



PLANNING & ZONING

43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-6655 option 4
miltonvt.gov

Contact your Zoning Administrator to determine the path forward for your project. Below is a general outline of the steps needed.

Land Development that requires a DRB Hearing

Step 1 – Application

1. Submit the applicable application, drawing to scale, and fee to the Planning & Zoning Department.
2. Staff Review
 - a. Statutory requirements (warning, abutters notices, agendas, staff report) are prepared.
 - b. A Notice of Public Hearing sign will be mailed to you. You must post visible from a public right of way.
 - c. Technical Advisory Committee reviews the application and provides comments to be included in the staff report.
 - d. A staff report is prepared approximately 5 days prior to hearing date and provided to applicant, engineer, consultants, and any interested parties that request it. Report outlines compliance with the regulations.

Step 2 – DRB Hearing

1. DRB Hearing
 - a. Applications are scheduled for the next available Development Review Board (DRB) hearing.
 - b. The DRB meets the 2nd and 4th Thursday of each month.
 - c. The applicant and/or representative must attend hearing.
 - d. If the hearing is closed, DRB has 45 days to issue a Notice of Decision.
2. Notice of Decision
 - a. A Notice of Decision will be emailed and/or mailed to you.
 - b. A Notice of Decision has an appeal period of 30 days from signature date. Any interested parties can appeal during this time to Environmental Court.
 - c. If approved, proceed with Step 3.

Step 3 – Conditions of Approval

1. You must meet all conditions of approval required in the Notice of Decision.
 - a. Provide P&Z Staff with final plans for review (electronic).
 - b. Staff reviews final plans and provide comments.

- c. Print a hardcopy of final plans for town files.
- d. If any public infrastructure is proposed, see our flowchart for that process.

Step 4 – Town Permits for Construction and Land Development

1. Connecting to Town Water/Sewer
 1. Apply for Allocation with applicable fee to the Department of Public Works:
 2. Obtain a State W/WW permit.
 3. Apply for a Connection Permit.
 - i. Submit Application and applicable fees.
 - ii. Read through all conditions of approval and contact DPW with any questions/concerns.
 - iii. Request and pay for water meter, if applicable.
 1. Staff orders/provides water meter.
 2. Staff creates Town account for applicable utility.
 4. Notify DPW when work is completed and/or the meter is installed.
 - i. DPW inspects installation and provides comments, if applicable
2. Constructing a driveway on public road and/or connecting to water/sewer on public road
 1. Apply for a Highway Access Permit with applicable fee to DPW
 - i. Read through all conditions of approval and contact DPW with any questions/concerns.
 2. Notify DPW when construction is completed.
 - i. DPW inspects and provides any comments to applicant.
 - ii. Release deposit to applicant.
3. Zoning Permit
 1. Provide all applicable State permits to Zoning Administrator
 2. Apply for Zoning Permit and pay applicable fee
 - i. Provide all applicable State permits to Zoning Administrator
 - ii. Zoning Administrator has 30 days to review
 - iii. Once approved, there is a 15-day appeal period.
 3. After construction is completed, you must obtain a Certificate of Compliance to “close out” you project.
 - i. If this is a new residential dwelling unit, you will pay the applicable impact fee at this time.
 - ii. Perform inspection to close out permit and provides copy of approved certificate of compliance to applicant.

Resources:

Applications that may be applicable to a subdivision application:

General Information Form: <http://miltonvt.gov/DocumentCenter/View/273/General-Information-Form-PDF?bidId=>

Conditional Use: <http://miltonvt.gov/DocumentCenter/View/270/Conditional-Use-Form-PDF>

Major Site Plan: <http://miltonvt.gov/DocumentCenter/View/260/Site-Plan-and-Major-Site-Plan-Amendment-Form-PDF>

Variance: <http://miltonvt.gov/DocumentCenter/View/264/Variance-Form-PDF>

Waiver: <http://miltonvt.gov/DocumentCenter/View/265/Waiver-Form-PDF>

Appeal: <http://miltonvt.gov/DocumentCenter/View/267/Appeal-Form-PDF>

Zoning Permit: <http://miltonvt.gov/DocumentCenter/View/1206/Zoning-Permit-Application-PDF>

Certificate of Compliance: <http://miltonvt.gov/DocumentCenter/View/268/Certificate-Of-Compliance-Application-PDF>

Water/Wastewater Allocation: <http://miltonvt.gov/DocumentCenter/View/117/Allocation-Application-October-2020-PDF>

Water/Wastewater Connection: <http://miltonvt.gov/DocumentCenter/View/115/Water-Wastewater-Connection-Permit2020-PDF>

Highway Access: <http://miltonvt.gov/DocumentCenter/View/56/Highway-Access-Permit-Application-PDF>

State Information:

ANR Permit Specialist:

Permit Specialist, Districts 4 and 6

[Jeff McMahan](#) | Permit Specialist

Essex Regional Office ([map](#))

111 West Street

Essex, VT 05452

Telephone: 802-477-2241

Email: jeff.mcmahon@vermont.gov

Water/Wastewater: <https://dec.vermont.gov/water/ww-systems>

Physical/Mailing Address

Environmental Conservation:

111 West Street

Essex Junction, Vermont 05452

Phone: 802- 879-5656

Fax: 802-879-3871

Hours: Monday through Friday, 7:45 a.m. to 4:30 p.m