

Land Use & Development Regulations

for the
Town of Calais, Vermont



Adopted by The Calais Selectboard
On January 3, 2005

Amended by Town Vote on
March 6, 2007

Amended by Town Vote on
March 1, 2011

Amended by Town Vote on
March 7, 2017

Adopted by Town Vote on
March 1, 2005

Amended by Town Vote on
March 4, 2008

Amended by Town Vote on
March 6, 2012

Amended by Town Vote on
March 5, 2024

Amended by Town Vote on
On March 7, 2006

Amended by Town Vote on
March 2, 2010

Amended by Town Vote on
March 4, 2014

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Article 1. Purpose and Permit Procedures

Section 1.1 Enactment

Zoning and subdivision regulations are hereby established for the Town of Calais, Vermont, to affect the purposes of 10 V.S.A. Chapter 32 and in accordance with the Vermont Planning and Development Act [24 V.S.A., Chapter 117], hereafter referred to as “the Act.” These regulations shall be known and cited as the “Land Use and Development Regulations for the Town of Calais.” In accordance with 10 V.S.A. Chapter 32, and 24 V.S.A. Chapter 117 §4424, §4411 and §4414, there is hereby established a bylaw for areas at risk of flood damage in the Town of Calais, Vermont.

Section 1.2 Purpose

The purpose of these regulations is to: (1) implement the Calais Town Plan in accordance with its vision and goals; (2) provide for a balanced and coordinated approach for community development while preserving a sustainable natural environment to include land, forests, water, wildlife, and air; and (3) protect the health, safety, and welfare of Calais residents.

The purpose of this article is to provide an overview of the permit and approval process.

Section 1.3 Application and Interpretation

(A) One may commence development or subdivision of land only after obtaining a zoning permit or subdivision approval in compliance with these regulations (see Table 1.2 on page 13). Customary maintenance and repair work do not require a permit.

Development: The division of a parcel into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or other structure, or of any mining, excavation or landfill; any change in the use of any building or other structure or land or extension of use of land.

Subdivision: A type of development in which a parcel of land is divided into two or more parcels, for the purpose of sale, transfer, lease or development; with the exception of parcels to be leased for agricultural or forestry purposes where no permanent new roads are created. The term includes (lot line) adjustments, amended subdivision, re-subdivisions and the division of land held in common among several owners; and shall also include the development of a parcel planned unit development.

DRB: The Development Review Board

(B) All land subdivisions, uses, and structures legally in existence as of the effective date of these regulations can continue indefinitely. Nor do these regulations repeal existing permits or approvals. However, any changes to a land use proposed after the effective date of these regulations are subject to these requirements, including provisions for nonconforming lots and uses and noncomplying structures (Sections 3.7 and 3.8). If these regulations impose a greater restriction than any other authority, they shall apply.

(C) The application of these regulations is subject to all subchapters of the Act as most recently amended.

(D) When the Selectboard has issued a public notice for its first public hearing with respect to a proposed amendment to these regulations, permit applications shall be reviewed under both the proposed amendment and applicable existing regulations and ordinances for a period of 150 days following the date of public notice. If the proposed amendment either is rejected or has not been adopted within the 150-day period, applications shall then be reviewed under the existing regulations. Upon the request of an applicant, an application that was denied under a proposed amendment that was subsequently rejected or was not adopted within the 150-day period shall be

reviewed again, at no cost, under the existing regulations. A determination made by the Zoning Administrator may be appealed under Section 1.7.

(E) Precedence of Bylaw

The provisions of this bylaw shall not in any way impair or remove the necessity of compliance with any other local, state, or federal laws or regulations.

Section 1.4 Permits and Approvals

(A) Any application for a zoning permit or approval begins with the Zoning Administrator [ZA] who will guide the applicant through the Town's application process and can provide advice about other required applications. Under these regulations, permits are issued by the Zoning Administrator and Selectboard and approvals are issued by the DRB. Other permits may be required. Applicants should contact an ANR Community Assistance Specialist to assure compliance with State permitting requirements and may also use the ANR Permit Navigator for additional information. Refer to [https://vermont.force.com/permitnavigator/s/\(A\)](https://vermont.force.com/permitnavigator/s/(A)). The provisions of these regulations shall not in any way impair or remove the necessity of compliance with any other local, state, or federal laws or regulations. Where these regulations impose a greater restriction, the provisions here shall take precedence.

