



Town of Pittsford

"The Sunshine Village"

Municipal Office
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For Your Information...

FREQUENTLY ASKED QUESTIONS (FAQ): Is a Permit Required???

When is a Town Permit Required? From Section 1302 (A) of Pittsford Zoning Regulations:

"No Land Development as defined herein, which is subject to these regulations, shall be commenced in the Town of Pittsford until a Zoning Permit has been issued by the Zoning Administrator. If the project is commenced prior to the issuance of a zoning Permit, Fees may be doubled &/or a Violation issued.

Article XX of Zoning regulations define **DEVELOPMENT** as, *"The division of a parcel into two or more parcels; the construction, reconstruction, conversion, structural alteration*, relocation* or enlargement of any building(s) or other structure(s); or any mining, excavation, or land fill; and(or) any changes in the USE of any building or other structure(s), or land, or extension of use of land."*

** Note: structural alteration & relocation combined may be considered a Change of Use, & to be the same as Demolition.*

Most Town permits are processed within about 10 days from receipt of a complete application. VT statute, however, requires a minimum of 15 days warning period after issue date before the permit goes into effect. Starting a project before the Permit is in effect is a zoning violation.

When is a Town Permit Not Required? Sections 105 & 1302 (B) identifies specific EXEMPTIONS from Town Permits, providing the project is Not in a FEMA Special Flood Hazard Area. If your project is a clear exemption, contact the Zoning Administrator for written confirmation that a permit is not required.

Note that exempt projects may still need to conform to other applicable sections of the Zoning Regulations.

When is a State of VT Permit Required?

A Town Permit does not release a business or property owner from also obtaining any VT permits, reviews, inspections, etc. that their project may require. The Town is not authorized to require or enforce VT regulations. If you have questions on if your project will require a VT permit, you are advised research the **VT PERMIT NAVIGATOR** review software on-line or contact the *VT Community Assistance Specialist for Rutland Co.* or visit the VT Environmental Assistance Office in Rutland city, at 450 Asa Bloomer State Office Building on Merchants Row. FYI, VT permits often take weeks to months to process.

When A Qualified Farm Operation wants to Construct an Agricultural Structure: VT's Required Agricultural Practices Act requires Farmers to submit to the Town EITHER a *"Notice of Intent to Construct an Agricultural Structure"* form or a Town permit application. Failing to submit one or the other is a zoning violation. The VT Agency of Agriculture, Food & Markets may issue a Determination Letter to the Town, to override municipal regulations (example: for setbacks).

Town Applications and Notice to Construct an Ag. Structure forms are available on the Town Website or at Town Office. The Zoning Administrator's usual Office Hours are on Wednesdays (1:00 – 4:00pm) and Friday afternoons (8:30 – 3:00 pm). Check www.Pittsfordvermont.com ahead of your visit for any posted changes to this schedule.