



**Colchester**  
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**PLANNING & ZONING DEPARTMENT  
ELMS SOFTWARE TRAINING**



This software requires Internet Explorer and can not be viewed in other platforms and is difficult to view in mobile devices. Please also note that the pages may require pop-ups as well as "compatibility view" that can be approved in your browser under the tools drop down.

**Please use this url:** <https://elms.colchestervt.us/elms/>

**User Name: public**

**Password: public**

You will not be able to edit items using this login however you will be able to view existing Planning & Zoning Department documents that have been scanned. It is anticipated that by 2016 all Planning and Zoning documents will be scanned into the ELMS software including active permits, applications, and Board reviews. The following screen is the screen you will see after you log in. Note that you can search by owner's name, address, permit number (here listed as activity number) or parcel number ( must be fully written out such as 30-002002-0890000). Simply hit enter or click on "Search in the upper right hand corner when ready to search.



Once you have hit search, it will bring up the property screen. The current owner and other basic information will be listed on this page. Please be aware that owners are updated once a month and therefore may not be current if there was a recent sale. All files to be scanned by the department will be listed here at the bottom of the property screen under attachments.

The screenshot shows the 'Enterprise Land Management System' interface. At the top, there is a navigation bar with the following tabs: Search, Inspections, Planners, Reports, Support, Admin, and Logout. The user is logged in as 'Sarah Hadd' and the version is '4.5.10'. The main search area is titled 'Search' and contains several input fields and dropdown menus. The 'Activity' section is expanded, showing a list of activity types and sub-types. The activity types list includes: Building Division - Accessory Apartment, Building Division - Bldg - All Others, Building Division - Conversion To Year-Round, Building Division - Curb Cut, Building Division - Deck, Building Division - Demolition, Building Division - Duplex Residential, Building Division - Excavation In Public R.O.W., Building Division - Failed Inspection, Building Division - Fence, Building Division - Home Occupation, Building Division - Local Vw, Building Division - Minor Amendment, Building Division - Mobile Home, and Building Division - Multi-Purpose Permit. The activity sub-types list includes: Commercial - Site Plan Commercial, Commercial - Site Plan Amendment, Commercial - Site Plan Comm. Administrative Amendment, Commercial - Site Plan With Final Plat, Commercial - Site Plan Seawall, Residential - Conditional Use, Variance, Appeals, Residential - Sketch Plan, Residential - Preliminary Plat Major Residential, Residential - Final Plat Major, Residential - Final Plat Minor, Residential - Final Plat Amendment, Residential - Site Plan Residential, Residential - Site Plan Seawall, Residential - Site Plan Certificate Of Appropriateness, and Residential - Site Plan Res. Administrative Amendment.



On the bottom left hand side of the screen is the project explorer area. This is the area that lists specific permits. For permit prior to 2015, you may have to search the scanned pdfs under the property screen. You will notice on the property below there is an active permit. For older permits, you can click on the “All” button in the project explorer and it will bring up an index of previous permits that may or may not have the associated documents listed as attachments. The inactive permits were taken from our previous Microsoft Access database which dates back to the 1990s and includes many of the septic or wastewater permits.

**Enterprise Land Management System**  
 User: Sarah Hadd | Version: 4.5.10

**Land Manager**

**Land Details**

ID	2898	Description	
Active	Yes	Alias	
Zone		Land Use	
P-Zone		R-Zone	
Coordinate X		Coordinate Y	
Address Range			

**Land Address**

Address	87 BAYVIEW RD
	Colchester VT
Description	5612
Primary	Yes
Active	Yes

**Land APN**

APN #	[67-022013-0000000]
Owner Name	GILMOND ALLSTON JOSEPH III GILMOND DEBORAH LYNN
Address	87 BAYVIEW RD COLCHESTER VT 05446
Email	
Phone	
Fax	

**Comments**

Date	Comment
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**Attachments**

ID	Description	Size	Date
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**Project Explorer**

- Active
- All
- 87 BAYVIEW RD
  - Building Demo single family home



In the project explorer you will notice a plus sign next to the “Building Demo” permit. Please click on the “+” sign to drop down the permit and see the specific building permit. Click on the bottom option to see the permit detail. Once in the specific permit you will see the details of when the permit was issued, what the conditions were, as well as any field inspection reports and if there was a CO issued (see selection in the upper right under activity detail).