(B) Types of municipal land use permits and approvals include:

- *Zoning Permits* issued under Section 1.6 for all development (except as exempted under Section 1.5), changes in use, or permits that requires DRB approval, which shall first come to the Zoning Administrator for approval
- *Variance Approval* by the DRB, issued under Section 1.8, required for permit applications that are not in strict compliance with the requirements of these regulations
- *Conditional Use Approval* by the DRB, issued under Section 5.3 or Table 2.7 (Flood Hazard Overlay District and River Corridor Overlay District)
- *Design Approval* by the Design Advisory Board (DAB) or ZA or DRB, issued under Section 5.5(C), required prior to the issuance of a zoning permit for development within the Kents Corner-Old West Church Overlay District
- *Subdivision Approval* for major subdivisions, issued by the DRB under section 6.4(C)
- *Planned Unit Development (PUD) Approval* for the PUD Plan issued under Article 7, which is considered by the DRB concurrently with the PUD application for subdivision approval
- Access to a right-of-way (curb cut) requires a permit issued by the Selectboard for all Town roads. Curb cut permits accessing VT Route 14 are issued by the Vermont Agency of Transportation. (See also article 3.2.) Possession of a curb cut permit does not pre-suppose or guarantee any other permit or private easement that may be required; see the Zoning Administrator before initiating the permitting process

Section 1.5 Exemptions

The following activities do not require a permit but may require a Project Registration Form to be filed with the Zoning Administrator:

(A) No zoning permit shall be required for the following activities, although these exemptions may not apply in the Shoreland Overlay District, Flood Hazard Overlay District, or River Corridor Overlay District, and conditional use approval may be required in these overlay districts.

1. Routine maintenance and repair of an existing structure that does not include expansion or improvements to development
2. Interior alterations or repairs to a structure which do not result in exterior alterations or increase in wastewater output
3. Exterior alterations to an existing structure that do not result in any change in the footprint or height of the structure or a change in use, except that:
 - a. for a noncomplying structure, conversion of decks, porches, sheds, and other unenclosed or unheated areas into an enclosed or heated area shall be considered an enlargement or expansion (see Section 3.8b), and
 - b. an exterior alteration to a building located within the Kents Corner-Old West Church Overlay District shall require design approval from the Design Advisory Board and, when applicable, from the Development Review Board (see Section 5.5c)
4. Residential entry stairs (excluding deck or porch areas), ADA handicap ramps and access areas to ADA ramps, walkways, and fences or walls less than six feet in height which do not extend into or obstruct public rights-of-way or interfere with corner visibility or sight distances for vehicular traffic; with the exception of entry stairs, ramps, walkways, and fences located within the Kents Corner-Old West Church Overlay District, which require design approval upon the recommendation from the Design Advisory Board and /or Development Review Board under Section 5.5c
5. Minor grading and excavation associated with customary road and driveway maintenance, including culvert replacement and resurfacing, or lawn and yard maintenance
6. Outdoor trails that do not involve the development or use of structures or parking areas (e.g., hiking, skiing, or snowmobile trails)
7. Signs that are exempted under Section 3.11
8. Home occupations which meet the requirements of Section 4.2
9. Garage sales, yard sales, auctions, or related activities not exceeding 21 consecutive days or 60 total days in any calendar year
10. Required Agricultural Practices (RAPs), including the construction of farm structures, as those practices are defined by the Vermont Agency of Agriculture, Food, and Markets (VAAFM). The burden is on the applicant to demonstrate that the proposal is a Required Agricultural Practice and meets the requirements in Section 3.1 of the RAPs, for example by providing a farm structure determination from the VAAFM, currently available online at <https://agriculture.vermont.gov/water-quality/regulations/farm-definitions-and-determinations#farm>. Prior to the construction of farm structures, the property owner must provide the Zoning Administrator with **written notice of intent to build a farm structure** and a site plan or sketch using the Project Registration Form that shows that the structure complies with setbacks in accordance with 24 V.S.A. §4413(d)(3)
11. Accepted silvicultural practices, as defined by the Commissioner of Forests, Parks, and Recreation, including practices that comply with the Acceptable Management Practices for Maintaining Water Quality on Logging Jobs in Vermont (AMPs) as adopted by the Commissioner of Forests, Parks, and Recreation. 24 V.S.A. §4413
12. Forestry Operations 24 V.S.A. §4413

