

Town of Woodstock
Short Term Rental Application

Woodstock Planning & Zoning Application

All applicants must be the owner, the owner's attorney, or authorized agent 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 agent portion of this application.

Applicant: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Co-Applicant: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Signature(s): _____

*What is the best way to contact you? Phone or Email _____

*What address would you like your Notice of Hearing/Permit mailed to? _____

Agent Authorization

(a representative speaking on behalf of the owner/applicant)

I, _____ owner of property located at _____ Woodstock, Vermont, hereby designate as my agent.

Name of Agent: _____ Phone: _____ Email: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Agent may be accepted as though made by me personally, and I understand that I may be bound by an official decision made based upon such representation

Signature: _____

Parcel ID Number(s): _____ Address: _____ Zoning District: _____ Overlay District: _____

Proposal of project: _____

----- Planning & Zoning Office Only -----

Village Design Review Hearing Date: _____ Village Development Review Hearing Date: _____

Town Development Review Hearing Date: _____ South Woodstock Review Hearing Date: _____

Planning Commission Hearing Date: _____ Conservation Commission Hearing Date: _____ Administrative: _____

Date Recvd: _____ Date Complete: _____ By: _____ Application #: _____

Review Fee: _____ Itemized Fee: _____ Recording Fee: _____ Total Fee: _____

Paid: cash _____ check _____ MuniPay: _____ Payment Date: _____

FY24 Zoning Permit Fees (Effective July 1, 2023)

GENERAL REVIEW FEES

- Administrative Review: \$125
- Minor Village Design Review: \$200
- Village Development Review Board Hearing: \$350
- Village Design & Development Review Hearing: \$375
- Conservation Commission & Village Development Review Hearing: \$375
- **Town Development Review Board: \$375**
- Conservation Commission Pre-Application Consultation (non-binding): \$125
- Conservation Commission & Town Development Review Hearing: \$400
- So. Woodstock Design & Town Development Review Hearing: \$375
- **Advertising fee (Review Boards): \$15 (base fee) + \$15 per abutter.**
- Regulatory Amendment Draft for Planning Commission Review: \$500
- **Recording Fee-This fee is a State of VT mandatory fee that must be paid in addition to Administrative or Board Fees for all applications: \$15**

RESIDENTIAL CONSTRUCTION FEES

- New One-, two-, three-, and multi-household buildings: See charts*
- Residential Additions and Alterations to Habitable Structures:
 - \$6.50 per \$1,000 estimated project cost (\$100 minimum)
 - Examples:
 - Conversion of garage into a bedroom
 - Addition of a bathroom
 - Interior kitchen/bathroom/structural renovations
- Residential Additions and Alterations to Non-habitable Structures:
 - \$3.50 per \$1,000 estimated project cost (\$50 minimum)
 - Examples:
 - Addition/expansion of deck/porch/gazebo/patio
 - Construction of a barn/garage

COMMERCIAL / INDUSTRIAL FEES

- New Commercial Construction: \$10 per \$1,000 estimated project cost (\$300 minimum)
- Commercial Additions and Alterations: \$8.50 per \$1,000 estimated project cost (\$200 minimum)
- Conversion to Hotel/Inn/Bed & Breakfast: \$450 per Guest Room
- **Conversion from Residential to Commercial: \$550**

SIGNS

- \$50 for 20 SF or less
+ \$5 per SF > 20 SF

MISCELLANEOUS

- Minor Subdivision (one new lot created): \$325 per new lot created.
- Major Subdivision (more than one new lot created): \$450 per new lot created.
- Lot Line Adjustment: \$285
- Stand-alone, non-commercial excavation, addition, removal, or redistribution of 10 or more cubic yards of soil: \$250 (base) + \$1.25 per cubic yard over 10 cubic yards (ex. Septic, pond, pool, plunge pool, driveway culvert, etc.)
 - 10 cubic yards of excavation, addition, removal, or redistribution that is related to a permitted development is already included in that development's overall fee. \$1.25 per cubic yard over 10 cubic yards.
- Commercial extraction of sand, gravel, and minerals: \$500 (base fee) + \$ 2.50 per cubic yard of disturbance over 25 cubic yards.
- Demolition: \$200 per structure.
- Certificate of Occupancy: \$100 (Includes inspection – required on all new commercial and residential buildings).
- Fences: \$ 0.40 per linear foot
- Appeals of Administrative decision or Review Board Permit(s): \$450

SHORT TERM RENTALS

- Development Review Board Fee + Conversion from Residential to Commercial Fee = Total

Refund Policy

Permit application fees are non-refundable. In unusual or compelling circumstances, the Zoning Administrator may adjust or waive any fee.

Non-profit (certified 501(c)(3)):

The administrative review cost shall be waived for any certified 501(c)(3), but still requires payment of the recording fee and any associated building or itemized fees.

