

## Pro Tips



- Certain projects may be eligible for State Tax Credits or the Hyde Park Tax Stabilization Program.
- Consider hiring a professional to assist with multiple and possibly unknown permits that may be required for large commercial and complex projects.
- Common agriculture projects exempt from zoning may still require wetlands or wastewater permits from the state. **Be water aware!**
- If you're changing the use of a building, verify if it's allowable in the zoning area or if it is a conditional use that needs DRB approval. Depending on the change it may also require additional State permits.
- If you're renting out or subletting a portion of your property, commercial guidelines apply.
- Determine if any standard construction or facade requirements are applicable in your Zoning area before designing your commercial building.
- When taking over an existing commercial property, determine if existing permits still apply, need to be renewed or upgraded, or if new permits are required.



## What else do I need to know?

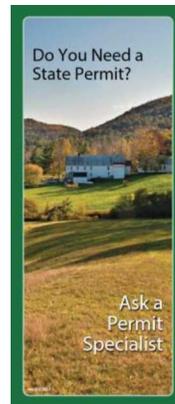
More specific information about permitting under the Town of Hyde Park **Land Use and Development Regulations**, can be found on the Town's website, [www.hydeparkvt.com](http://www.hydeparkvt.com), and from these sources:



**Town permits.** Contact: Ron Rodjenski (Zoning & Planning) tel. 802-888-2300x2; [ron@hydeparkvt.com](mailto:ron@hydeparkvt.com).

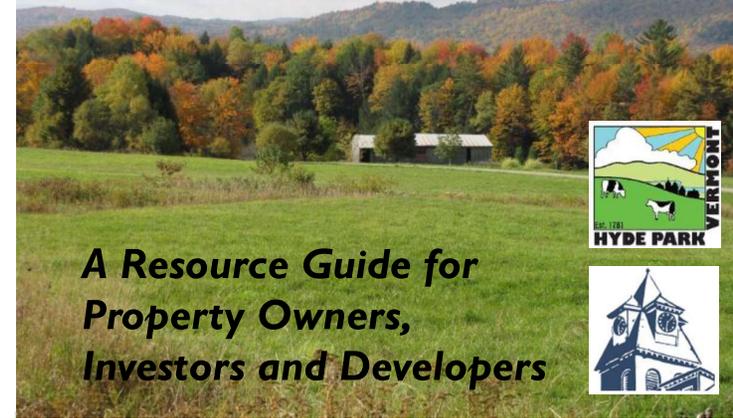


**Village of Hyde Park permits.** Contact: Carol Robertson (General Manager) tel. 802-888-2310; [carol.robertson@hydeparkvt.com](mailto:carol.robertson@hydeparkvt.com)



**State of Vermont.** Contact permit specialists at the State Permit Assistance Office with questions about State permitting and obtain a Project Review Sheet to advise on necessary state permits. <http://dec.vermont.gov/environmental-assistance/permits> or contact the state permit specialist for this area, Pete Kopsco, at 802-505-5367 or [pete.kopsco@vermont.gov](mailto:pete.kopsco@vermont.gov)

## BUILDING AND ZONING IN HYDE PARK, VT



### *A Resource Guide for Property Owners, Investors and Developers*



If you are building a new structure on a property in Hyde Park, or intend to so in the future, you will need an approved zoning permit.

This guide provides an overview of the local zoning and permitting process for new construction, additions to existing buildings, renovations or changes of use in existing structures for both residential and commercial applications.

Initially, you will need to apply for a Zoning Permit through the Town of Hyde Park office. The Town Zoning Administrator will assist you with the required paperwork, determine the applicable fees and answer any questions. Depending on the proposed project, there may be additional town or state permits required before you can start construction.

HYDE PARK

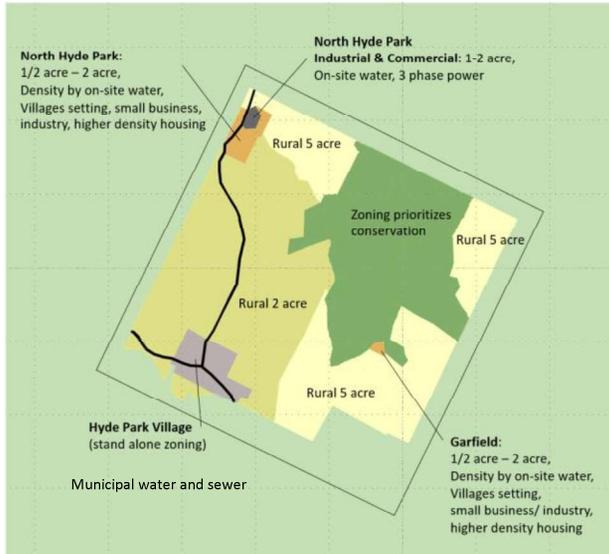


## Getting Started: Can I Build This Here?



### STEP 1: Identify Your Location.

Is your project or future plans permissible in the area you are looking to purchase or build?



## Smart Growth: Balancing Economic Development and Conservation

- Most development in village centers and planned growth areas
- Infill and higher densities where appropriate
- A pedestrian and bicycle-friendly environment
- Sustain areas for agriculture, forestry, and recreation
- Protect scenic and natural resources
- Encourage housing that is diverse, clustered, provides open space, minimizes traffic, connects to other parts of the town
- Manage uses and access along highways corridors

## What to Expect: The permitting process

Permitting can take longer than expected. Save time and money by determining what permits are needed and from whom at the beginning of a project.

One general permit application is used for all proposed land development. It's available on the town website, [www.hydeparkvt.com](http://www.hydeparkvt.com), at the Town Clerk's office or by emailing the Town Administrator, [ron@hydeparkvt.com](mailto:ron@hydeparkvt.com).

## Administrative Approval: The Zoning Administrator (ZA) has authority to approve your project.

For most projects, applicants simply submit a permit application and a drawing of what is proposed on the parcel (a site plan) to the Zoning Administrator (ZA). When the ZA determines the permit application is complete (provides all necessary information and fees), the application is reviewed for conformance with all applicable standards and regulations.

Details provided by the applicant (parcel size, setbacks, building placement and size, proposed use, form, etc.) help the ZA determine if the project meets the regulations. This review and decision process can take up to 30 days. Once a project is approved, there is a 15-day appeal period before construction is allowed. A condition of permit approval may require the applicant to obtain all required State permits.

## Development Review Board (DRB) Approval:

The DRB approves applications that require waiver of dimensional or setbacks standards, conditional use permits, subdivisions or major or minor site plan reviews. The time for this process can vary considerably. Notices must be warned in the newspaper and on the web site 15 days before the meeting, and the DRB meets once a month (first Tuesday of the month,).

If the project is accepted, a decision is usually rendered within thirty days. Permits are issued after a thirty (30) day appeal period. If the DRB determines changes to the design or further information is required, another hearing may be scheduled for the applicant to present revised drawings or further information before the permit is issued. Large-scale and/or new construction projects are generally the more challenging projects the DRB reviews.

### Pro Tip:

*Schedule predevelopment meetings with staff to reduce errors and additional submittals for plans.*

As a part of their review, the DRB will determine if the project's consistency with the municipal plan, cite zoning code standards and how the plan meets those standards and the requirements of other relevant ordinances, including any State approvals. The DRB will preliminarily approve plans subject to additional approvals and final site plan review.