13. Public utility power generating plants and transmission lines regulated under 30 V.S.A. Section 248

14. A camper which is not occupied on a lot in Calais for more than 180 days per year and is not connected to an external septic system or water supply and which is in compliance with the permitted uses and dimensional standards of the district in which it is parked

15. A school bus shelter no larger than 100 sq. ft. shall be exempt from standard setbacks with a ROW permit from the Selectboard. If located in the Kents Corner-Old West Church Overlay District, it shall also require approval in writing or email from the Design Advisory Board. Any such shelter shall be removed when the site is no longer a designated school bus stop

(B) The following activities are exempt from Permit Applications, but they require a Project Registration Form to record their location and purpose and to demonstrate compliance with applicable standards and setbacks of the district in which they are located. These exemptions may not apply in the Shoreland Overlay District, Flood Hazard Overlay District, or River Corridor Overlay District.

1. Up to two accessory structures per property, providing that each structure does not exceed 100 square feet in total floor area and 16 feet in height
2. Farm structures as defined by the Vermont Agency of Agriculture, Food, and Markets (VAAFM) that meet all setback requirements under these regulations, unless the Secretary of Agriculture, Food and Markets specifically approves alternate setback requirements
3. Driveways not associated with new buildings or a change in driveway location

Section 1.6 Zoning Permits

It is recommended that Zoning permit applicants contact the Zoning Administrator (ZA) prior to submitting applications. The ZA can assist with matters such as which proposals may be permitted uses and which may be conditional uses or require a variance request. The ZA can also make recommendations regarding what documentation might be needed to support a proposal.

(A) **Application Requirements.** An application for a zoning permit shall be submitted to the Zoning Administrator on forms developed by the Planning Commission, along with any application fees as established by the Selectboard. In addition, the following may be required as applicable:

1. **Zoning Administrator Approval.** In all cases, a Zoning Permit Application for a permitted use shall include a statement of the existing and intended use of land and structures. In most cases involving development, the application is accompanied by a conceptual plan that accurately depicts the following:
 - a. the dimensions of the lot, including existing and proposed property boundaries¹
 - b. the location, footprint, and height of existing and proposed structures and additions²
 - c. the location of existing and proposed easements, rights-of-way, and utilities³
 - d. the location of existing and proposed water and wastewater (septic) systems⁴

¹ In most cases, a photocopy of the parcel as shown on the most current Calais Tax Map can be used to depict a parcel's boundaries. Approximate lengths can be determined by using the measurement tools on the Calais WebMap. Metes and bounds descriptions from the deed or a survey by an engineer are best. For most Minor Subdivisions, the site plan as developed for the purpose of Water and Wastewater Permitting is usually adequate.

² Depending on the proposed development, the graphic representation of all existing buildings may not be necessary. For example, in reviewing a proposed addition to an existing building, not all structures on the parcel need to be shown. The ZA will only be reviewing distances to district setbacks, height of proposed addition(s), and how the addition(s) relates to regulated environmental concerns such as steep slopes, wetland buffers, stream buffers, etc.

³ The information can usually be found on the current deed to the parcel.

⁴ A graphic representation of the location of water and wastewater systems may not be necessary. If the location is unknown, provide a WW Permit number.

