

HARTFORD ZONING BOARD OF ADJUSTMENT

December 11, 2024

Meeting Notice and Agenda

The Hartford Zoning Board of Adjustment will meet on Wednesday, December 11, 2024, beginning at 6:30 p.m. to consider the following Applications and Administrative Matters.

This meeting will be conducted in person at Hartford Town Hall, 171 Bridge Street, White River Junction, Vermont. In addition, you may join the meeting remotely as follows:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 257 114 763 252

Passcode: Pc2grB

Dial in by phone

[+1 802-377-3677,,262818101#](#)

1 802 377 3677

Phone conference ID: 262 818 101#

If you cannot access this meeting notice electronically or if you are having difficulty connecting to the meeting, please email Jo-Ann Ells at jells@hartford-vt.org

A. Public Hearings, beginning at 6:30 p.m.

1. Application #08-24 by Landon and Renee Potwin (owners/applicants) for approval of a setback waiver under section 260-52 of the Hartford Zoning Regulations for a garage/accessory dwelling unit, lot 02-0043-006, 179 Handy Road, Hartford, in a RL-5 zoning district.

B. Administrative matters: 1. Public Comment. 2. Minutes. 3. Administrative Permits. 4. Discuss starting Hearings later. 5. Availability for the next Public Hearing.

Application materials are available at the Hartford Town Hall, Department of Planning and Development Services, 171 Bridge Street, White River Junction, Vermont (802) 295-3075. Persons wishing to appear and be heard may do so in person, or be represented by another party and/or submit written testimony.

An interested person who has **participated** in a municipal regulatory proceeding may appeal a decision rendered in that proceeding to the Vermont Environmental Court. Participation in a local regulatory proceeding shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.

Steve Lagasse, Chair

**Zoning Board of Adjustment
Administrative Agenda
December 11, 2024**

1. Public Comment
2. Minutes
3. Administrative Permits
 - TPHT, EV Chargers
 - WR Toyota, temporary structures
 - Quechee Mobil, changes to parking/demo
4. Discuss starting Hearings later
5. Availability for the next Public Hearing (January 15, 2025)

**DRAFT
MINUTES
Zoning Board of Adjustment
September 4, 2024**

Present: Chris Lowe, Vice Chair, Stephanie Gile, Alice Maleski, Tom Franklin, and Jo-Ann Ells, Zoning Administrator

Absent: Steve Lagasse, Chair, and Lannie Collins, Selectboard Liaison

Public Hearing

Chris Lowe noted that the Hearing had been continued from July 24, 2024, read the hybrid meeting script, took a roll call, administered the oath, and noted that 3 concurring votes were needed for action to occur.

1. Application #07-24 by 12 Tremont Street, LLC (owner) and Tim Sidore (applicant) for Conditional Use Approval under section 260-16 and 260-25 of the Hartford Zoning Regulations to convert an existing structure into a multi-unit dwelling, lot 09-0072-000, 1200 Christian Street, Hartford, in a proposed Planned Development. (Continued from July 24, 2024)

Tim Sidore, Jim Wasser, and Adam Morse were present.

Jo-Ann Ells noted that an email from Justin Barwood regarding parking/circulation had been received earlier in the day and shared with the Board and Applicant.

Jo-Ann Ells outlined the new materials that had been received since the July 24th Hearing.

Tim Sidore gave a brief overview of the project.

Chris Lowe noted the response from Advance Transit regarding the inability to add a bus stop near the project.

Jim Wasser gave an overview of the traffic study including recommendations.

Jo-Ann Ells noted that the draft Decision included a condition that the applicant submit information for review and approval by the Chair regarding how they are addressing the recommendations of the Traffic Impact Study before a Zoning Permit is issued.

It was noted that Brookside Nursing Home closed in 2017.

Chris Lowe asked the applicant's thoughts on the email received from Justin Barwood. Tim Sidore noted that while the thought his suggestions were interesting, he was comfortable with the application as presented. Jo-Ann Ells noted that the DPW is not supportive of angled parking spaces along Brookside Drive.

