



Finding Your Way Around

No land development shall commence until a Permit is issued. The Zoning Administrator can let you know your Parcel ID, your Zoning District, and if your lot has any overlays on it (Historic, Design Review, or Flood Hazard).

Not sure? Need help navigating the Bylaws? Make an appointment to discuss your project.

Helpful Tips

- A site plan, drawn to scale must accompany all applications. Even if the ZA understands your plans, other town employees, both now and in the future, need to understand your plan. A floor plan may sometimes be required. All applications for moving or creating boundary lines require a signed survey.

- Applications must be signed by one of the owners of the property. An agent acting on the owner's behalf must have signed authorization from the owner appointing an agent to work with the ZA or to speak at a hearing.
- Local Zoning Permits are conditional on receiving any necessary State Permits like Wastewater Permits, which are filed by the owner with the Town Clerk.
- A sign design with dimensions, colors, and wording must accompany an application for a Sign Permit, as well as a site plan showing the location(s) for the proposed sign(s).

Bylaw Articles to Explore

- I Enactment and Purpose
- II Administrative Procedures
- III Boundary Lines and Subdivision
- IV Districts and Uses
- V Historic Design Review
- VI Flood Hazard
- VII Standards
- VIII Signs
- IX Telecommunications
- X Definitions

Follow the table of contents to research the specific rules. Article VII has the standards all development must follow and should be read carefully. Use Article X to look up the exact definition for any terms. When searching the Bylaws online, hold the buttons Control+F to bring up a search box for items you missed.

Town of

Wilmington

Do You Need a Local Permit?

★ Zoning Permits

- i.e., Homes and Apartments
- Additions or Garages
- Accessory Buildings
- Decks or Porches
- Parking Lots and Driveways
- Various Changes of Use
- Subdivisions

- ★ Driveway Cut/Access Permits
- ★ Right-of-Way (ROW) Permits
- ★ Permit Amendments or Extensions
- ★ Sign Permits

CHANGES OF USE, CHANGES TO A STRUCTURE, OR CHANGES TO THE LANDSCAPE

Changes of Use, changes to a structure, or changes to the landscape (such as excavation) often require a permit, though some exceptions may apply.

Change of Use means the way you are using the lot is different. Maybe it's turning a garage into an apartment, an enclosed porch into a bedroom, a shop into a restaurant, or a barn into an event or a retail space.

Step #1

Visit our website or the Zoning Office for an application packet. Help sheets are included with contact information lists or tips on how to draw your own site plan.

Step #2, (opt.)

Set up an appointment to discuss your proposed project. The ZA may provide information and resources you haven't yet considered. They will also let you know if you need other things like a Right-of Way (ROW) Permit, or a Development Review Board (DRB) Hearing.

FLOOD HAZARDS, CONDITIONAL USES, AND VARIANCES OR WAIVER REQUESTS TRIGGER DRB HEARINGS.

Step #3

Complete the correct application(s) with a site plan and pay the permit fee. The ZA will then start working on your project, and if a hearing is required, will schedule it with the Development Review Board. The ZA will warn the hearing to the public and other Interested Parties.

For Driveway Access Cuts or ROW Permits, the Zoning Department will pass your application to the Roads Department for approval.

Step #4

If all is in order, your permit will be issued, filed with the Town Clerk, and mailed or given to you. You need to wait until all appeal periods are over before construction begins.

Who's Who?

Legislative

The Wilmington Planning Commission is responsible for writing the Zoning Ordinances, also called the Bylaws, and the Town Plan which serves as a framework for the Bylaws. The Select Board votes to adopt the Bylaws.

Quasi-Judicial

The Development Review Board can grant variances, make waivers, or give special allowances on a case-by-case basis. They can set "conditions" for Conditional Uses such as retail, manufacturing, or for large developments. They also oversee design standards for the Historic and Design Review overlays in the Village District.

Executive

The Zoning Administrator manages or supervises the execution of the Bylaws, and therefore deals with compliance, after-the-fact permitting, penalties, and violations. The ZA also assists the public with obtaining the forms needed to follow the Bylaws. Inquiries regarding obtained permits or individual properties may be directed to this office. The ZA works closely with both Wilmington's Planning Commission and Wilmington's Development Review Board.



Photo: Jessica Twardy Roberts

Town Hall Information

Location: 2 East Main St

**Mailing Address: PO Box 217
Wilmington, VT 05363**

www.wilmingtonvermont.us

Town Hall Ph: 802-464-8591

**Town Clerk Ext. 115
M-F 9:00 AM to 5 PM**

**Administrative Office Ext. 123
M-F 8:00 AM to 4:30 PM**

**Zoning Office Ext. 124
M, T, Th, F 9:00 AM to 4:00 PM**

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