

ROCHESTER BUILDING AND ZONING PERMIT INFORMATION

I. PERMITS

A **Building and Zoning Permit Application** needs to be filed before undertaking any of the following projects:

A. All new construction, including but not limited to, a house, garage, outbuilding, apartment, deck, closed fence closer to the property line than the set-back line, or an addition to any of these.

B. Renovation or remodeling which alters the footprint or use of the property e.g. apartment

C. Signs

D. Change of use

SOME OF THE ABOVE ACTIVITIES MAY ALSO REQUIRE STATE PERMITS

II. SEPTICS

As of July 1, 2007 the Vermont Agency of Natural Resources, Department of Environmental Conservation has assumed jurisdiction for issuing all septic and potable water permits.

Please contact the DEC regional office at:

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

Information and permit forms can also be obtained at their web-site at:

<http://www.anr.state.vt.us/dec/www/wwmd.cfm>

If your property is not serviced 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. Add a Bathroom(s)

E. Construct an outbuilding with bathroom

F. Septic Installation, Restoration

G. Seeking a Change of Use

III. 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 returned to 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 State for approval.

IV. 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 Borings** 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.

V. MUNICIPAL WATER AND SEWER PERMIT

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

1. Construct a new house or create an apartment
2. Add a bedroom(s)
3. Add a bathroom(s)
4. Seek a change of use

You must complete a **Municipal Water and Sewer Permit Application** and return it with your completed **Building and Zoning Permit Application** for review by the Water and Sewer System Operator.

THE REVIEW PERIOD OF THE 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
ROAD COMMISSIONER:	JOHN CHAMPION	767-3701
WATER AND SEWER OPERATOR:	TERRY SEVERY	767-3394

File No. _____

Town of Rochester, Vermont
Application for Building and Zoning Permit

Permits are required for: new construction, change of use, signs, renovations/additions changing the size of the building footprint or use. This application must be accompanied by a \$25.00 filing fee.

Date: _____

Fee: _____

Name (applicant) _____

Mailing Address _____

Name (owner if different) _____

Mailing Address _____

Phone _____

LOT INFORMATION

Property Address _____

Zoning District _____

Tax Map No. _____ Lot No. _____

Lot Size _____

Road Frontage _____

Water System _____ (private/municipal)

Sewage System _____ (septic/town sewer)

CONSTRUCTION PERMIT INFORMATION

Applying for: please check all that apply:

- Renovation/Addition New construction Change of use Septic Sign

New construction permit please check all that apply:

- House Outbuilding Outbuilding with bathroom Addition Bedroom Bathroom
 Deck/porch Garage Apartment Other (describe) _____

Change of Use:

Existing Use _____

Proposed Use _____

Application for Building and Zoning Permit

PROJECT INFORMATION

Size of proposed addition or structure: Length _____ Width _____

Height to ridge _____

Distance to property line (feet): Front (facing road) _____ Rear _____

Left side _____ Right side _____

Please attach a sketch of your plans, including a site-plan showing location of proposed new structure/addition, with distances to existing structures and property lines. Also include location of roads.

OTHER PERMITS

Vermont Wastewater System & Potable Water Supply Permit issued by the Vermont Department of Environmental Conservation, Wastewater Division

Municipal Water and Sewer Permit required for applications for property connected to the Town sewer or water system. Please attach Application.

Driveway Construction Permit required for construction of new driveway connecting to Town Roads. Please attach completed application and fees.

Permit for Open Trenching and Road Boring application is required for trenching or boring in a Town road or right of way. Please attach completed application and fees.

The undersigned hereby requests a permit for the above use(s), to be issued on the basis of the representations contained herein. Permit voided in the event of misrepresentations or failure to undertake construction within two years of the date of the approval.

Signature of Applicant: _____

THE REVIEW PERIOD OF THE APPLICATION BY THE ADMINISTRATIVE OFFICER WILL NOT BEGIN UNTIL ALL OF THE REQUIRED PERMITS OUTLINED ABOVE HAVE BEEN APPROVED BY THE APPROPRIATE OFFICIALS

