

The path for gaining approval of an accessory apartment takes place on 2 parallel tracks

“Local track”

Contact the Planning and Zoning Office and obtain application form(s) (also on website, ie. www.shelburnevt.org/154/Planning-Zoning)

Matters to address will vary by project scope and location. More specifically, if planning accessory apartment (also known as ADU)...

...entirely within existing residence (i.e., no new space added)

...within space added to existing residence (i.e., addition)

...within a new or existing accessory structure (i.e., outbuilding)

Topics are usually limited to local fees (zoning, water, wastewater, and impact fees) and state wastewater permit (including allocation)

In addition to items included in box at left, topics include complying with setback and coverage restrictions

In addition to items included in boxes at left, topics include gaining approval for any new water or wastewater connection and/or driveway

If property is served by municipal wastewater service, seek ‘ability to serve’ / additional allocation from Selectboard (request via Town Manager’s office)

Complete application requirements, pay fees, and obtain local permit

“State track”

Contact Vermont Agency of Natural Resources and obtain form(s) to amend existing Wastewater Permit (dec.vermont.gov/water/ww-systems)

Matters to address will vary by project scope and location, more specifically if your property is...

served by public sewer

served by a private septic system

Confirm your existing permit (may need to obtain if lacking)

Confirm your septic system is capable of supporting additional flows, or,

Confirm/obtain additional flow (gallons /day) needed to serve Accessory apartment

Engage engineer to design system expansion

Complete application requirements, pay WW permit fees, and obtain updated state wastewater permit