

**1. General Information:**

- a. UVM Planning, Design and Construction (PDC) planning staff coordinates all aspects of permitting related to land use for the university. Consultants should not approach regulatory agencies at the city, town, or State of Vermont (state), or federal levels, without express permission from and coordination with UVM PDC planning staff.
- b. The design consultant and UVM project manager are responsible for working with the UVM PDC planning staff in support of the procurement of the municipal zoning permits, Act 250 permit (when applicable), state and local stormwater and erosion control permits, and any additional required state and federal permits. There may be additional permits needed depending on the project, and requirements may change. All communication with the respective permit issuing entities will be made by UVM PDC. The design consultant and/or their sub-consultants may be required to assist with presentations to such entities included in the local and state permit process. This process may include presentations to neighbors such as Neighborhood Planning Assemblies by Ward in Burlington, the municipal Development Review Board, other municipal review boards, Act 250 hearings, and other groups if required for the specific project. All building and trades permits must be obtained and closed out by the project contractor and/or their subcontractors.

**2. Typical Permit Requirements:**

- a. Zoning: UVM PDC planning staff is responsible for coordinating and drafting the permit application. The design/engineering professionals prepare the required supporting application documents (site plans, elevations, photometrics, etc.) and submit the permit application package to UVM PDC. The design/engineering professionals and the UVM project manager will support the permit application, help provide additional information as needed, and attend the designated number of meetings with the review boards and neighborhood groups.
- b. Act 250 (when needed): UVM PDC planning staff are responsible for coordinating and drafting the permit application. The design/engineering professionals prepare the required supporting application documents (site plans, elevations, photometrics, etc.) and submit the permit application package to UVM PDC. The design/engineering professionals and the UVM project manager will support the permit application and help provide additional information as needed, as well as attend any required hearings.

- c. Historic Preservation review: UVM works collaboratively with the State of Vermont Division for Historic Preservation (VDHP) on all projects that may impact a historic resource. Review is coordinated by UVM PDC planning staff. Depending on the project, qualified archaeological or historic preservation professional services may be needed.
- d. State Environmental Permits: (Permits such as stormwater, erosion control, water/wastewater and possibly others): Design/engineering professionals prepare the required application and submit to UVM PDC planning staff and the permitting agencies when directed by UVM PDC planning staff, as designated for the particular project.
- e. Building and Trade Permits: The General Contractor (GC) shall obtain a Building Permit and ensure any sub-tier sub-trade permits are obtained. The costs for these permits are the responsibility of the General Contractor and/or subcontractor. All building and trade permits must be closed and reconciled in order for the University to obtain the Unified Certificate of Occupancy (UCO) for the project. The UVM project manager will sign the City of Burlington's Reconciliation of Permit Fee Form. All fees owed, if any, are the responsibility of the General Contractor or subcontractor. Any amount refunded to the Contractor as a result of the permit fee reconciliation shall be credited back to the University via the change order process. The General Contractor must provide proof of permit closure to the University project manager.
- f. Other permit considerations: State and local regulations include transportation demand management, many energy efficiency requirements, as well as clean energy generation requirements such as solar-ready roofs, actual solar panel installation, electric charging stations at some parking spaces and more.

**3. Pre-Permitting Preparation:**

- a. The permitting process for UVM typically starts at the beginning of a project, at feasibility and schematic plans, after the Site Planning and Design Review Process, with an overall review of the project to make sure it conforms with the broad outlines of regulatory approval. Review questions include, but are not limited to:
  - i. Is the project sited in a location consistent with the 2022-2032 Campus Plan?
  - ii. Will this project prevent another, more important land use, from being developed in the future?

