

## Helpful Hints in Completing all Zoning Applications:

All applications must be signed by one of the owners of the property.

Applications for Board Review must be presented to the Board by the property owner OR the agent must have authorization from the property owner appointing an agent to speak at the meeting.

A Plot Plan or Site Plan, drawn to scale, must accompany all applications. Directions for completing a plot plan are listed on Form A. You may also need an Access Permit for construction of the driveway.

A Sign Design with dimensions, color and wording must accompany all applications for new or revised signs. A map showing the sign location or a drawing of the building with the sign is also required.

Subdivision applications must include a map showing the entire property, new lots, size and road frontage. Lots without road frontage must have a right-of-way at least 20 feet wide.

## OTHER PERMITS YOU MIGHT NEED

- Burn Permit, Fire Dept. (802)-464-8022 or the Police Dept. (802)-464-8593
- Transfer Station Permit (Dump Permit) (802)-464-5666 or the Town Office (802)-464-8591
- Wilmington Water District Permit, Raymond Lavoy, Commissioner (802)-464-3746
- Chimney Hill Owners Assn. (802)-464-4151
- Haystack Homeowners Assn. (802)-464-8603
- Cold Brook Fire District, sewer system for Haystack properties (802)-464-0460
- Traffic Permits, see the Police Dept. or call (802)-464-8593
- Access (Driveway) Permit (802)-464-8591
- Work in Town ROW Permit (802)-464-8591

## STATE PERMITS

You may need to obtain State of Vermont Permits for your project. State permits include Act 250, Wastewater, Stormwater, Wetlands, Subdivision and Access (driveway onto a State road). The Permit Specialist for the State may be reached by calling (802)-885-8883.

## DO I NEED A TOWN PERMIT?

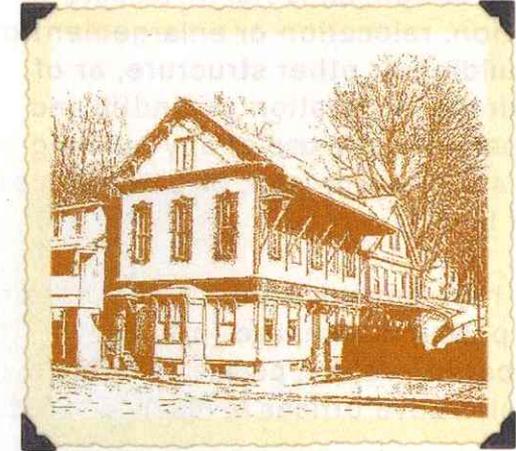


Photo courtesy of Tiido Tannelo

## Wilmington, Vermont

First Charter 1751

Subsequent Charter 1763

## WHEN IS A TOWN PERMIT NEEDED?

All land development in the Town of Wilmington requires a permit. Land development is defined as "...the division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or other structure, or of any mining, excavation or landfill and any change in the use of any building or other structure or land, or extension of use of land."

If you have any uncertainty whether or not a permit is required for your anticipated project, please call the Town Administrative offices at (802)-464-8591.

### Town Permits include:

**Zoning Permit:** For all land development in the Town

**Driveway Permit:** For new driveways entering any Town road

**Permit for Work in Town Highway**

**Right of Way:** To run a water line under the Town Road or make a sewer connection

**Municipal Sewer Permit:** To connect to the Town sewer system

**Sign Permits:** For installation of all new or revised signs

**Subdivision of Land:** For all land subdivisions and boundary adjustments

## WHO'S WHO?

Most applications for Residential work may be approved by the Zoning Administrator. Multi-family and Commercial projects are usually reviewed by the Development Review Board.

The Development Review Board makes decisions on conditional uses, variances, proposals in the Design Review area and some subdivisions. The DRB is a citizen board made up of 5 regular members and 3 alternates who are appointed by the Selectboard. The DRB meets twice a month, and the meetings are open to the public. The Sign Board of Adjustment reviews proposals for sign variances. The Zoning Administrator staffs the DRB and SBA, and will also help you prepare your application.

The Planning Commission is responsible for writing the zoning bylaw and the Town Plan.

## ORDINANCES AND FORMS

All the zoning forms and most Town Ordinances are located on the Town website at:

[www.wilmingtonvermont.us](http://www.wilmingtonvermont.us)

These documents are also available in the Town Office on the second floor.

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**Don't know which application to use? Don't know what else is required? Call the Zoning Office at 464-8591**  
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### New homes, decks, porches and garages

Use Form A. Be sure to sign the application and include a plot plan.

### Applications for Conditional Uses

Use Form C. It is very helpful to include a narrative describing your project.

### Applications for Design Control District.

Use Form D. It is very helpful to include a narrative describing your project.

### Sign Applications:

A Plot Plan must be included with a Sign Application. Use Form S.

### Subdivisions and Boundary Adjustments:

A map or survey must be included with all applications. Use Form R.