

Town of Stratton

Building Projects

Zoning Summary and Check Sheet

The following information is intended as a guideline only, and lays out the path for completing a typical residential building project – additional requirements may exist for the project you are undertaking.

The Town of Stratton and the State of Vermont require various permits for land development. Landowners / Developers should first access the Town's website www.townofstrattonvt.com and view the "Planning and Permitting" page there to access permit applications, review the entire Stratton Zoning Ordinance, review other local requirements and find contact information for the State's Permit Specialist's assistance.

The only exceptions that may not require some form of permitting are small additions or conversions to living space of less than 100 square feet, or excavations of less than 800 cubic feet, provided no other zoning or waste water / potable water supply restriction is being compromised. Interior renovations do not typically require permitting, unless new potential bedrooms are being added or if new living space is being created (e.g., a garage conversion).

Preparation for New Construction:

- Determine if this lot is above 2500 feet in elevation or if it is on land subject to Act 250 jurisdiction (such as in a Subdivision created under Act 250). If so, please follow their guidelines. It is likely that an Engineer will be required.
- Before clearing the lot or beginning any sort of development, an Engineer should be brought in to create a Site Plan, as almost all new construction requires a septic system and well. An Engineer will be required to initiate and complete the State's Wastewater and Potable Water Supply permit application, which in turn requires a Site Plan.
- Before clearing the lot, it may be necessary to first obtain a State Stormwater Discharge permit (contact the State Permit Specialist for details). If so, an Engineer will be required.
- Driveway construction – the transition onto a Town road requires an Access Permit from the Stratton Select Board. This requires coordinating with the Road Foreman, who will help site the access.
- Contract with a Builder is recommended: State and Federal building codes are not managed through the Town. You and the people you hire are responsible for building codes. Certain fire codes must be met if you intend to rent out this property; therefore, the VT Dept. of Fire Safety should be contacted for their review. Please note that the Town must have a Residential Building Energy Standards form recorded in the land records, following completion of the project, before a Certificate of Completion can be issued.

- Zoning Permit: The application and fees are to be submitted to the Zoning Administrator (or left at the Town Office). Certain aspects of the development may require additional review by the Planning Comm. or Zoning Board of Adjustment, which may greatly extend the time to approval. Once approved, the permit is required to be posted at the site, near the road, for 15 days prior to the start of construction.
- E911 numbering: This number is assigned by the Town simultaneously with the approval of the permit. It is determined from the location of the access (driveway) and shall be posted in accordance with the ordinance, prior to the commencement of construction.
- Additional Requirements: If the project is being developed within a Subdivision, the Subdivision permit must be reviewed for any additional requirements established in the Conditions of that Subdivision Permit.
- Alarm systems: If you intend to install automatic alarms in the building or if you intend to install a gate, you will need to do so in accordance with the Regulation of Private Fire Alarm and Security Gate Systems. This entails ordering and installing a Knox Box and registering the system with the Stratton Mountain Volunteer Fire Co. (see the ordinance).

Preparation for Construction on Pre-existing Structures:

- If the renovation or addition results in rooms being added or converted, the change may result in new bedrooms or potential bedrooms, which may require an upgrade to the septic system. You will need to consult with the Health Officer. The need for a septic system upgrade will trigger a review of the water supply as well.
- If construction results in new Living Space greater than 100 ft² being created (e.g., converting a garage to living space), the project will require a Zoning Permit
- Determine if this lot is above 2500 feet in elevation or if it is on land governed by Act 250 (such as in a Subdivision created under Act 250). If so, any work (even tear-down) may require a new Land Use (Act 250) Permit or an amendment to the existing permit.
- Contract with a Builder is recommended: State and Federal building codes are not managed through the Town. You and the people you hire are responsible for building codes. Certain fire codes must be met if you intend to rent out this property; therefore, the VT Dept. of Fire Safety should be contacted for their review. Please note that the Town must have a Residential Building Energy Standards form recorded in the land records, following completion of the project, before a Certificate of Completion can be issued.
- Zoning Permit: The application and fees are to be submitted to the Zoning Administrator (or left at the Town Office). Certain aspects of the development may require additional review by the Planning Comm. or Zoning Board of Adjustment, which may greatly extend the time to final approval. Once approved,

the permit is required to be posted at the site, near the road, for 15 days prior to the start of construction.

Construction:

- Construction should progress in accordance with conditions established in the permitting process (see the Zoning permit and the Subdivision permit, if applicable). All construction should be completed within two years from the approval date of the permit (or from the approval date of the State's Land Use [Act 250] Permit, if applicable). Review the Zoning Ordinance if an extension is needed.

Project Completion (The project is at a point that the structure can be occupied or renovations are complete):

- The builder has submitted the RBES form to the Town for recording in the land records.
- If a septic system was built or modified, an Engineer's certification letter has been submitted to the Town for recording in the land records.
- If the project is part of a Subdivision with conditions, documentation showing that said conditions have been satisfied (as given in the Subdivision Permit) has been submitted to the Town.
- If an automatic fire alarm system or a security gate has been installed, a letter from the Stratton Mountain Volunteer Fire Co. stating that the project is in compliance with the Regulation of Private Fire Alarm and Security Gate Systems has been submitted to the Town. This entails ordering and installing a Knox Box and registering the system with the Stratton Mountain Volunteer Fire Co. (see the ordinance).
- Certificate of Completion: Once the owner or builder notifies the Zoning Administrator, he will determine whether the Project is complete and in compliance (see the Zoning Regulations for details). Once complete, he will issue said Certificate, which is to be submitted to the Town Office to be recorded in the Land Records.

Please note that a Certificate of Completion is usually required for Title Insurance. Failure to ensure that these documents are complete and recorded in the Land Records will likely result in delays in any future Property Transfer or in obtaining a Mortgage.