There was a discussion regarding locating the dumpster in the riparian buffer. It was agreed that

the dumpster would be placed on pervious material and a maintenance plan for the material would be required to be submitted.

Chris Lowe asked for comments from Interested Parties.

Dan Loskutoff expressed concern with the potential for vehicles to enter the property/parking area through a utility easement on Brookside Drive.

Jeff Arnold expressed concern with the number of parking spaces. Jo-Ann Ells noted that the Planning Commission has the authority to review parking.

Scott Hausler expressed concern the with added vehicular and pedestrian traffic on Chandler Road. He asked if the traffic study considered other options for access to the property and traffic when school is in session. He noted the lack of sidewalk and crosswalks in the area, and questioned the adequacy of bike storage. He stated that while he was not necessarily opposed to the project, he did have concerns.

Mark Detzer expressed concern that the proposed density would have an impact on the neighborhood, including added traffic. He expressed concern with the accuracy of the estimates provided in the traffic study, noted that the study was prepared very quickly, and expressed concern with the lack of overflow parking.

Tim Sidore noted that projects he has done in recent years indicate few multiple occupants in small units and added that leases would allow one vehicle per unit.

It was noted that the police would need to enforce unauthorized on street parking. Jo-Ann Ells noted that if this is a recurring issue, she would reach out to the applicant for assistance in resolving the issue.

Chris Lowe noted that the applicant was providing a shared vehicle. Tim Sidore added that he was willing to consider adding another shared vehicle in the future.

Mark Detzer stated that the project seems more like an in-town design given the distance to services and public transit.

Mark Detzer shared a conversation he had with the Polce Department regarding enforcement of on-street parking.

Chris Lowe asked about the amount of traffic the nursing home generated.

Sue Loskutoff stated that the facility was understaffed and therefore traffic was low. She expressed support for the shared vehicle.

Jen Horn expressed concern with locating the dumpster in the riparian buffer and the planting of winterberries which are toxic to dogs. It was agreed that the winterberries would be changed to a non-toxic planting.

There was a discussion regarding the storage/charging of electric bikes. Tim Sidore stated that leases would prohibit the storage of electric bikes in the building.

Alice Maleski noted that overflow parking could be an issue during holidays and questioned if the traffic study should consider this issue and traffic when school is in session.

Jim Wasser noted that given the small size of the proposed units he believes traffic will be less than predicted in the traffic study.

Sue Loskutoff expressed concern that tenants with two cars would park in the extra parking spaces.

Jeff Arnold stated that he did not believe the size of the units met the federal requirements and noted that traffic was minimal when the nursing home was open.

Chris Lowe moved to close the Public Hearing. Stephanie Gile seconded, and the Public Hearing was closed.

Chris Lowe moved to enter deliberative session. Tom Franklin seconded, and the motion passed unanimously.

When the Board returned, Jo-Ann Ells reviewed changes to the draft Findings of Fact.

Chris Lowe moved to approve the application with the noted changes. Tom Franklin seconded, and the motion passed unanimously.

Administrative Matters

1. Public Comment

None

2. Minutes

Chris Lowe moved to approve the minutes of July 24, 2024. Alice Maleski seconded, and the motion passed unanimously.

3. Administrative Permits

None

4. Discuss starting Hearings later

Tabled

09-04-24

5. Next Public Hearing

Jo-Ann Ells noted no applications requiring review by the Board were submitted so therefore, the October 9th meeting is cancelled.

Adjournment

At 8:08 p.m., Chris Lowe moved to adjourn. Alice Maleski seconded, and the motion passed.

