



**Zoning Administrator Alisha LaRocque Town of Fairfield P.O.Box 5 Fairfield VT 05455**

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### Checklist for New Residential Building Permits

- 1) **Submit Permit Application** PRIOR to construction, with appropriate fees. At least 20 days prior to the next ZBA/ Planning Commission hearing (1<sup>st</sup> Monday of each month)
- 2) **Must have an approved Waste Water Permit** (State of Vermont Department of Environmental Conservation) include:
  - Perc testing
  - Septic design and locations
  - Maps (Mylar if any subdivisions occurred in the WWP<sup>i</sup>)

### 3) **Culvert and Driveways**

Driveway requirements must be met to obtain the certificate of compliance and the certificate of occupancy. Driveway requirements include the VTrans B-71 standards as well as the Town of Fairfield Fire Department and Town Requirements. Seek approval of the Selectboard before you create any new accesses<sup>ii</sup>. ***It is of the utmost importance that your home or camp be accessible by emergency services, not only for your safety and wellbeing but for those around you as well. You must complete the driveway sign off form and submit it to ZA***

- 20' wide radius for all residential driveways cut entrances and 30' for commercial
- Minimum driveway width 12' for all driveways with single family homes or camps up to 300' in length
- Minimum width of 16' wide for all driveways over 400' in length, with 20x20 pull offs every 300' or less
- 20 x 20 deep turn around at the "house" end of the driveway
- Minimum width of 18' wide for all driveways with 2 or more homes or camps, with 20x20 pull offs every 300' or less.
- Minimum width of 20' wide for all driveways for more than two homes or camps, with 20x20 pull offs every 300' or less. These drives must be built to Town road specifications
- Any existing roads or driveways must be upgraded to these specifications before any future development is considered
- Minimum culvert diameter 15"

See the Fairfield Fire Dept and Town Requirements form for a complete list of specifications

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<sup>i</sup> Must submit Mylar map to land records \$15 for recording

<sup>ii</sup> Private roads or drives with more than 2 homes or camps

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4) Depending on the location of your construction you may need to file a permit with one or more of the following departments. **Evidence of approval is required with your permit application.**

In a Waterway or Wetland: **US Army Corps of Engineers** 802-827-2893 [www.nae.usace.army.mil/](http://www.nae.usace.army.mil/)

**Shoreland** : within 250 feet of the shoreline of Fairfield Pond

visit them on the web at

<http://dec.vermont.gov/watershed/lakes-ponds>

Or email [ANR.WSMDShoreland@vermont.gov](mailto:ANR.WSMDShoreland@vermont.gov)

**Wetlands** : **Agency of Natural Resources Department of Environmental Conservation** 802-490-6100 or

email [ANR.WSMDWetlands@vermont.gov](mailto:ANR.WSMDWetlands@vermont.gov) Or visit them on the web at

<http://dec.vermont.gov/watershed/wetlands/jurisdictional/permit-info>

5) **Review and observe our flood resiliency guidelines and flood risk areas. Guidelines can be found in our current Town Plan.** <http://www.fairfieldvermont.us/wordpress/wp-content/uploads/2011/03/FairfieldTownPlan.2015pdf.pdf>

**6) Submit Clear and Understandable Plans for Review.**

If the allotted space on the building permit does not allow you to include a clear illustration of your construction project please attach the plans. Identify set backs from the road, distance from the property line of abutting neighbors, and accurate dimensions of the project.

7) **RBES Vermont's Residential Building Energy Code Standards** have been revised as of March 1<sup>st</sup> 2015. The new standards and Energy Certificate can be found at the site listed below. Please make sure your builder is prompt in filing this certificate when the project is complete. You will need 3 copies, one for your records.

One to be recorded in the land records in the town of Fairfield. Send with check or money order of \$10.00 for recording fee to Town of Fairfield c/o Town Clerk P.O.Box 5 Fairfield VT 05455

One copy to be sent to : The Vermont Dept of Public Service  
Planning and Energy Resources Division  
112 State Street  
Montpelier, VT 05620-2601

For the new standards and certificate visit :

[http://publicservice.vermont.gov/topics/energy\\_efficiency/rbes](http://publicservice.vermont.gov/topics/energy_efficiency/rbes)

**8) Certificate of Occupancy & Certificate of Compliance**

**Certificate of Compliance:** Upon completion of the project the Zoning Administrator will need to inspect the site, to ensure accuracy in the permitting and building process. That the building has met the standards set forth in the Zoning bylaw. And other applicable conditions have been satisfied.

**Certificate of Occupancy:** Before you may occupy the residence, this certificate must be fulfilled.

Requirements include but not limited to:

- Culverts and Driveway inspected and sign off form completed
- Setbacks met
- Wastewater disposal system inspection report submitted and recorded
- Water sample results submitted to ZA