

Zoning Permit

Project Review

Discuss your project with the Planning & Zoning (P&Z) staff to determine if your project requires a zoning permit, **if so:** →
Or, if your project requires review by the Development Review Board (DRB).

Application

Submit a complete application to the Zoning Administrator (ZA). You also may need to apply to the Selectboard for a Highway Access Permit (HAP) and to the State of Vermont for a Wastewater Permit.

Zoning Permit

Upon approval, the ZA will mail your zoning permit or you may pick it up at the P&Z office.
Up to 1 week

Appeal Period

There is a 15 day appeal period before the zoning permit is effective.
15 days

Development Review Process

STEP 1:

Pre-Hearing Meeting

Bring a site plan of your proposed project to review with P&Z staff and determine which applications and fees are required.

Stop in or make an appointment.

For Subdivisions and Commercial Projects

STEP 2:

Application

Submit a complete application and fee. Staff will schedule your application for a public hearing with the DRB.

1-2 months to a scheduled hearing

STEP 3:

Public Hearing

Present your project to the DRB. Typically the DRB will deliberate on the project at the same meeting.

If the DRB requires additional information

STEP 4:

Decision

The DRB will issue a written decision within 45 days of closing the hearing.
 If approved, the DRB may place conditions on the project.

Up to 45 days

STEP 5:

Appeal Period

All decisions are subject to appeal to the Environmental Division of Vermont Superior Court within 30 days of the written decision, by either applicants or interested parties.

30 days

STEP 6:

Zoning Permit

If the DRB decision is not appealed, apply for a zoning/building permit at the P&Z office.

1 day

For Subdivisions and Commercial Projects

STEP 1A:

Sketch Plan Application

Submit a Sketch Plan application including all relevant materials and staff will schedule your application for a DRB meeting.

2-4 weeks to a scheduled meeting

STEP 1B:

DRB Meeting

Present your project to the DRB. Following the meeting the DRB will issue a Sketch Letter within 30 days.

Up to 30 days

STEP 3A:

Public Hearing Continued

Present additional materials to the DRB. Once the hearing is closed, the DRB will deliberate on the project.



Questions? Contact the Planning & Zoning office at 802-425-3533 ext. 207 or stop by Town Hall. www.charlottevt.org.

STEP 7:

Plat

Record the final survey plat in the Town Land Records.

Within 180 days

Step-by-Step Development Review Board (DRB) Permitting Process:

There are eight types of projects that require DRB review and approval at a public hearing

Forms are available online at: <https://charlottevt.org/application-forms>:

- a) [Boundary Adjustment](#) - Moving lot lines between adjoining properties, no new lots created.
- b) [Subdivision Review](#) - Subdividing property for new building lots. Major subdivisions (4 or more lots) require two applications and public meetings, Preliminary Plan and Final Plan.
- c) [Subdivision Amendment](#) - Changes to one or more lots within an approved subdivision.
- d) [Site Plan Review](#) - Commercial development involving changes to an existing site (such as adding buildings, a driveway, parking area, or exterior lighting).
- e) [Site Plan Amendment](#) - Changes to an approved Site Plan.
- f) [Conditional Use Review](#) - Changes in use to an existing property.
- g) [Variance Review](#) - Building within lot line setbacks, or other exceptions to district standards.
- h) [Appeal of the Zoning Administrator's denial \(or approval\) of a permit.](#)

Step 1) Submit a [Project Review Sheet](#) and schedule a **pre-application meeting** to discuss the project with Planning & Zoning staff to determine which application materials and fees will be required.

Bring a sketch plan of the proposed project to this meeting, showing all existing and proposed buildings. There is no cost to this process.

For subdivision and commercial use projects, Step 1A & 1B, otherwise move on to Step 2.

Step 1A) Submit a [Sketch Plan application](#).

Step 1B) Attend a scheduled DRB meeting to discuss the project. Following the review, the DRB will issue a **Sketch Plan letter** within 30 days, which will advise you on how to proceed with your project. After receipt of the sketch plan letter, you have 6 months to submit a preliminary or final plan application (this deadline may be extended upon request).

Step 2) Submit a **complete application and fees**, after which staff will schedule a date for a public hearing. (Hearing date may be 1-2 months after complete application is received).

At least 15 days prior to the scheduled DRB public hearing, staff will place a hearing warning notice in the local newspaper, mail written hearing notices to all adjoining property owners, and provide a Notice of Public Hearing poster for you to display at the property.

Step 3) Present your project at a **DRB public hearing**. You will respond to questions from the Board. Neighbors, other residents, and members of the Charlotte Conservation Commission, may also comment on the project, either in person or in writing.

If the DRB needs additional information, the hearing will be continued to a later date. Once the public hearing is closed no further information is accepted from you (the applicant) or the public. The DRB then deliberates to determine whether or not the application meets the applicable standards of the Charlotte Land Use Regulations (typically this occurs at the same meeting when the hearing is closed).

Step 4) After the hearing is closed, the DRB has 45 days to issue a **written decision**. (Typically, the DRB will review a draft written decision at the following DRB meeting.) If approved, the Board's written decision may include conditions and or restrictions on the project.

Step 5) All DRB permit decisions are subject to **appeal** within 30 days, by either the applicant or any interested parties (i.e., neighbors). Appeals are filed with the Environmental Division of Vermont Superior Court, at the appellant's expense. (You may also request reconsideration of the DRB's decision within 30 days.) If not appealed within 30 days, the DRB decision is final and binding upon the applicant.

- ❖ After your application has received approval from the DRB and if you are building new structures, submit a [Zoning Permit application](#) to the Zoning Administrator.
- ❖ In addition to the local land use permitting process, some projects may also require state permits. To determine if a project may be subject to additional state permitting, visit the [State Permit Navigator](#).
- ❖ Still have questions, still wonder [Do I Need a Permit?](#) Want to discuss a project idea? Contact the Planning & Zoning office at 802-425-3533 ext. 207, or www.charlottevt.org, or stop by Town Hall.