Respectively Submitted,

Alice Maleski, Clerk

Zoning Board of Adjustment Members/Terms:

Alice Maleski	03-07-25
Steve Lagasse	03-07-25
Chris Lowe	03-21-25
Tom Franklin	04-04-25
Stephanie Gile	11-11-27

1. 08-24

**DRAFT
FINDINGS OF FACT
CONCLUSIONS OF LAW
AND
DECISION**

HARTFORD ZONING BOARD OF ADJUSTMENT

**Application #08-24 by Landon and Renee Potwin
for approval of a setback waiver for a garage/accessory dwelling unit
lot 02-0043-006, 179 Handy Road, Hartford, in a RL-5 zoning district**

This decision pertains to application #08-24 by Landon and Renee Potwin (owners/applicants) for approval of a setback waiver under section 260-52 of the Hartford Zoning Regulations for a garage/accessory dwelling unit, lot 02-0043-006, 179 Handy Road, Hartford, in a RL-5 zoning district.

FINDINGS OF FACT

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Zoning Board of Adjustment meeting of December 11, 2024 the Hartford Zoning Board of Adjustment makes the following Findings of Fact:

General Information

1. The owners of lot 02-0043-006 are Landon and Renee Potwin who acquired the lot on 09-07-01. The deed is filed in vol. 311, pp. 595 of the Hartford Land Records.
2. The lot is located at 179 Handy Road in West Hartford.
3. The lot is developed with a single-family dwelling and shed.
4. The lot is approximately 10+/- acres.
5. The lot is class three (3), on-site municipal water and sewer.
6. The lot is in an RL-5 zoning district.

This Application

7. The applicants propose to construct a 42' x 36' garage with an Accessory Dwelling Unit

2. 08-24

above the garage. The applicants understand the requirements/limitations for an Accessory Dwelling Unit. (See exhibit #6)

8. There is an existing unpermitted shed in the setback. The shed will be removed from the lot or permitted and relocated.
9. The setbacks in the RL-5 zoning district are 40' front and 50' sides and rear.
10. The applicants seek a Setback Waiver to allow the proposed structure to infringe on the western side setback. The proposed structure will be 28'6" from the western property line.

All other setbacks will be met.

11. Section 260-52 of the Zoning Regulations sets forth a process and criteria for obtaining a setback waiver. The intent of section 260-52 of the Zoning Regulations "is to provide flexibility in setback requirements for the placement of primary and accessory structures in all zoning districts while maintaining the character of the area." A setback waiver may be considered, providing that a minimum setback of 5' is maintained, if one of the following criteria is met.
 - (A) When the reduction is no greater than the front or side setbacks for existing structures on adjacent lots on the same street frontage.
 - (B) For greater fire safety as recommended by the Hartford Fire Department.
 - (C) For greater preservation of open land/agricultural land or scenic vistas.
 - (D) For greater preservation of other natural resources, such as, but not limited to surface waters, wetlands, or steep slopes.
 - (E) For increased energy conservation and renewable energy structures.
 - (F) The waiver, if authorized, will represent the minimum necessary to achieve the stated purpose of this Section."

According to the applicants, the structure will meet the 5' setback requirement. The structure will be partially placed in a developed area/driveway preserving open space, yard, and open field. (C and D)

12. The applicants understand that construction of the project must comply with the following:

Earth moving and hauling, rock drilling or crushing, jack hammer and similar excessively loud equipment shall not be operated on Sundays or between the hours of 5:30 p.m. and 7:00 a.m. except in emergency situations.

13. The applicants understand that any stockpiling of materials related to the construction of the project must be located twice the distance of the height of the stockpiled materials

from any public or private right-of-way or property boundary.

