

Guide to Building or Modifying a Home in Cornwall

October 2017

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- B) has an adequate water supply, and
- C) can support a waste water disposal system.

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Important – before your septic system is covered with soil, it must receive approval from the State of Vermont. Do not let the system be covered with soil prior to this examination by an inspector.

2. A list of well drillers may be found in the Yellow pages of the Burlington, Rutland, or Addison County phone books under *Well Contractors*. To test your water quality, consult the Yellow Pages under *Laboratories – Testing* or obtain a Vermont Department of Health Water Testing Order Form/Guide from the Town Clerk or by calling 1-800-660-9997.

3. **Warning:** State permits may be required for this project. Call **1-802-282-6488** or email **Rick.Oberkirch@vermont.gov** to contact the Permit Assistance Specialist **BEFORE** beginning construction.

4. For your safety and that of the public, Cornwall's Zoning Regulations* require that you obtain an **Access Permit*** from the Town Road Foreman*. This permit insures that your driveway will intersect a public road in the safest possible manner and that water runoff around

and/or through that driveway will not adversely affect others. A copy of the road access permit must be attached to the building permit application when it is submitted to the Zoning Administrator. If your proposed driveway will intersect a state highway, you must contact the District 5 Agency of Transportation office in Colchester at 1-802-655-1580.

Important – You must obtain a Road Access Permit when you do any kind of modification to your driveway, or if you start to utilize a farm access on a regular basis. **Mike Sunderland*** is the Road Foreman. His phone number is Home: 349-9178, Work: 462-2752.

5. Once you have the driveway established, you must contact **Katie Gieges***, Cornwall's E 9-1-1 Coordinator. She will issue you an E 9-1-1 number based on the driveway location on the road. The E 9-1-1 road number will be required for several facets of obtaining your building permit and obtaining phone service. Katie's phone number is 462-2182.

6. Lastly, you must complete the zoning permit application. As part of that application you will need to lay out the site of your proposed building(s) on a **Zoning Application Plot Plan**. It need not be drawn to scale, but should show the locations of water and sewer systems and the distances from the sides of the proposed structure(s) to your property lines. Cornwall has *Setback Requirements* that prohibit any construction too close to the property line or public road. These setbacks vary from district to district within the Town. Obtain the Zoning Regulations* and Zoning Map* from the Town Clerk. Find your property on the map to learn the *minimum setback requirements* and the *maximum allowable building height* for the zone in which you will be building. Another consideration to be aware of is the total building coverage on your parcel, there is a percentage that must be observed.

7. Submit your zoning permit application to the Town's Zoning Administrator* who will review your information. **Jim Duclos*** is the Zoning Administrator. His address is 961 Ridge Road, Cornwall, VT 05753. His phone number is 462-3888. If everything is in order, you will receive a **Zoning Permit** (building permit). A fee will be involved. **Only after the Zoning Administrator has issued the Permit and the Fifteen (15) day grace period has passed, may you begin construction.**

Summary

We hope you have found this to be a useful guide. Please contact the Town Clerk with any suggestions for its improvement.

The names and phone numbers of the Town Officials and all regulations and maps (as indicated by an asterisk (*)) are available from the Cornwall Town Clerk. (802-462-2775)

CHECKLIST

This checklist can serve as a worksheet while completing the process to build or modify a home in Cornwall.

	Date Completed
1. Perk Test	_____
2. Disposal System Construction Permit (State of VT)	_____
3. Road Access Permit	_____
4. Sketch Map Drawn	_____
5. E 9-1-1 Road Number issued	_____
6. State Permit for Wastewater System received	_____
7. Zoning Permit issued and fee paid	_____
Attachments: A. Road Access Permit Application	
B. Zoning (Building) Permit Application	

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