

## APPLICANT INFORMATION AND HELPFUL LINKS



VERMONT STATE PERMITS: **all applicants** should use the online navigator at [dec.vermont.gov/permitnavigator](http://dec.vermont.gov/permitnavigator) to see what other VT permits are required.

WASTEWATER PERMITS LOOKUP: [anrweb.vt.gov/DEC/WWDocs/Default.aspx](http://anrweb.vt.gov/DEC/WWDocs/Default.aspx)

E-911 NUMBER ASSIGNMENTS, Grant List info: Sarah Kociela, 802-464-8591, ext. 113

TOWN WEBSITE NAVIGATION at [www.WilmingtonVermont.US](http://www.WilmingtonVermont.US)

- Look under “Departments” for the Zoning Dept. page for maps/info and applications.
- Look under “Documents/Agendas/Notices” for agendas which are posted 24 hours before DRB Hearings.

FLOOD HAZARD AREA - Floodplain Manager; compliance with the National Flood Insurance Program (NFIP) and state regulatory requirements information:  
Asa Brayton, CFM, 802-522-4999, [asa.brayton@vermont.gov](mailto:asa.brayton@vermont.gov)

WETLANDS, PONDS, DAMS - Wetland evaluation and protection:  
Rebecca Chalmers, 802-490-6192, [rebecca.chalmers@vermont.gov](mailto:rebecca.chalmers@vermont.gov)

STREAMS AND WATERSHED: Marie Caduto, 802-289-0633, [marie.caduto@vermont.gov](mailto:marie.caduto@vermont.gov)

LAKES and the SHORELAND PROTECTION ACT - Lake & Shoreland Ecologist:  
Misha Cetner, 802-490-6199, [misha.cetner@vermont.gov](mailto:misha.cetner@vermont.gov)

ACT 250 information: Stephanie Gile, 802-261-1943, [stephanie.gile@vermont.gov](mailto:stephanie.gile@vermont.gov)

FIRE MARSHAL: Joe Newton, 802-798-6143, [joseph.b.newton@vermont.gov](mailto:joseph.b.newton@vermont.gov)

GAME WARDEN (including bear/trash issues): Richard Watkin, 802-722-4600

VERMONT BUILDING STANDARDS:

Information on key requirements of Vermont’s Residential Building Energy Standards online at [https://publicservice.vermont.gov/energy\\_efficiency/rbes](https://publicservice.vermont.gov/energy_efficiency/rbes) or Commercial at [https://publicservice.vermont.gov/energy\\_efficiency/cbes](https://publicservice.vermont.gov/energy_efficiency/cbes)

**Zoning Administrator, Jessica Roberts, 464-8591, ext. 124, [jroberts@wilmingtonvt.us](mailto:jroberts@wilmingtonvt.us)**  
Follow this office on Instagram for news and updates at [instagram.com/zoning05363](https://www.instagram.com/zoning05363)

## Some Zoning FAQs

We are frequently asked, “Why is the Town involved with decisions about what I want to do on my property?” Another question, asked nearly as often is, “How could the Town allow that to happen next door to my property, or in my neighborhood?” Together, these two questions explain the need for reasonable Bylaws of private development, and also demonstrate the position in which the Town Boards and the ZA frequently find themselves in zoning matters.

The purpose of “zoning” is to separate different land uses so that different uses are compatible with each other. The development standards found in the Zoning Ordinance try to ensure that private development takes place within a given area in a manner in which:

- All uses are compatible (e.g., an industrial plant is not permitted in a residential area);
- Common development standards are used (e.g., all homes in a given area are set back the same minimum distance from the street); and
- Each development does not unreasonably impose a burden upon its neighbors.

To do this, districts called “zones” are established and standards are developed for these zones. Properties within each of these zone districts have common development standards. Overlays may also be established “on top” of these districts that regulate Flood Hazard areas, or Design Review areas.

### Q. How Can Property Be Used?

**A.** In order to determine the potential uses for a given site, it must first be determined which “zone” applies to the site. Each zone has Allowed Uses, Permitted Uses, Conditional Uses, and Prohibited Uses. For example, in the Residential District, single-family dwellings are Permitted Uses, churches are Conditional Uses, and manufacturing plants are not allowed.

### Q. How Do I Establish a Permitted Use?

**A.** To establish a Permitted Use, simply follow the development standards for the zone and apply for a zoning permit. The Zoning Ordinance is available in the Town Office and on the Town of Wilmington’s website.

### Q. How Do I Establish a Conditional Use?

**A.** When establishing a Conditional Use, a review by the DRB is required to determine if the activity can be conducted at the proposed location without imposing a burden on neighbors or the surrounding community. In commercial zones, some uses, such as gas stations or restaurants, require a Conditional Use Permit. The Board may impose conditions on their approval of the use to protect the neighborhood and the community.

### Q. What If a Use Is Prohibited?

**A.** If the Use planned is prohibited in the district which applies to the site, it is not possible to establish that use in that location. The Wilmington Planning Commission is responsible for establishing the uses and standards in the zoning bylaw. Revisions to the zoning bylaw can be made only through a series of public meetings.

### Q. What Are Development Standards?

**A.** Each district or zone has specific development standards relating to the height, size, and placement of buildings on a site. In some districts, there are additional requirements for density and on-site improvements such as parking, landscaping, and fencing.

### Q. What Is a Variance/Waiver?

**A.** If a dimensional aspect of a proposed project does not conform with the development standards for the zone, it is possible to apply for a waiver or variance. The purpose of issuing variances is not to allow exceptions to the development standards but rather to allow development on lots that otherwise would not be possible to develop.

### Q. Does the State of Vermont Need to Review my Project?

**A.** Yes. All permittees must contact State agencies to determine what permits must be obtained before any construction may commence. The Zoning Administrator (ZA) can assist you with contact information.