- e. setbacks from property boundaries, rights-of-way, surface waters, and wetlands⁵
- f. such other information as may be needed to determine compliance with these regulations, and
- g. baseline information as to how Erosion Control and Stormwater Management standards will be met [see Section 3.15].

Any of these conditions may be waived by the ZA if not needed to verify that a proposal conforms to the *Calais Land Use and Development Regulations*.

2. Development Review Board (DRB) Approval. Uses that require conditional use request approval, variance request approval, and proposals in the Flood Hazard and River Corridor Overlay Districts require approval by the DRB prior to the issuance of a zoning permit. Applicant-provided documentation for a DRB review shall include the appropriate Development Review Application form prepared and submitted in accordance with Section 5.2.

- a. Major Subdivision Approval: See Table 6.1 for additional application requirements.
- b. Planned Unit Development (PUD): See Section 7.3 for additional application requirements.
- c. Additional Application Requirements: Overlay district bylaws may require additional application materials. See Table 2.7(J) FHO/RCO Overlay Districts, Section 5.5(B) for Design Review for Kents Corner-Old West Church Design Control District, and Table 2.5 Highland Overlay District (E). Certain uses may also require additional application materials, such as Wireless Communication Facilities Section 4.10(E) Small Scale and Temporary Facilities.

3. State agency permits may also be required. Applicants should contact the ANR Community Assistance Specialist to determine whether their proposal may require any state agency permits. In some cases, applicants may be required to include an ANR Project Review Sheet or Permit Navigator Results Summary with the application. See <https://dec.vermont.gov/assistance/permits>.

⁵ Required district setbacks can be found in the tables in Section 2. Deeded rights-of-way should be noted on parcel deed. The Calais WebMap shows surface waters and wetlands.

Table 1.1 Uses Which May Be Subject to State Agency Permits

<i>Use Type or Area</i>	<i>State Agency or Department</i>
Development in the Shoreland Overlay District within 250 feet of the mean water level of Adamant Pond, Bliss Pond, Curtis Pond, Nelson Pond (Forest Lake), Little Mud Pond, Number Ten Pond (Mirror Lake), North Montpelier Pond, Sabin Pond, Sodom Pond, or Watson Pond	Department of Environmental Conservation Shoreland Protection Act https://dec.vermont.gov/sites/dec/files/wsm/lakes/docs/Shoreland/Shoreland_Permit_Application.pdf
Use within a designated flood plain hazard area or river corridor	Department of Environmental Conservation https://dec.vermont.gov/watershed/rivers/river-corridor-and-floodplain-protection/state-permits
Construction or excavation in rivers or streams; the damming of a stream to form an impoundment area of 5 acres or more for reservoir or recreational purposes	Department of Environmental Conservation https://dec.vermont.gov/watershed/rivers/permit-information
Activities involving water withdrawals, dam removal, or hydroelectric power.	Department of Environmental Conservation https://dec.vermont.gov/watershed/rivers/permit-information https://dec.vermont.gov/water/groundwater/groundwater-large-withdrawal
Game lands and stream bank areas owned or leased by the state.	Department of Fish and Wildlife https://vtfishandwildlife.com/
Camps with accommodations for more than 50 persons.	Department of Forests Parks and Recreation https://fpr.vermont.gov/
Public beaches or land within 1,000 ft. thereof	Department of Forests, Parks & Recreation https://fpr.vermont.gov/
Uses in state-designated natural areas as defined in Section 2607 of Title 10	Department of Forests, Parks and Recreation https://fpr.vermont.gov/
Salvage yards, including the outdoor storage of four or more junk motor vehicles as defined at 24 V.S.A. § 2241	Department of Environmental Conservation https://dec.vermont.gov/waste-management/salvage-yards
Use in or within 1000 ft. of state-owned or leased property under the jurisdiction of the VT Dept. of Forests, Parks & Recreation, not including rail trail corridors	Department of Forests, Parks and Recreation https://fpr.vermont.gov/
Airports	Vermont Transportation Board https://tboard.vermont.gov/
Any project that proposes work at or below the mean water level of any lake or pond	Department of Environmental Conservation https://dec.vermont.gov/watershed/lakes-ponds/permit/encroachment
Well or septic system; wastewater and potable water supply.	Department of Environmental Conservation https://dec.vermont.gov/water/forms/ww-systems-applications
Disturbance of one acre or more of land.	Department of Environmental Conservation https://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/stormwater-construction-discharge-permits
Creation of one acre or more of impervious surface.	Department of Environmental Conservation https://dec.vermont.gov/sites/dec/files/permit-handbook/sheet06_2.pdf
Development or Subdivision as defined in Act 250.	Natural Resources Board https://nrb.vermont.gov/