- iii. Is the project permissible by right per the zoning ordinance in the proposed location? For example, is outdoor sports lighting allowed by the city at a site where we want to build an outdoor sports facility?
    - iv. Is there adequate stormwater and water/wastewater capacity for a new project?
  - b. Internal UVM and state agency reviews typically start prior to the formal zoning permit and Act 250 permit applications. Zoning permits and state agency review are among the prerequisites for Act 250 approval.
  - c. UVM Review: UVM has an internal Site Planning and Design Review Process, to ensure each project is compatible with the 2022-2032 Campus Plan. This process includes a review by Advisory Groups and the Campus Planning Committee (CPC). Please see the Project Review Process. Local Presentations: If a project is being reviewed under Major Impact standards in Burlington, a neighborhood presentation with schematic plans is required. Other municipalities do not require this. However, the university has a long history of working closely with its neighbors to present projects that may have neighborhood impacts in order to gather input, and subsequently consider changes to the plan prior to permit submittal.
  - d. The project will have to be designed to conform with previous permitted frameworks such as the City of Burlington Joint Institutional Parking Management Plan (JIPMP), previous applicable Act 250 permit conditions, MOU's with state agencies, etc.
  - e. Regulatory Communication: As noted above, consultants should not approach regulatory agencies at the city, town, or State of Vermont (state), or federal levels, without express permission from and coordination with UVM PDC planning staff. With permission, consultants may need to be in contact with the state entities involved in the state stormwater, erosion control and wastewater permitting, to ensure that the basic parameters of the project conform with state requirements.
  - f. UVM PDC planning staff will coordinate contact with the VDHP to ensure that the project conforms with all federal and state historic preservation requirements. The state historic preservation oversight is triggered if a project directly involves or touches a historic resource or potential to be a historic resource, is located within an historic district, is located in an area deemed to have the potential for archaeological sensitivity, and/or entails other potential impacts to historic resources.

**4. Permit Submittal:**

- a. When UVM has approved the design development documents, the permit submittal process can begin as follows:
  - i. Local zoning permits: The University submits a zoning permit application to the local municipality. The University is exempt from parts of local review as per 24 VSA § 4413 which states that UVM may be regulated only with respect to location, size, height, building bulk, yards, courts, setbacks, density of buildings, off-street parking, loading facilities, traffic, noise, lighting, landscaping, and screening requirements. While each municipality interprets this independently, the City of Burlington has been interpreting this to mean that the University is exempt from certain aspects of design review. In Burlington there may be several boards that review the project, such as the Conservation Commission or the Design Advisory Board, as well as the Development Review Board, which has the authority to approve or deny the project.
  - ii. Act 250: Once the project is unlikely to change significantly (usually after municipal approval), the Act 250 permit application can be submitted (by UVM). This application must address 10 criteria, as per the various interpretations and court precedents that have evolved over the years. These criteria include detailed environmental standards. The Act 250 law is subject to state legislative approval.
  - iii. The Act 250 application also embeds within its requirements review and approvals by the Vermont Agency of Natural Resources, the VDHP, the Vermont Agency of Transportation (VTrans), and other state agencies.

**5. Attachments**

- a. See attachments for the following “typical” permit process checklists
  - i. UVM Sample Permit/Process Checklist and UVM Application Permit Checklist

PERMIT/PROCESS	
UVM	Landscape, Mobility, and Sustainability Advisory Group
	Diversity, Safety, and Accessibility Advisory Group
	Historic Preservation Advisory Group
	Campus Planning Committee
VDHP	Vermont Division for Historic Preservation
Zoning Permit	Zoning Permit Application
	Major Impact Review
	Development Review Fee
	Impact Fees
	Certificate of Occupancy (TCO/UCO)
ACT 250	Act 250 Administrative Amendment (Extension, No Cost Increase)
	Act 250 Permit
Stormwater	Individual Stormwater Permit, Operational/Post-Construction (INDS)
	Construction General Permit: Low Risk (Permit ≤ 5 acres)
	Construction General Permit: Low Risk (Permit > 5 acres)
	Construction General Permit: Moderate Risk (Permit ≤ 5 acres)
	Construction General Permit: Moderate Risk (Permit > 5 acres)
	Individual Construction Permit (Permit ≤ 10 acres)
Individual Construction Permit (Permit > 10 acres)	
Wastewater	560 gpd or less
	Greater than 560 gpd and less than or equal to 2,000 gpd
	Greater than 2,000 gpd and less than or equal to 6,500 gpd
	Greater than 6,500 gpd and less than or equal to 10,000 gpd
	Greater than 10,000 gpd
Water	Water Supply Construction Permit
Wetlands Permit	Individual Permit or General Permit Authorization (Wetland Impact)
	Individual Permit or General Permit Authorization (Wetland Buffer)

\*Note: Not all permits are required for every project.

