



# **TOWN OF RANDOLPH, VERMONT**

## **Zoning and Planning Office**

zoning@randolphvt.org

802.728.5433 x13

## **INSTRUCTIONS FOR ZONING PERMIT APPLICATIONS**

The zoning permit application is the basic form used to evaluate a proposed project and allow the Administrative Officer (also known as the Zoning Administrator or ZA) to determine if it complies with the Randolph Land Use Regulations (“Regulations”). The ZA may be able to issue your permit without any approval from the Development Review Board (DRB). However, if additional approvals are required, supplemental forms supplied by the ZA must be completed and appended to the application.

### **General Information**

1. Fill in all the blanks, preferably in ink. If a question is not applicable, write “N/A”.
2. A fee must be paid at the time of submittal.
3. For any action to be taken on an application by the ZA, be it to issue the permit or refer it to the DRB, one of the design review boards or the state, the ZA must determine that the application is complete.
4. Once a permit is issued, the permittee will be required to post a notice of permit on the subject property. This notice will be provided by the ZA and failure to properly post it may be cause for a legal challenge of the validity of the permit.
5. A certificate of compliance (CC) will be required once the project is complete. The ZA will need to inspect the project for compliance with the permit. Failure to obtain a CC may affect your ability to sell or refinance your property.
6. If the permit authorizes work for a structure or addition that is heated or cooled, you will be required to comply with the state’s energy building codes. An energy code certification will be required to be recorded with the Town Clerk prior to issuance of the CC. For more information, contact the Energy Code Assistance Center at 855-887-0673.
7. A zoning permit only satisfies the Regulations. Other local and state permits may be required. Contact the State Permit Specialist Pete Kopsco at 802-505-5367.

### **Tips on How to Avoid Delays**

1. Meet with the ZA to discuss your project – The ZA will be able to tell you what approval are required, explain the approval process and also identify potential problems with your project before you expend time and effort.
2. Submit a complete application – Don’t leave anything blank. If the question is on the form, it relates to the Regulations somehow. If some of the questions don’t apply to your project, write “N/A”.
3. Plan ahead – Once you know what, if any other approvals are needed, plan accordingly. Not only does the ZA have up to 30 days to take action on your application (though it is usually processed within 7 days), **the DRB review and approval process typically takes a minimum of 2**

- months.** If design review is required, this can add on another month or more. And don't forget to factor in state permits. Nothing is more frustrating than when poor planning causes delays that could have been avoided.
4. Changes to the project – It is understood that changes in approved projects sometimes occur while it is underway. If any changes are necessary, let the ZA know as soon as possible to avoid delays or – in the worst case scenario – having to undo work that was done because it does not meet the Regulations.

### **Rights to Appeal**

1. ZA decisions - Any action taken by the ZA is appealable to the DRB within 15 days. Some of those that have the right to appeal are the applicant and neighbors.
2. DRB decisions - Any action taken by the DRB is appealable to the Environmental Court within 30 days. In general, only those that have participated at the DRB hearing process have the right to appeal a DRB decision.
3. The ZA can provide you more information on the appeal process.
4. **A permit does not take effect until the appeal period has expired.** Any work done for the approved project before the effective date of the permit is solely at the applicant's risk.