(B) **Issuance of Zoning Permit.** A zoning permit shall be issued by the Zoning Administrator only in accordance with the Act and the following provisions:

1. No zoning permit or Project Registration Form shall be approved until the DAB has approved the design if application is in Kents Corner Historic Preservation District.
2. No zoning permit shall be issued for any use or structure which requires approval of the DRB and/or the Selectboard and/or Department of Environmental Conservation of the Agency of Natural Resources until such approval has been obtained. No person shall initiate construction under a zoning permit unless and until all required wastewater and potable water supply permits have been issued by the Vermont Department of Environmental Conservation under 10 V.S.A. Chapter 64.
3. No zoning permit shall be issued for the development of a subdivided lot until a zoning permit or subdivision approval has been issued that authorizes subdividing the lot as required under Article 6.
4. Within 30 days of receipt of a completed application, including all application materials, fees, and approvals, the Zoning Administrator shall either issue or deny a permit in writing. Denials shall include a statement of the time in which appeals may be made under Section 1.7. If the Zoning Administrator fails to act within the 30-day period, a permit shall be deemed issued on the 31st day.
5. Within three days of issuance, the Zoning Administrator shall deliver a copy of the permit to the listers and post, for a period of 15 days from issuance, a copy at the Town Office.

(C) **Effective Dates.** No zoning permit shall take effect until the time for appeal under Section 1.7 has passed or, in the event that a notice of appeal is properly filed, until final adjudication of the appeal.

(D) **An issued permit is void if:**

1. construction does not begin within 18 months (in which case a new application and fee will be required)
- or
2. within 36 months of the date of the permit, construction has not been completed sufficiently to demonstrate compliance to the conditions of the application in vertical dimensions, horizontal dimension, and setbacks (unless construction is delayed by litigation or proceedings to secure other permits or to secure title through foreclosure, in which case, this 36-month time period shall commence at the point in time where the delaying litigation or proceedings conclude). The Zoning Administrator may grant the applicant an extension of time not to exceed 12 months based on a review of the process to date and any regulatory changes.

Section 1.7 Appeals

(A) **Decisions of the Zoning Administrator.** In addition to the applicant, any interested person may appeal a decision or act of the Zoning Administrator by filing a notice of appeal and proof of notification of adjoining landowners with the Secretary of the DRB, or the Town Clerk if no Secretary has been appointed or elected, within 15 days of the date of such decision or act.

Interested Person. The definition in Title 24: Chapter 117: § 4465 of an interested person includes the following:

- The town of Calais or an adjoining municipality
- A person owning title to the property or a municipality or a solid waste district empowered to condemn it or an interest in it, affected by the bylaw, who alleges that the bylaw imposes on the property unreasonable or inappropriate resections of present or potential use under the particular circumstance of the case
- A person owning or occupying property in the immediate neighborhood of a property that is the subject of a decision or act taken under these regulations who can demonstrate a physical or environmental impact on the person's interest under the criteria review and who alleges that the decision or act, if confirmed, will not be in accord with the policies, purposes, or terms of the Calais Town Plan or regulations of the town
- Any ten persons who may be a combination of voters or real property owners within the town who, by signed petition to the DRB, allege that any relief requested by a person under this section, if granted, will not be in compliance with the Calais Town Plan or regulations of the town. This petition to the Town must designate one person to serve as the representative of the petitioners regarding all matters related to the appeal.
- Any department or administrative subdivision of the state owning property or any interest therein within the town or adjoining municipality, and the Vermont Agency of Commerce and Community Development