Enterprise Land Management System

Search Inspections Planners Reports Support Admin Logout

User: Sarah Hadd | Version: 4.5.10

Street No: 87 Street Name: Bayview Rd

Active All

87 BAYVIEW RD

### Activity Manager 87 BAYVIEW RD

#### Activity Detail

Activity #	24207	Activity Status	Permit Issued
Activity Type	Demolition	Sub Type	
Description	Demolish single family house - 4bedrooms		
Applied Date	04/09/2015	Issue Date	04/16/2015
Completion Date		Expiration Date	10/13/2015
Created By	Jane Dion	Valuation	\$5,000.00
Label		Inspect Date	
Acres to be Disturbed	<1	Date Met	
Conditions		Lot Coverage	
Land Disturbance [s.f.]		Effective Date	04/30/2015
Entry Date	04/09/2015	Taxes Paid	Y
Impervious Area (Sq. Ft.)		DPW Approval Obtained	N
DPW Approval Req'd	N	Sewage Disposal	on-site
Taxes Paid	N	Sewer Allocation Paid	
Fire District	FD#3	Floodplain	N
Shoreland District	N		

#### People Manager

People Type	License	Name	Phone	Hold
Owner		Diane Handy	802-860-0652	N

#### Finance Manager

	Activity	Plan Check	Business Tax	Total
Fees	\$110.00	\$0.00	\$0.00	\$110.00
Payment	\$110.00	\$0.00	\$0.00	\$110.00
Extended Credit	\$0.00	\$0.00	\$0.00	\$0.00
Bounced Amount	\$0.00	\$0.00	\$0.00	\$0.00
Balance Due	\$0.00	\$0.00	\$0.00	\$0.00

#### Activity Team

Front Desk	Planner
Jane Dion	Lisa Riddle
Derek Sheperdson	

#### Conditions/Violations

Total ( 1 )	Warning ( 0 )
7296	Demo-Septic

#### Comments

Date	Comment
04/10/2015	Comply with IRC 2012 and Colchester Zoning for demo.
04/09/2015	Building Inspector shall verify location of footprint prior to demolition and existing lot coverage.

#### Attachments

ID	Description	Size	Date
A-24207-20150409091247.pdf	BP#24207 demo	851,284	04/09/2015

#### Project Explorer

- Active All
- Building Demo single family home
- Building Permit
- Demolition



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You can also view any attachments to the permits, such as the plans, by clicking on the Attachments selection.

Enterprise Land Management System

Search Inspections Planners Reports Support Admin Logout

User: Sarah Hadd | Version: 4.5.10

Street No: 87 Street Name: Bayview Rd

Active All

87 BAYVIEW RD

### Activity Manager 87 BAYVIEW RD

Activity Detail		Copy	Edit	Print	FIR	Certificate of Occupancy
Activity #	24207					Permit Issued
Activity Type	Demolition					Sub Type
Description	Demolish single family house - 4bedrooms					
Applied Date	04/09/2015	Issue Date	04/16/2015			
Completion Date		Expiration Date	10/13/2015			
Created By	Jane Dion	Valuation	\$5,000.00			
Label		Inspect Date				
Acres to be Disturbed	<1	Date Met				
Conditions		Lot Coverage				
Land Disturbance [s.f.]		Effective Date	04/30/2015			
Entry Date	04/09/2015	Taxes Paid	Y			
Impervious Area (Sq. Ft.)		DPW Approval Obtained	N			
DPW Approval Req'd	N	Sewage Disposal	on-site			
Taxes Paid	N	Sewer Allocation Paid				
Fire District	FD#3	Floodplain	N			
Shoreland District	N					

### People Manager

People Type	License	Name	Phone	Hold
Owner		Diane Handy	802-860-0652	N

### Finance Manager

	Activity	Plan Check	Business Tax	Total
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Bounced Amount	\$0.00	\$0.00	\$0.00	\$0.00
Balance Due	\$0.00	\$0.00	\$0.00	\$0.00

### Activity Team

Role	Name
Front Desk	Jane Dion
Plan Reviewer	Derek Shepardon
Planner	Lisa Riddle

### Conditions/Violations

Total ( 1 )	Warning ( 0 )
7296	Demo-Septic

### Comments

Date	Comment
04/10/2015	Comply with IRC 2012 and Colchester Zoning for demo.
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### Attachments

ID	Description	Size	Date
<a href="#">A-24207-20150409091247.pdf</a>	BP#24207 demo	851,284	04/09/2015

LSO Explorer

Project Explorer

Active All

Building Demo single family home

Building Permit

Demolition

Holds Add

Site Data View

Plan Check Add

04/10/2015 PC Cancelled

Inspections Add

Linked Activities



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Note: only the first three attachments will show in the permit detail so please click on Attachments to ensure that you see all of the attachments.

The screenshot shows the 'Enterprise Land Management System' interface. The main content area is titled 'Add Attachments 87 BAYVIEW RD -- 24207 - Demolition'. Below this title is an 'Add' form with fields for Description, File Name, and four Keyword fields. Below the form is an 'Attachments' table with the following data:

File Name	Keyword1	Keyword2	Keyword3	Keyword4	File Size	Date	Edit	Delete
A-24207-20150409091247.pdf	BP#24207				851,284	04/09/2015		



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This concludes the formal portion of the training. The software is available in the Colchester Research area however is also available from any Internet Explorer browser. Please contact Sarah Hadd, Colchester Director of Planning and Zoning with any follow-up questions at [shadd@colchestervt.gov](mailto:shadd@colchestervt.gov) or (802)-264-5602 or stop by the offices. Thank you for your participation.