14. The applicants understand that the project must meet the following standards:
 - (1) Any changes in grading shall be made so that runoff is directed to established drainage courses and will not cause ponding or flooding of other properties, or exceed the capacity of downstream drainage facilities.
 - (2) When possible, drainage systems shall be designed so that water runoff existing prior to site development shall not be increased after development.
 - (3) All changes in grade shall be controlled so as not to cause a nuisance or damage to other properties or erosion of topsoil.
15. The applicants understand that during construction erosion and sediment control measures as specified in the most current edition of the Low-Risk Site Handbook for Erosion Prevention and Sediment Control published by the Vermont Department of Environmental Conservation will be followed.
16. The applicants understand that they retain the obligation to identify, apply for, and obtain any relevant State permits for this project.
17. The applicants understand that a zoning permit is required to finalize this approval. In addition, the applicants understand that before the commencement of construction of the project they Zoning Permit must be obtained. The applicants further understand that the issuance of the zoning permit only authorizes the construction of the project in compliance with the Findings, Conclusions of Law, Approved Plans, Exhibits and Conditions as specified herein.
18. The applicants understand that all activities authorized by the issuance of the zoning permit shall be started within six (6) months and completed within two (2) years of its date of issue, or the zoning permit shall become null and void and reapplication to complete any activities shall be required. Any activities not completed within the above permit period shall be subject to any ordinance in effect at the time of reapplication. One six (6) month extension to both time periods may be granted by the Planning Commission prior to the expiration periods noted.
19. The applicants understand that they must obtain a Certificate of Occupancy from the Zoning Administrative Officer upon completion of the project. The applicant understands that a Certificate of Occupancy will not be issued if the project is not in compliance with these Findings, Plans and any conditions placed on the decision.

CONCLUSIONS OF LAW

Based upon the foregoing Findings of Fact, the Hartford Zoning Board of Adjustment concludes

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that the proposed development will:

- Be compatible with the scale and design of structures and overall existing development pattern of the surrounding area.
- Not impair reasonable or appropriate use of adjoining properties.
- Not result in greater impacts on natural resources.
- Not impair sight distances on public or private roads.

DECISION

The Hartford Zoning Board of Adjustment, based upon the forgoing Findings of Fact and Conclusions of Law, hereby approves Application #08-24 by Landon and Renee Potwin (owners/applicants) for approval of a setback waiver under section 260-52 of the Hartford Zoning Regulations for a garage/accessory dwelling unit, lot 02-0043-006, 179 Handy Road, Hartford, in a RL-5 zoning district **on the condition that:**

- 1. The applicants include the (relocated) shed on the application to finalize this Decision or agrees upon a deadline with the Zoning Administrator to remove the shed from the lot.**
- 2. The applicants include the application for an Accessory Dwelling Unit with the Zoning Permit application to finalize this Decision.**
- 3. Before a Certificate of Occupancy is issued, the applicant submits written verification from their surveyor confirming that the project was constructed in accordance with this Decision.**

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked, and a new application or permit required if conditions and findings are violated or modified without written approval.

The applicants are responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

Those in favor:

Those in opposition:

Those not participating:

Dated at Hartford, Vermont this ____ day of December 2024.

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HARTFORD ZONING BOARD OF ADJUSTMENT

By: _____
Chairperson/Vice-Chairperson

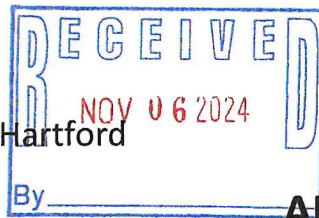
Appeal Rights: An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. If you fail to appeal this decision as described above, your right to challenge this decision at some future time may be lost. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

EXHIBIT LIST

1. Application #08-24
2. Survey entitled "Proposed Setback Waiver for Renee Potwin, Tax Map 2, Lot 43-6, 179 Handy Road, Hartford Vermont, prepared by Pathways Consulting, LLC
3. Project Narrative
4. Applicants' response to Jo-Ann Ells' memo of November 13, 2024
5. Application for a Setback Waiver, Supplemental Information prepared by Renee Potwin, dated 11-05-24
6. Accessory Dwelling Units form
7. Photograph
8. Google Map View



Town of Hartford



Planning Commission App # NA
Zoning Board of Adjustment App # 08-24

APPLICATION TO PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT

PLEASE COMPLETE ALL ITEMS APPLICABLE AND PROVIDE THE CORRECT NUMBER OF COPIES OF THIS APPLICATION AND THE SITE PLAN OR SUBDIVISION PLAT. ABUTTING LANDOWNERS WILL BE NOTIFIED BY THE PLANNING/ZONING OFFICE.