APPLICATION PERMIT CHECKLIST	WHO LEADS/ COMPLETES THIS?
<b>CITY OF BURLINGTON ZONING PERMIT APPLICATION</b>	
Cover Letter	PDC Planning
Project Description (also address capacity, parking & lot coverage)	PDC Planning
Zoning Permit Application	PDC Planning
Zoning Permit Application Fee	PDC
EPSC Application & Calculations	Stormwater/Engineering Consultant
Water Capacity Letter from City (as necessary)	PDC/Architect/Engineer
Construction Traffic Analysis (as necessary)	Traffic Consultant
Spec Sheets/Cut Sheets (as necessary)	PDC/Architect
<b>CIVIL/SITE DRAWINGS:</b>	
Title page, List of Plans	Architect
Location Plan	PDC Planning/Architect
Existing conditions, to include: site, utilities	Architect/Engineer
Erosion Prevention & Sediment Control (EPSC) Plans	Stormwater/Engineering Consultant
Proposed Site Plans, to include: overall, close-ups, utilities, signs, lights	PDC/Architect/Engineer
Landscape Plan & Planting Schedule	PDC/Landscape Architect/Engineering Consultant
<b>ARCHITECTURAL DRAWINGS:</b>	
Roof Plans	Architect
Architectural within site plan, showing entries and all connections with the outside	Architect
Existing Elevations	Architect
Proposed Elevations	Architect
Renderings	Architect
Photometric plan	Architect/Electrical Engineer
Building Sections (at least 2)	Architect
Additional information may be required depending on the project and issues raised.	PDC Planning/Architect
<b>ACT 250 APPLICATION</b>	
Cover letter	PDC Planning
Act 250 Application	PDC Planning
Act 250 Application Fee	PDC
Project Description	PDC Planning
Schedule G "Notice of Application Filing" Form	PDC Planning
Adjoiners List & Map	PDC Planning
NRCS Soils Map	PDC Planning/Engineering Consultant
Approved Zoning Permit	PDC Planning
Capacity Letters for Water, Gas, Trash removal, UVM Police & Rescue	PDC Planning
<b>CIVIL/SITE DRAWINGS:</b>	
Location Plan	PDC Planning/Architect
Title Page; List of Plans	Architect
Existing Conditions: Site and Utilities	Architect/Engineer
Existing Elevations	PDC/Architect
Proposed site plans, to include: overall, close-ups, utilities, signs, lights	PDC/Architect/Engineer
Drainage & Utility Plans	Stormwater/Engineering Consultant
Erosion Prevention & Sediment Control (EPSC) Set of Plans	Stormwater/Engineering Consultant
Landscape Plan & Planting Schedule	PDC/Landscape Architect/Engineering Consultant
<b>Addressing Act 250 Criteria:</b>	
Demolition and Construction Waste Management Plan	PDC/Architect/Engineer
Conformance with ComCheck/CBES stretch codes	PDC/Architect/Engineer
Conformance with Town and Regional Plans	PDC Planning

Transportation Impact	PDC Planning &/OR Traffic Consultant
Historic Preservation information	PDC Planning &/OR Historic Preservation Consultant
Hazmat Information (re labs?)	PDC/Architect/Engineer
Other Information (specific to labs?)	PDC/Architect/Engineer
<b>ARCHITECTURAL DRAWINGS:</b>	
Roof plans	Architect/Engineer
Architectural within site plan, showing entries and all connections with the outside	PDC/Architect/Engineer
Demolition Plan	PDC/Architect/Engineer
Elevations	Architect
Renderings	Architect
Photometric Plan	Architect/Electrical Engineer
Spec Sheets/Cut Sheets (as necessary)	Architect/Engineer
Building Sections (at least 2)	Architect/Engineer
Proposed Signage Plans	PDC/Architect/Engineer
Additional information may be required depending on the project and issues raised.	PDC Planning/Architect
<b>OTHER STATE PERMITS:</b>	
INDC Construction Stormwater Permit & NOI	Stormwater/Engineering Consultant
INDS Operational Stormwater Permit & NOI	Stormwater/Engineering Consultant
Water Supply & Wastewater Disposal Permit	Stormwater/Engineering Consultant
Municipal Approval Letter for Water Supply	Stormwater/Engineering Consultant
Wetlands Permit (If Applicable)	Stormwater/Engineering Consultant