After-the-fact permit fee:

The fee that would have been charged for the permit, had the applicant applied before-the-fact, shall be doubled for any applicant who has commenced land development without a permit.

SHORT TERM RENTAL APPLICATION MATERIALS

The following information shall be provided by owner(s) of Short Term Rental property prior to Conditional Use review via the Town Development Review Board:

1. Signed zoning application showing physical address of property advertised, offered for use, or used as a Short Term Rental.
2. Contact information for property owner, including: name mailing and/or physical address, telephone number, email address.
3. Contact information for any property manager (if applicable), including name, mailing address, telephone number, and email address.
4. A sketch/site plan depicting the Short Term Rental property and all on-site parking spaces, including guest parking.
5. A floor plan of the Short Term Rental depicting the location of all proposed sleeping areas and fire exits, including egress windows.
6. Proof of homeowners insurance with a short term rental endorsement.
7. Proof of Vermont tax account for room & meals and/or sale tax purposes.
8. Proof of Certificate of Occupancy, for both new and existing buildings, by Division of Fire Safety or its designee.
9. Copy of any short term rental rules applicable to the property.
10. Copy of Conditional Use Support Statement worksheet.

CONDITIONAL USE APPROVAL REVIEW

The Town of Woodstock Zoning Regulations require that an applicant receive conditional use approval from the Town Development Review Board (“TDRB”) before guest may occupy the space. The TDRB requires short term rental applicants to provide a Conditional Use Support Statement. (Form included with application). In your Conditional Use Support statement, provide an explanation as to how your proposed short term rental adheres to the criteria below.

SECTION 810 CONDITIONAL USE APPROVAL

The Administrative Officer shall not issue a zoning permit unless the TDRB determines that the proposed use conforms to the general standards prescribed in these Regulations by not causing an undue adverse effect on the following:

- 1) The capacity of existing or planned community facilities;
- 2) The character of the area affected;
- 3) Traffic on roads and highways in the vicinity;
- 4) Bylaws then in effect;
- 5) Utilization of renewable energy resources.

The TDRB shall also find that the proposed use and/or structure adequately meets such specific standards with respect to:

- 1) Minimum lot size;
- 2) Distance from adjacent or nearby uses;
- 3) Minimum off-street parking and loading facilities;
- 4) Landscaping and fencing;
- 5) Design and location of structures and service areas;
- 6) Size, location, and design of signs;
- 7) Access and circulation.

Provide an explanation as to how your proposed short term rental adheres to the Conditional Use criteria.

Town of Woodstock – Short Term Rental

Conditional Use Statement

The Town of Woodstock Zoning Regulations require that an applicant receive conditional use approval from the Town Development Review Board (“TDRB”) before guests may occupy the space.

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Short-term Rental Property Address: _____

Short-term Rental Property Parcel ID: _____

Name, address and phone number of STR manager:

For additional information reference:

- 1. Existing Bylaws: Town Zoning Regulations – Section 526, page 59.**
- 2. Conditional Use Criteria – Town Zoning Regulations – Section 810, page 77.**

I acknowledge I have reviewed and agree to abide by the Town of Woodstock Short Term Rental Regulations.

1. I agree that the short-term rental of Town property shall occur no more than 10 times with a two-night minimum, excluding foliage season. When the owner is in residence, five additional rentals are allowed during the permit period, a 12-month period.
2. In Residential Five Acre and Forestry zones, short term rentals are allowed no more than 15 times in a calendar year with a two-night minimum stay. When the owner is in-residence, short-term rentals are unlimited.
3. I understand the property owner shall designate a local representative who permanently resides within 30 minutes of the rental property.
4. I understand a short-term rental permit is issued to a specific owner of the building/unit and that when the permit holder sells or transfers the real property the permit will be revoked, requiring the new owner to apply for and receive a short-term rental permit before using the dwelling as a short-term rental.
5. I understand in the event that the Police/Fire Department is not able to contact the local representative in a timely manner more than twice during the term of the annual permit, this shall be considered a violation.
6. I understand I am responsible for posting the short-term rental permit within the dwelling, adjacent to the front door. At a minimum, the permit will contain the following information:
 - a. The name of the local representative and a telephone number where the representative can be reached.
 - b. The name and number where the property owner can be reached.
7. I understand unless otherwise provided, any person who shall commence or continue to operate a short-term rental for which a permit is required by any provision of this title without first procuring the same shall be deemed guilty of an infraction and, upon conviction thereof, shall be fined. An infraction is a civil public offense, not constituting a crime, for which no period of incarceration is imposed. A separate offense shall be deemed committed on each day during which a violation occurs or continues.

I hereby certify that I have read and examined this application and know the same to be true and correct. I will comply with all provisions of applicable laws and ordinances. I understand that the granting of a permit does not give authority to violate provisions of any state or local laws regulating construction or the performance of construction.

Signature: _____ **Date:** _____