1. NAME & ADDRESS OF RECORD OWNER(S) Renee C. & Landon L. Potwin
179 Handy Rd
Deed Recorded Book 311 Page 595 (Available at Town Clerk's Office)
Telephone: Work 802-295-9000 Cell 802-299-9998 Email Address: Lrpotwin@myfairpoint.net
2. NAME & ADDRESS OF APPLICANTS(S) Same
Telephone: Work _____ Cell _____ Email Address: _____
3. NAME & ADDRESS OF APPLICANTS' CONSULTANT _____
Telephone: Work _____ Cell _____ Email Address: _____
4. PROJECT LOCATION 179 Handy Rd
5. PRESENT USE OF PROPERTY Residential
6. BRIEFLY DESCRIBE PROJECT (in addition, a detailed narrative must be submitted)
See project narrative
7. PROJECT SIZE IN SQ. FT OR ACREAGE 42 x 36
Lot Width _____ Lot Depth _____
8. IS PROJECT ON TOWN WATER/SEWER? Yes _____ No X If Yes, estimated
Water Consumption/day _____ Amount of Sewer Flow Projected _____
Size of Closest Lines Above (water) _____ (sewer) _____
9. DESCRIBE LANDSCAPING PLAN _____
10. IF A BUSINESS - Present # of Employees _____
Proposed Days & Hours of Operation _____
Will you use the landfill & recycling center? Yes _____ No _____
The main waste by-product of your business is: _____

11. **IF A RESTAURANT** - Present seating _____ Proposed _____
12. **PARKING SPACES** - Number to be provided _____
13. **SIGNAGE** - Free Standing _____ Attached _____
14. **FENCING** - Location _____ Height _____
15. **NEAREST WATER SUPPLY FOR FIREPROTECTION** _____
16. **ESTIMATED VALUE OF PROPOSED WORK** _____
17. **IS THERE AN EXISTING DRIVEWAY?** Yes
18. **IF A SUBDIVISION** - Number of New Lots to be Created _____
- Do you request that the Town consider taking over maintenance of - Roads _____
- Or Park/Open Space _____

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. (This certification must be signed by lot owners and applicants).

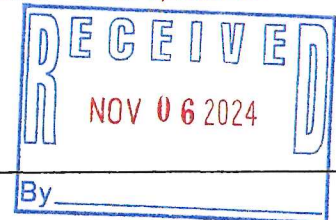
[Signature] 11/5/24
Applicant's Signature Date

[Signature] 11/5/24
Lot Owner's Signature Date

[Signature] 11/5/24
Co-Applicant's Signature Date

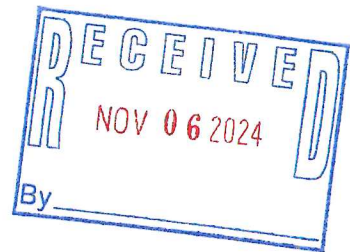
[Signature] 11/5/24
Co-Owner's Signature Date

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits before any construction may commence. Please call 802-282-6488 to speak with the State Permit Specialist.



For Office Use Only		
Map/Lot #		
Fee Paid \$:		Receipt #:
PC: Site Plan	Min. Sub.	Maj. Sub.
PD	PD Amend.	Other
ZBA: Conditional Use	Variance	Appeal
Other		
Zoning District (s)		Date Filed:
Official Submittal Date:		

The setback waiver I am requesting for my property at 179 Handy Rd would be essential for the completion of building an ADU on my property. I am looking to build an ADU above a garage. The projected site of the project is at the end of my already existing driveway. By being able to utilize this portion of land for the structure it will enable me to preserve more of my land and keep it in it's natural state as the driveway to it already exists. The water and septic are also close to that area and this would help minimize having to haul excess material in to be able to make the project a success.



