



Colchester
VERMONT



**PLANNING & ZONING DEPARTMENT
ELMS SOFTWARE GUIDE**



This software is best viewed in Internet Explorer and can be 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 menu.

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. In 2016 the department underwent a significant scanning effort and most documents are available as a result of this effort in the “archive” files (explained more in following pages). Permits that have been applied for or issued since 2016 will appear as stand alone entries under a property.

After logging in, select “Search” in the upper lefthand corner of the screen.



Below is the “home page” screen. You can search by owner’s name, address, permit number (here listed as activity number) or parcel number which 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.

Enterprise Land Management System

Welcome General Public | eLMS Version : 4.6

Search Support Logout

Find

LSO Explorer

Street No Street Name

Find

Document Search Reset Search

Address

Parcel Number

Owner

Owner Name

State

Country

Zip

Project

Project Name

Project No

Sub Project

Sub Project Name

Sub Project No

Activity

Activity Number

Activity List

Activity Types

- Building Division - Accessory Apartment
- Building Division - Bldg - All Others
- Building Division - Conversion To Year-Round
- 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 - Mobile Home
- Building Division - Multi-Purpose Permit
- Building Division - New Commercial
- Building Division - New Residential
- Building Division - Permit Extension

Activity Sub Types

- Commercial - Site Plan
- Commercial - Site Plan Amendment
- Commercial - Site Plan Administrative Amendment
- Commercial - Site Plan With Final Plat
- Commercial - Site Plan Seawall
- Commercial - Conditional Use, Variance, Appeals
- Commercial - Final Plat Major
- Commercial - Final Plat Minor
- Commercial - Final Plat Amendment
- Commercial - Sketch Plan
- Residential - Conditional Use, Variance, Appeals
- Residential - Sketch Plan
- Residential - Preliminary Plat Major Residential
- Residential - Site Plan With Final Plat
- Residential - Final Plat Major



Once you have hit search, it will bring up the property screen. You must click the address of the property on the left side tree, as shown below, to access information about that property.

Enterprise Land Management System

Welcome General Public | eLMS Version : 4.6

Search Support Logout

LSO Explorer Find

Street No Street Name

781 Blakely Rd

Active All

781 BLAKELY RD

Town of Colchester - Enterprise Land Management System

Click on the left side tree for LSO details.

To begin, enter your Search Criteria to the left.



Once the address is selected, 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. Historical files scanned by the department in 2016 will be listed here at the bottom of the property screen under attachments. Click the word "Attachments" to see all available historic files.

Enterprise Land Management System
Welcome General Public | eLMS Vers

Search
Support
Logout

LSO Explorer Find

Street No

Street Name

781

Blakely Rd

Active All

781 BLAKELY RD

Land Manager

Land Details

ID	6907	Description
Active	Yes	Alias
Zone		Land Use
P-Zone		R-Zone
Coordinate X		Coordinate Y
Address Range		

Land Address

Address	781 BLAKELY RD
	Colchester VT
Description	856
Primary	Yes
Active	Yes

Land APN

APN #	07-057013-0000000
Owner Name	COLCHESTER TOWN OF
Address	781 BLAKELY RD
	COLCHESTER VT 5446
Email	
Phone	
Fax	

Comments

Date	Comment
------	---------

Attachments [25]

ID	Description	Size	Date
archive/07-057013-0000000_12.pdf	Archived Document	0	06/06/2016
archive/07-057013-0000000_13.pdf	Archived Document	0	06/06/2016
archive/07-057013-0000000_14.pdf	Archived Document	0	06/06/2016

Project Explorer

Active All

- + Planning town plan
- + Planning Salt Shed Expansion
- + Planning Copies
- + Planning Copy of Town Plan
- + Planning Copies
- + Planning Photocopies
- + Building
- + Building



On the bottom left hand side of the screen is the project explorer area. This is the area that lists specific permits. You will notice on the property below there is an active permit, which is shown in blue writing. For older permits, you can click on the “All” button in the project explorer and it will bring up a list of permits, with associated documents found in the “archive” files. Not all historical permits are listed here so it’s worth reviewing the historical record for information on permits prior to 2015.

The screenshot displays the Enterprise Land Management System interface. The top navigation bar includes 'Search', 'Inspections', 'Planners', 'Reports', 'Support', 'Admin', and 'Logout'. The main content area is divided into several sections:

- LSD Explorer:** Includes search fields for 'Street No' (87) and 'Street Name' (Bayview Rd), and radio buttons for 'Active' (selected) and 'All'.
- Land Manager:** Contains detailed information for the selected property.

Land Details	
ID	2898
Active	Yes
Zone	
P-Zone	
Coordinate X	
Address Range	

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

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

Comments	
Date	Comment

Attachments	
ID	Description

Project Explorer: Located at the bottom left, it shows a tree view with 'Active' selected and a single item: '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 Hall | Version: 4.3.19

Street No: 87 Street Name: Bayview Rd

Active All

87 BAYVIEW RD

Activity Manager 87 BAYVIEW RD

Activity Detail

Activity #	Activity Status	Copy	Edit	Print	FB	Certificate of Occupancy
24207	Demolition					Permit Issued
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	N			
Fire District	FD#3					
Shoreland District	N					

People Manager

People Type	License	Name	Phone	Hold
Owner		Diane Hardy	802-960-0652	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
Plan Reviewer	Derek Shepardson

Conditions/Violations

Total	Warning
1	0
7395	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-24207-201504091247.pdf	BP#24207 demo	851,284	04/09/2015

Project Explorer

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



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 Hall | Version: 4.3.19

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			
Acres to be Disturbed	<1	Inspect Date	
Conditions		Date Met	
Land Disturbance [s.f.]		Lot Coverage	
Entry Date	04/09/2015	Effective Date	04/30/2015
Impervious Area (Sq. Ft.)		Taxes Paid	Y
DPW Approval Req'd	N	DPW Approval Obtained	N
Taxes Paid	N	Sewage Disposal	on-site
Fire District	FD#3	Sewer Allocation Paid	
Shoreland District	N	Floodplain	N

People Manager

People Type	License	Name	Phone	Hold
Owner		Diane Hardy	802-960-0652	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	Jane Dion
Plan Reviewer	Derek Shepardson
Planner	Lisa Riddle

Conditions/Violations

Total (1)	Warning (0)
7395	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

Holdings Add

Site Data View

Plan Check Add
04/10/2015 PC Cancelled

Inspections Add

Linked Activities



Colchester
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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.

Enterprise Land Management System

User: Sarah Madd | Version: 4.3.10

Search Inspections Planners Reports Support Admin Logout

Street No: 87 Street Name: Bayview Rd

Active All

87 BAYVIEW RD

Add Attachments 87 BAYVIEW RD -- 24207 - Demolition

Add

Description: File Name: Browse...

Keyword1: Keyword2: Keyword3: Keyword4: Add

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

Project Explorer

Active All

- Building Demo single family home
 - Building Permit
 - Demolition



The software is available in the Colchester Research area however is also available from any Internet Explorer browser. Please contact Planning and Zoning with any follow-up questions at pzinfo@colchestervt.gov or (802)-264-5606 or stop by the offices. Thank you!