

Town of Proctor



Common Questions on Permitting

Do I need Permit?

The simple answer would be to contact the Zoning Administrator if you are unsure about needing a permit. However, any structure, addition, or remodeling that changes the footprint of the property or existing structures will generally need a permit. Any subdivision of land or development of land for the purpose of building will also require a permit. And lastly, there are different permits and restrictions depending on where you are developing. Proctor has many wetland areas and flood zones within town. As a reminder, it's important to always investigate the zoning of the property prior to construction to avoid fines.

Who do I contact?

The Interim Zoning Administrator, Michael Ramsey (Town Manager) at 1-802-459-3333.

What are Common Violations?

For homeowners, many zoning violations are a result a contractor's claim that a permit is not necessary and work can start in no time. Example: retailer delivers a prefab garage in one week and your neighbor "Okays" the project. (*Note: In this scenario the property owner who's performing the work is the only party liable for a zoning violation.*) If a violation is handed out, there are now additional fees for starting a project prior to its effective date along with other possible penalties.

Where can I find permitting guidance specific to Proctor?

Section 205 of the *Town of Proctor Zoning Regulations* contains Table of Uses that act as a helping guide to understanding different permissible land uses and whether a site plan/permit is necessary for each use.

How long does it take to get a permit?

Most town permits can be approved in 3-5 business days. Any permit request that may require a public hearing with the Planning Commission will require longer.

After my permit is approved, what then?

Once the permit has been approved and the sign has been posted on the yard there is still a 15-day waiting period for any appeal from interested parties. Construction done prior to the end of the 15-day waiting period may result in a violation.

Do I need a permit from the state?

VT permits often take weeks or months to process, and if required, a permit issued by the town does not release a business or property owner from needing a state permit, review, report, and/or inspection. The Town is not authorized to require or enforce VT regulations. If you have questions on whether your project needs a VT permit, you are advised to contact the State Permit Assistance Specialist, Rick Oberkirch at Rick.Oberkirch@vermont.gov or (802) 282-6488. His office location information is as followed: VT Environmental Assistance Office, 450 Asa Bloomer State Office Building, Merchants Row, Rutland City.