Memorandum

To: Renee and Landon Potwin
Cc: Skip Nalette
From: Jo-Ann Ells
Date: November 13, 2024
Re: Setback Waiver, 179 Handy Road, Lot 02-0043-006

Please submit a response to the following comments/questions on your application for a Setback Waiver before **9:00 a.m., Wednesday, November 20, 2024**. If you are unable to meet this deadline, please contact me as soon as possible to discuss the deadline to have your application considered at the next round of Public Hearings.

Prior to the Zoning Board Hearing, you will receive an agenda, draft Findings of Fact, and additional staff comments if there are any. Please feel free to contact me at any time during this process.

1. Please confirm that you understand that you retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project.

To determine what State Environmental Permits may be required for your project, The Vermont Agency of Natural Resources (ANR) recommends that you use ANR's Permit Navigator Tool by going to the VT Department of Environmental Conservation website [Welcome to DEC | Department of Environmental Conservation \(vermont.gov\)](#) and going to the "Permit Navigator Tool" [Permit Navigator \(force.com\)](#)

If further assistance is needed, please contact the Community Assistance Specialist for our area:

Jeff McMahon, Community Assistance Specialist

Jeff.McMahon@Vermont.gov

802-477-2241

**** I understand ****

2. Please confirm that you understand that you need to contact the Fire Marshal, Tom Peltier, to discuss Public Building Permit requirements related to the Accessory Dwelling Unit. tpeltier@hartford-vt.org (802-299-7013)

**** I understand ****

3. If you have not done so already, I encourage you to talk to Hartford's Environmental Sustainability Coordinator, Dana Clawson, about Vermont Residential Energy Code Requirements. (dclawson@hartford-vt.org)

**** I have a mtg on 11/18/24 ****

4. Please make the following changes to the site plan:

- Update the size of the proposed structure
- Include the distance from the proposed structure to the western property line
- Label the proposed structure "garage/accessory dwelling unit"
- Label the existing shed "to be removed/relocated"
- Update the title to reflect the proposed setback waiver
- Remove "Draft"

**** See revised plan ****

5. Please consider submitting photos of the application.

**** See attached photo ****

6. Please outline how the application conforms with section 260-27 C of the Hartford Zoning Regulations which states:

C. Grading and drainage. The following provisions shall apply to any changes which affect drainage of water to or from a property:

- (1) Any changes in grading shall be made so that runoff is directed to established drainage courses and will not cause ponding or flooding of other properties, or exceed the capacity of downstream drainage facilities.
- (2) When possible, drainage systems shall be designed so that water runoff existing prior to site development shall not be increased after development.
- (3) All changes in grade shall be controlled so as not to cause a nuisance or damage to other properties or erosion of topsoil.

**** Post-construction run-off from the proposed site will follow existing run-off patterns from the site currently used for parking cars. All run-off from this area will sheet flow easterly and will never leave the property. There is no anticipated increase in post-construction runoff from the proposed site because it is already compacted and impervious from parking and driving vehicles ****

7. Please acknowledge that during construction of the proposed garage erosion and sediment control measures as specified in the most current edition of the *Low Risk Site Handbook for Erosion Prevention and Sediment Control*

published by the Vermont Department of Environmental Conservation will be followed.

**** I understand ****

8. Please acknowledge that you understand that construction of the project must comply with Section 260-31 B of the Hartford Zoning Regulations, which states:

Earth moving and hauling, rock drilling or crushing, jack hammer and similar excessively loud equipment shall not be operated on Sundays or between the hours of 5:30 p.m. and 7:00 a.m. except in emergency situations.

**** I understand ****

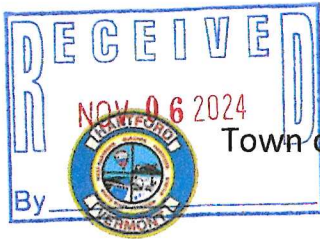
9. Please acknowledge that you understand that any stockpiling of materials related to the construction of the project must be located twice the distance of the height of the stockpiled materials from any public or private right-of-way or property boundary.

