

How do I know if my project needs DRB review?

If you have a project that might trigger the need for DRB review, contact the Zoning Administrator (ZA).

A preliminary review will be done to determine when/if DRB review is required and how to best prepare an application for their review.

Depending on the scope of a project, some of the types of projects reviewed by the DRB include:

- Subdivision of land
- Conditional Use permits
- Variances
- Appeals of Zoning permits
- Some Flood Hazard Area permits

Permit cost: \$170

- Development Review Board (DRB) is a board of Rutland city residents appointed by the Mayor.
- DRB processes and timelines are set by State Statute.
- DRB review includes a public hearing that allows for public input on proposed projects.
- Hearings are scheduled the 1st and 3rd Wednesday of each month.
- DRB decisions seek to strike a balance between a proposed use of land and that use's impact on the surrounding neighbors.
- When DRB review is required, a favorable decision is needed before a Zoning permit can be issued.

Development Review Board

DRB

City of Rutland Vermont
August 2020



Public Notice Timelines

DRB Review is subject to timelines mandated by State Statute

- A completed DRB application must be received no later than 20 days before the hearing date.
- Applicants are given a list of abutting property owners by the ZA. Applicants must send public hearing notices to everyone on the list via certified mail. These notices must be received by abutters at least 15 days before the public hearing date.
- ZA posts hearing notices, as required. This includes a poster on the subject property in view of the public right-of-way.
- If all of these steps aren't taken, the hearing will be postponed.

Note: Projects are most successful when all regulations and permits are identified early on in the design process.

The earlier you talk to us, the more help we can be. Give us a call.

What happens at the hearing?

Applicant and anyone else in attendance is sworn in.

Applicant provides proof (certified mail receipts) that notices were sent to abutters.

Applicant presents their proposal to the DRB.

Questions may be asked by either DRB members or members of the public.

If further information is needed, the hearing can remain open to reconvene at the next meeting.

Otherwise, the hearing is closed that evening and no further evidence or information can be submitted to the DRB.

What happens after the hearing?

DRB has 45 days to make a decision.

Decision is mailed to Applicant and all neighbors who attended the hearing.

An appeal of the decision can be made by applicant or by neighbors who attended the hearing within 30 days of the decision.

Appeals are reviewed by the Vermont Superior Court, Environmental Division.

If decision is not appealed, and the decision is favorable to the project, Zoning permit can be issued by the ZA.

Once a decision is made what happens?

A Zoning Permit needs to be issued to allow the project to proceed. Once the Zoning Permit is approved by the ZA, the following occurs:

- A sign is posted (in a place that is visible from the nearest public right-of-way) alerting neighbors that a permit has been issued.
- The sign remains in place for the 15-day appeal period.
- At the end of that time, if no appeal has been filed, the permit is officially in effect.
- A copy of the fully authorized permit is mailed to the applicant and the land owner
- A copy of the permit is filed in the land records.

Note: Any renovation or construction requires a Building Permit from the City. Depending on the scope of the project, State permits may also be required.

Contact Us

Building and Zoning Department

(802) 773-1800 ext. *246
tarak@rutlandcity.org

Permit forms are available on our website or in our office at City Hall:

52 Washington Street. 2nd floor