1. The DRB shall hold a public hearing on a notice of appeal within 60 days of its filing. The DRB shall give public notice of the hearing under Section 8.4(C) and mail a copy of the hearing notice to the appellant and adjoining property owners without regard to any public right-of-way not less than 15 days prior to the hearing date. The notification shall include a description of the proposed project and shall be accompanied by information that clearly informs the recipient where additional information may be obtained and that participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.
2. A decision on appeal, to include written findings of fact, shall be rendered promptly, at most within 45 days after hearing completion. The DRB may reject an appeal without hearing and render a decision within 10 days of the filing of a notice of appeal if the DRB determines that the issues raised by the appellant have been decided in an earlier appeal or are based on substantially or materially the same facts by or on behalf of the appellant. Copies of the decision shall be mailed to the appellant and hearing participants and filed with the Zoning Administrator and Town Clerk.

(B) Decisions of the DRB. The applicant or any interested person may appeal a decision of the DRB within 30 days of such decision to the Vermont Superior Court, Environmental Division. Notice of appeal shall be sent to every interested person appearing and having been heard at the hearing before the DRB.

(C) Notice of Appeal. A notice of appeal shall be in writing and include **all** of the following:

1. the name and address of the appellant
2. a brief description of the property with respect to which the appeal is taken
3. a reference to applicable bylaw provisions
4. the relief requested by the appellant, including any request for a variance from one or more provisions of this bylaw
5. the alleged grounds why such relief is believed proper under the circumstances, and
6. any request for a stay of enforcement, which may be granted or denied by the DRB

Section 1.8 Variances

(A) The DRB shall hear and decide upon requests for variances following appeal procedures under Section 1.7, taking under consideration the purpose of the particular zoning district. According to the Act (24 VSA, Chapter 117, §4469), the DRB may grant a variance and render a decision in favor of the appellant only **if all of the following** facts are found and the findings are specified in its written decision:

1. that there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the zoning regulation in the neighborhood or district in which the property is located;
2. that because of such physical circumstances and conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning regulation and that the authorization of a variance is necessary to enable the reasonable use of the property;
3. that the unnecessary hardship has not been created by the appellant;
4. that the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare;
and
5. that the variance, if authorized, will represent the minimum that will afford relief and will represent the least deviation possible from the zoning regulation and from the Calais Town Plan.

(B) On an appeal for a variance from the provisions of these regulations that is requested for a structure that is primarily a renewable energy resource structure (e.g., solar structures, wind generators, and other similar renewable energy structures), the DRB may grant such variance only if **all of the following** facts are found in the affirmative and specified in its written decision:

1. It is unusually difficult or unduly expensive for the appellant to build a suitable renewable energy resource structure in conformance with these regulations;
2. that the hardship was not created by the appellant;
3. that the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare;
and
4. that the variance, if authorized, will represent the minimum that will afford relief and will represent the least deviation possible from the zoning regulation and from the Calais Town Plan.

(C) In addition to requirements under Subsection (A), variances in the Flood Hazard and River Corridor Overlay Districts shall also comply with Table 2.7 subsection (H) Variances).

(D) In granting a variance, the DRB may impose conditions it deems necessary and appropriate under the circumstances to implement the purposes of these regulations and the Calais Town Plan. In no case shall the DRB grant a variance for a use which is not permitted or conditionally permitted within the zoning district.