**** I understand ****

10. Please send me a single email with all application materials (see list below).

11. Please submit 6 copies of the following:

- Application form
- Revised site plan (11" x 17" is adequate)
- Your response to this memo
- Project Narrative
- Application for a Setback Waiver
- Photos (if submitting)



Town of Hartford

Application for a Setback Waiver

Supplemental Information - Building or Zoning Permit Required

Applicant name: Renee C. & Landon L. Potwin MAP/LOT #: Survey

Location of Property: 179 Handy Rd

1. A setback waiver may be considered by the Zoning Board of Adjustment, providing that a **minimum setback of 5'** is maintained, if one of the following criteria is met.

- (A) When the reduction is no greater than the front or side setbacks for existing structures on adjacent lots on the same street frontage.
- (B) For greater fire safety as recommended by the Hartford Fire Department.
- (C) For greater preservation of open land/agricultural land or scenic vistas.
- (D) For greater preservation of other natural resources, such as, but not limited to surface waters, wetlands or steep slopes.
- (E) For increased energy conservation and renewable energy structures.
- (F) The waiver, if authorized, will represent the minimum necessary to achieve the stated purpose of this Section.

How does your application meet these criteria?

C+D - Already developed area with
Structure being placed in the existing
driveway.

2. The Zoning Board of Adjustment determine that in issuing the setback waiver, the proposed development will:

- (A) Be compatible with the scale and design of structures and overall existing development pattern of the surrounding area.
- (B) Not impair reasonable or appropriate use of adjoining properties.
- (C) Not result in greater impacts on natural resources.
- (D) Not impair sight distances on public or private roads.

How does your application meet these criteria?

Majority of the structure won't be
seen by neighbors. It also cannot be
seen by way of Handy Rd

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits before any construction may commence. Please call 802-282-6488 to speak with the State Permit Specialist.

Renee Potwin
Prepared By

11/5/24
Date

May 2023



Town of Hartford

ACCESSORY DWELLING UNITS

Supplemental Information - Building or Zoning Permit Required

Physical Location: _____

Landowner Name: _____ Phone: _____

An Accessory Dwelling Unit (ADU) is a dwelling unit located on the same lot as a single-family dwelling either within or attached to the single-family dwelling or in a separate structure and has facilities and provisions for independent living, including sleeping, food preparation, and sanitation, provided there is compliance with all the following:

OCCUPANCY: The owner must live on the property and may occupy either the single-family dwelling or the ADU.

SIZE: The ADU cannot exceed 30 percent of the total habitable floor area of the single-family dwelling or 900 square feet, whichever is greater.

Single-family dwelling square footage: _____ ADU square footage: _____

SETBACKS: If the ADU is in a newly constructed structure or an addition to an existing home, it must meet the setback requirements of the zoning district. (See Zoning Permit application)

PARKING: One parking space is required. (See sketch on Zoning Permit application)

MUNICIPAL UTILITIES:

Provide written verification in the form of an executed Allocation Agreement from the Hartford Department of Public Works for any additional flows to a municipal sewer or from a municipal water connection.

Attached _____ N/A _____

Provide an Engineer's or Licensed Designer's Permit Exemption Certification for any municipal sewer or water connection not requiring utility line construction or reconstruction.

Attached _____ N/A _____

Provide a Wastewater Disposal and Potable Water Supply Permit issued by the State of Vermont for any municipal sewer or water connection requiring construction or reconstruction.

Attached _____ N/A _____

ON-SITE UTILITIES:

Provide written verification in the form of a Wastewater Disposal and Potable Water Supply Permit issued by the State of Vermont for any on-site sewer or water connection.

Attached _____ N/A _____

I confirm that my proposed Accessory Dwelling Unit complies with the requirements as outlined above.

Applicant Signature

Date

Landowner (if different from Applicant)

Date

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits before any construction may commence. Please call 802-282-6488 to speak with the State Permit Specialist.



