

ROCHESTER BUILDING AND ZONING PERMIT INFORMATION

I. PERMITS

A **Building and Zoning Permit Application** needs to be filed, along with appropriate fee, and approved before undertaking any of the following projects:

1. All new construction, including but not limited to a house, garage, outbuilding, apartment, deck, closed fence closer to the property line than the setback line.
2. An addition, renovation or remodeling which alters the footprint, height, number of bedrooms or use of a property (ex: creating an apartment).
3. Signs.
4. Change of use.

SOME OF THE ABOVE ACTIVITIES MAY ALSO REQUIRE STATE PERMITS. IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN ANY NECESSARY PERMITS.

II. SEPTIC AND WATER

The Vermont Agency of Natural Resources, Department of Environmental Conservation has jurisdiction for issuing all septic and potable water permits. Contact the DEC regional office at:

Vermont Department of Environmental Conservation
100 Mineral Street Suite 303
Springfield, VT 05156
802 885-8855

Information and permit forms can also be obtained at their web-site:
www.anr.state.vt.us/dec/ww/wwmd.cfm

If your property is not served by the Municipal Sewer System, an approved Septic Design is required prior to submission of the **Building and Zoning Permit Application** to the Administrative Officer for any of the following purposes:

- A. New house
- B. Add a bedroom(s)
- C. Add an apartment
- D. Construct an outbuilding with bathroom
- E. Seeking a Change of Use

III. MUNICIPAL WATER AND SEWER PERMIT

If your **Building and Zoning Application** is for a property served by the Rochester Municipal Water or Sewer System **and** you are seeking to do any of the following:

- A. Construct a new house or create an apartment
- B. Add a bedroom(s)

C. Seek a Change of Use
you must complete a **Municipal Water and Sewer Permit Application** and submit it with your **Building and Zoning Permit Application** for review by the Water and Sewer System Operator (unless you are installing your own septic and water systems).

IV. DRIVEWAY CUT

If your plans require the construction of a new driveway that will connect to a Rochester Town Road, a **Driveway Construction Permit** is required. Completed applications should be filed at the Rochester Town Office, along with your completed **Building and Zoning Permit Application**, if required, and appropriate fees, for review by the Road Commissioner.

If your driveway will connect to a State Highway, you must apply to the Vermont Transportation Agency for approval.

V. TRENCHING OR BORING

If your plans necessitate trenching or boring in the road or right-of-way of a Rochester Town road, a **Permit for Open Trenching and Road Boring** application must be filed and approved by the Road Commissioner. Please attach your application and appropriate fees along with your **Building and Zoning Application**, if required.

THE REVIEW PERIOD FOR A BUILDING AND ZONING APPLICATION BY THE ADMINISTRATIVE OFFICER WILL NOT BEGIN UNTIL ALL OF THE REQUIRED PERMITS OUTLINED ABOVE HAVE BEEN APPROVED BY THE APPROPRIATE OFFICIALS.

IF YOU REQUIRE ANY ADDITIONAL INFORMATION PLEASE CONTACT ONE OF THE FOLLOWING:

ADMINISTRATIVE OFFICER:	DOON HINDERYCKX	767-4464
	doon@greenmountainbikes.com	
ROAD COMMISSIONER	LARRY STRAUS	767-9234
	lastraus@prodigy.net	
WATER AND SEWER OPERATOR	TERRY SEVERY	767-3394
	gsevery@myfairpoint.com	