



781 Blakely Road • Colchester, Vermont • 05446 • 802.264.5500

www.colchestervt.gov

MEMORANDUM

TO: Camp Conversion Applicants
FROM: Sarah Hadd, Director of Planning & Zoning
DATE: June 5, 2012
RE: Conversion Process

Per Section 10.14 of the Development Regulations, all conversions from seasonal dwelling to a single-family dwelling require the following conditions be met:

1. Access. The property shall have adequate access in accordance with the adopted Colchester Code of Ordinances Chapter Seven and any amendments thereto. The Inspector shall be the reviewing authority for adequate access. *The Inspector can be contacted at the Planning and Zoning Office (802-264-5607).*

Do not proceed with the additional steps until adequate access can be verified.

2. On-site Sewage Disposal. The property shall have a septic system conforming to all current Town and State regulations. The sewage requirements of Chapter Eight of the Colchester Code of Ordinances shall not be waived by the Development Review Board. *Generally a State Wastewater Permit is required (ask for separate form to be filled out by a Professional Engineer or Site Tech).*
3. Potable Water. The property shall have year-round access to potable water that meets all current Town and State regulations. *For municipal water please contact the appropriate Fire District (Fire District 2 at 802-862-4621 or Fire District 3 at 802-878-4337). Questions on other types of potable water, such as wells, should be directed to the Inspector.*
4. The proposed year-round residential use is a permitted or otherwise allowed in the District.
5. Two off-street parking spaces are required per dwelling unit.

If you wish to convert to a single-family dwelling, a complete building permit application and all other applicable permits (such as septic) must be submitted to the Planning and Zoning Office. Permit fees are due after the building permit has been reviewed and is ready for pick-up. **The conversion process is not complete until all fees have been paid and permits issued (see attached fee sheet).**



CAMP CONVERSION REVIEW

APPLICANT: _____
 DATE: _____
 RE: _____ Project
 TM _____, P _____

The plans stamp dated _____ have been reviewed for conformance with Section 10.14 of the Development Regulations and there are the following findings:

	Meets regulation	Doesn't meet regulations	N/A
Chapter 7 (Fire Access)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
<i><u>Do not proceed with the additional steps until adequate access can be verified.</u></i>			
Chapter 8 (Wastewater)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Chapter 8 (Potable Water)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Development Regs Table A-1 (Uses)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Two off-street parking spaces	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Smoke / CO Detectors	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Land Owner Signature	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Recommendations: _____

**DO NOT ISSUE PERMIT UNTIL
 ALL
 OF THE CHECKLIST HAS BEEN COMPLETED.**

Fees for Conversions

Administrative Review Fee	\$150.00
Septic Permit (fee depends on local vs. state application)	
Recreation Impact Fee (FY20)	\$1501.00
School Impact Fee (per bedroom)	\$600.00
Building Permit	\$85.00 Base Fee <i>(Amount dependent on extent of work)</i>