Table 1.2 Municipal Permits & Approvals

Permit/Approval	Required for	Issued by	See
Zoning Regulations			
Curb Cut	Any access onto public highway	Selectboard	Section 3.2C
CHANGE in location or change of use of an existing curb cut	Change access onto public highway	Selectboard	Section 3.2C
Driveway not associated with new dwelling or subdivision	Access to private land	Zoning Administrator	Section 3.3
Change in location of existing driveway	Changing any placement of a driveway	Zoning Administrator	Section 3.3
Zoning Permit	Development of land as defined in Section 9.2, including minor subdivisions (see below) and conversions or changes of use, unless specifically exempted from these regulations under Section 1.5	Zoning Administrator	Section 1.6
Variance Approval	Requests on appeal for a variance from the provisions of these regulations	DRB	Section 1.8
Property Access Approval	Development without frontage on a maintained public road or public waters (nonfrontage lot)	DRB	Section 3.2
Conditional Use Approval	All uses classified as conditional uses; all uses within the flood hazard area overlay district; and as otherwise specified in these regulations	DRB	Sections 5.3,
Design Approval	All development within the Kents Corner-Old West Church Historic District, including demolitions of historic structures.	DAB or ZA or DRB	Section 5.5(c)
Planned Unit Development (PUD) Approval	Subdivision of land which incorporate variances from the provisions of these regulations as specified for PUDs to be approved simultaneously with approval of a subdivision plan	DRB	Article 7
Subdivision Regulations			
Zoning Permit	Minor subdivisions as defined in Section 6.2	Zoning Administrator	Section 6
Subdivision Approval	Major Subdivisions as defined in Section 6.32	DRB	Section 6.2
Conceptual Plan Approval	All applications for major subdivision approval	DRB	Section 6.4
Preliminary Plan Approval	All applications for subdivision approval, if required by DRB at Conceptual Plan Review.	DRB	Section 6.4
Final Plan Approval [Including plat approval]	All applications for subdivision approval	DRB	Section 6.4
Plat Recording	All minor and major subdivisions	Zoning Administrator (minor) or DRB (major)	Section 6.5
Other Municipal Approvals			
Road Access Approval	All development requiring access onto municipal highways	Selectboard	Road Ordinance
Road Acceptance, Upgrade, Naming	Road naming, maintenance, and upgrade; the municipal acceptance of private roads	Selectboard	Local Ordinances

Article 2. Zoning Districts

Section 2.1 Establishment of Zoning Districts & Map

The Town of Calais is divided into the following zoning districts as described in the accompanying tables and as shown on the official Calais Zoning District Map:

- Village District
- Rural Residential District
- Resource Recreation District
- Shoreland Overlay District
- Highland Overlay District
- Kents Corner-Old West Church Overlay District
- Flood Hazard Overlay and River Corridor Overlay District

The location and boundaries of each zoning district are as shown on the official Calais Zoning District Map prepared by the Central Vermont Regional Planning Commission, the most current National Flood Insurance Program maps, and the Vermont Agency of Natural Resources River Corridor maps, which are adopted by reference and declared to be part of these regulations. They are located in the Calais Town Office. The official Calais Zoning District Map is identified by the signatures of the Selectboard, as attested to by the Town Clerk. The official Calais Zoning District Map may be altered or amended in accordance with Section 8.2.

Section 2.2 Zoning District Standards

(A) Tables 2.1 – 2.7 set forth the purpose, allowed uses, and specific standards for each zoning district.

(B) All uses and structures, unless specifically exempted from these regulations under Section 1.5, must comply with applicable standards for the district in which they are located and with the regulations of Articles 3 and 4. The standards for each district shall apply uniformly to each class of use or structure unless otherwise specified. Nonconforming uses and noncomplying structures in legal existence as of the effective date of these regulations are regulated under Section 3.8.

(C) All development shall have adequate water supply and wastewater systems, which shall be installed in accordance with state regulations.

(D) Overlay district standards as authorized under 24 V.S.A., Chapter 117, Section 4414 (2), shall be applied concurrently with the standards for underlying zoning districts. Where one district imposes more restrictive standards on the use of land or a structure, the strictest standards shall apply.

(E) Uses for each district are classified as “permitted uses” (“uses by right”) to be reviewed by the Zoning Administrator in accordance with Section 1.6, or as “conditional uses” to be reviewed by the DRB in accordance with Section 5.3. Both permitted and conditional uses are subject to applicable district requirements and general standards under Article 3.

(F) Uses not specifically allowed as permitted or conditional uses under these regulations are prohibited.

