY 31ST

Date: _____

Town Permit No. _____ Parcel ID: M _____ B_____ L _____

Vermont State Registry No. _____

Property Owner Name & Address:

_____

_____

_____

_____

_____

List Rental Dates for Previous Calendar Year	List No. Of Renters Per Event

_____ _____

Signature of Property Owner Date

VERMONT
DEPARTMENT OF TAXES

VERMONT
DEPARTMENT OF HEALTH

VERMONT
DIVISION OF FIRE SAFETY

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)

- ☐ Smoke and carbon monoxide alarms are provided in accordance with the attached fire safety info sheet.
- ☐ GFI Outlets are provided in locations identified on the attached fire safety info sheet.
- ☐ Every sleeping room is provided with a secondary means of escape (see attached fire safety info sheet).
- ☐ Heating systems (fuel and wood) have been inspected by a certified fuel service technician (see info sheet).
- ☐ Landings, decks, porches and balconies higher than 30 inches from grade are provided with guards and rails.
- ☐ Stairs must be provided with graspable handrails (see attached fire safety info sheet).

Health Department General Checklist (www.healthvermont.gov)

- ☐ Appliances are operational and in good repair and hot and cold potable water have been supplied.
- ☐ Guest rooms have been serviced and cleaned before each new guest.
- ☐ Refuse containers are available and emptied at least once each week or more frequently, if necessary.
- ☐ Swimming pools, recreational water facilities, and hot tubs are kept sanitary and in good repair.
- ☐ Sewage system and toilets function and are in good repair.
- ☐ Toxic cleaning supplies are properly labeled, safely stored and used according to the manufacturer's directions.
- ☐ Guest rooms are free of any evidence of insects, rodents, and other pests.

Tax Department General Checklist (www.tax.vermont.gov)

- ☐ Meals and rooms taxes are filed and paid by a third party. I do not need a Vermont tax account.
- ☐ Meals and rooms taxes are **NOT** filed and paid by a third party. I have a Vermont tax account.
- ☐ The Vermont Meals and Rooms Tax license is displayed in each rental unit.
- ☐ My income from these activities is included on my income tax return.
- ☐ I file and pay Vermont Sales Tax for any tangible items I sell.

Signature of Short Term Rental Operator	Date

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

VERMONT
DEPARTMENT OF HEALTH

Health Considerations of Short-Term Rental Operators

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.

108 Cherry Street • PO Box 70 • Burlington, VT 05402 • HealthVermont.gov • (802) 863-7221 or (800) 439-8550

August 2018

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

August 2018

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

Disclaimer: This fact sheet is intended to provide an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information provided in this fact sheet.

Iss. 07/2014 • Rev. 02/2019 • Pub. FS-1006

VERMONT
DEPARTMENT OF TAXES

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.