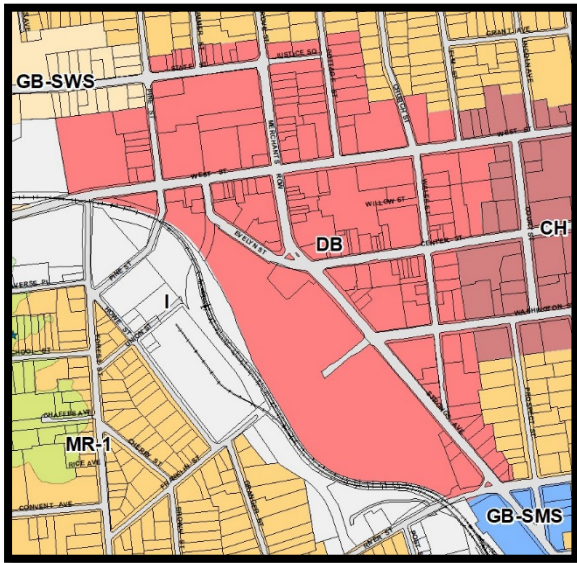


DOWNTOWN BUSINESS DISTRICT

Downtown Rutland is comprised of one zoning district – Downtown Business (DB), as depicted below in red.

The District stretches from State Street in the north to Madison Street in the south, and from Pine Street/railroad tracks in the west to Elm Street/Prospect Street in the east.



Development projects for those properties located in the Downtown Business zoning district are potentially subject to:

- Review and approval from the Zoning Administrator;
- Review and approval from the Architectural Review Committee; and
- Review and approval from the Development Review Board.

CONTACT INFORMATION

52 Washington Street, Second Floor, Rutland, VT

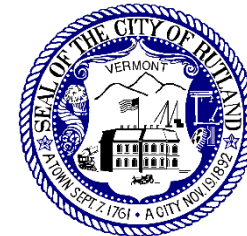
Andrew Strniste, Zoning Administrator
(802) 774-7833 / andrews@rutlandcity.org

Mark Sadakierski, Building Inspector
(802) 774-7820 / marks@rutlandcity.org

Michael Brookman, Asst. Building Inspector
(802) 774-7817 / mikeb@rutlandcity.org

Susan Clark, Office Coordinator
(802) 774-7803 / susanc@rutlandcity.org

Permitting in Downtown Rutland



**CITY OF RUTLAND
VERMONT**

Fall 2021

WHAT REGULATIONS APPLY?

Downtown Rutland is subject to the following regulations outlined in the City's Land Use Development Regulations (revised 12/16/20):

- The **Normal Zoning-Related** standards, which includes setback and use requirements (see § 31-311); and
- **Design Review** standards, which involves aesthetic considerations (see § 31-209).

WHEN IS A PERMIT REQUIRED?

Under the **Normal Zoning-Related** standards, a zoning permit is required for any proposed development, which includes the following:

- Subdividing land;
- Constructing, converting, structurally altering, relocating, or enlarging any building or structure;
- Mining, excavating or landfilling;
- Any change of use to any building, structure or land; or
- Extending a use on the property.

In addition, under the **Design Review** standards, the following activities require further permitting:

- Exterior development;
- Demolition, except demolition of fences, walls, terraces, steps, dog houses, swing sets, driveways, flagpoles and other such structures;
- Any structure that is erected, reconstructed, substantially altered, moved or demolished.

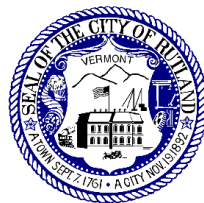
WHO REVIEWS THE PROJECT?

Who reviews an application depends on the type of development being proposed. In some cases, review by all three of the Zoning Administrator (ZA), Architectural Review Committee (ARC), and Development Review Board (DRB) is required, whereas in other cases, review may only be required by the Zoning Administrator.

Below is a list of project examples and the associated type of review that is required:

- Almost all construction of new structures requires review by the ZA, ARC and DRB;
- Exterior modifications, such as an addition, requires review by the ZA, ARC and DRB;
- Exterior façade changes, which includes the changing of building materials, reorientation of windows, installation of balconies, renovations of the front building line, requires review by the ARC and ZA;
- Changes of use (e.g. converting a restaurant into retail, converting retail in apartments, etc.) requires review by the ZA; and
- Demolition of most development requires review by the ZA and DRB.

Please contact the Zoning Department for further clarification as to whether a permit is required (see back of this pamphlet for contact information).



EXEMPTIONS?

Some projects are exempt from permitting and review by the Zoning Administrator, Architectural Review Committee, and Development Review Board. Common exemptions include, but are not limited to:

- Structures with an area of less than 64 sq. ft. (§ 31-203(E));
- Most repairs and maintenance activities relating to the façade;
- Interior renovations (BUILDING PERMITS from the Building Inspector may be required).

OTHER PERMITS?

- **Building Permits** – Building permits are reviewed and approved by the City's Building Inspector and are required when performing most interior renovations, as well as most exterior renovations and additions.
- **Sign Permits** – Sign permits are also reviewed and approved by the City's Building Inspector, and are required for any installation or erection of a sign.
- **Overhangs in the City's Right-of-Way** – any improvement that overhangs into the City's right-of-way (e.g. balconies, signs, etc.) requires approval from the Board of Aldermen.

OTHER INFORMATION

- Applications can be found on the City's website (rutlandcity.org) or by visiting City Hall at 52 Washington Street, Rutland, VT 05489.
- See back of this pamphlet for contact information.