

Creating an Apartment

Determine what zone your parcel is in _____

Setbacks 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 and 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 for a 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
Please note – ALL APARTMENTS require state approvals from these two departments:

- ❖ Vermont Division of Fire Safety and a State Wastewater Permit. Contact information provided below:

Vermont Fire Safety-Contact Jay Moody, State Fire Marshal at:
(802) 885-8965 (office)
Jay.Moody@vermont.gov

- ❖ State Wastewater Division of the Department of Environmental Conservation. Contact information provided below:

Terry Shearer, Regional Engineer at:
(802) 591-0338 (office)
Terry.shearer@vermont.gov

- ❖ For Additional State Permit Information, please contact Rutland Regional Office- Rick Oberkirch, Permit Specialist at:
(802) 282-6488 (office)
Rick.oberkirch@vermont.gov