(G) All parking requirements under Section 3.10 and sign regulations under Section 3.11 shall be met.

(H) All uses shall meet applicable steep slope, surface water protection, and Erosion Control and Storm Water Management standards under Sections 3.13, 3.14, and 3.15.

(I) Conversions of accessory or seasonal dwellings to single-family, two-family, or multi-family dwellings shall require a new zoning permit if such uses are permitted in the district in which the structure to be converted is

located, or conditional use review if such uses are conditional in the district in which the structure to be converted is located. Conversion of single-family dwellings to two-family or multi-family dwellings shall require a new zoning permit if such uses are permitted in the district in which the structure to be converted is located, or conditional use review if such uses are conditional in the district in which the structure to be converted is located. Such conversions shall be subject to the requirements of Section 3.3. The number of new dwelling units created as a result of a conversion shall not exceed the maximum overall density requirements of these regulations.

Section 2.3 Zoning District Boundary Interpretation

(A) Where uncertainty exists as to the location of district boundaries as shown on the official Calais Zoning District Map and overlays, unless otherwise provided in these regulations, the following rules shall apply:

1. Boundaries indicated as following roads or transportation or utility rights-of-way shall be interpreted to follow the centerlines of such features.
2. Boundaries indicated as following rivers or streams shall be interpreted to follow the channel centerlines of such features and shall move with the centerlines.
3. Boundaries indicated as following shorelines shall be interpreted as the normal mean water level. In the event of change in the shoreline the boundary shall move with the shoreline.
4. Boundaries indicated as following lot lines shall be interpreted to follow delineated property boundaries.
5. Boundaries indicated as following contour lines shall be interpreted to follow a constant, specified elevation as measured from mean sea level or other accepted reference datum.
6. Boundaries indicated as following compass headings shall be interpreted to follow such headings.
7. Boundaries indicated as parallel or perpendicular to or extensions of the above features shall be interpreted as such on the ground.
8. Distances not specifically indicated shall be determined by the scale on the official Calais Zoning District Map.
9. Boundaries indicated as following a ridgeline shall be interpreted to follow the height of land.

(B) The abandonment or relocation of a right-of-way or roadway or the change in a line or feature that references a district boundary line after the effective date of these regulations shall not affect the location of the district boundary line except as specified above for shorelines, streams, and rivers.

(C) Overlay districts overlay the underlying zoning district and the standards of the overlay district must be met *before* meeting the additional standards in the underlying district. Where both districts list a standard for the same feature, the more stringent shall apply.

(D) **Determination of district boundary.** If the Zoning Administrator cannot definitely determine the location of a district boundary, the Planning Commission and/or appropriate state or federal official may be consulted prior to issuing a determination. A determination by the Zoning Administrator regarding the location of a district boundary may be appealed to the DRB under Section 1.7. A determination by the Zoning Administrator that a site is in the Flood Hazard Overlay Area may only be overcome by a Letter of Map Amendment from FEMA.

(E) If a district boundary divides a lot in single ownership on effective date of these regulations, the DRB may extend district standards for either portion of the lot up to 50 feet beyond the district line into the remaining portion of the lot, except that the district boundary for any Shoreland Overlay District shall not be reduced.

(F) Where a lot is divided by a town boundary, the standards of these regulations shall be applied to that portion of the lot located in the Town of Calais in the same manner as if the entire lot were located in the town.

Table 2.1 Village District (VIL)

(A) **Purpose:** to encourage the development of our villages as compact, livable, socially, and economically vibrant community centers surrounded by open, working landscapes. Villages should accommodate relatively high-density residential development as well as businesses and public buildings sized to provide services to the Calais community and environs, compatible with the needs of the town. Buildings should be designed and built at a scale and orientation that is compatible with the historic and existing development in the village.

(B) Permitted Uses (require ZA Permit)

1. Accessory Dwelling [see Section 4.5]
2. Accessory Structure/Use (to a permitted use)
3. Agriculture [see Section 1.5]
4. Bed & Breakfast
5. Community Center
6. Forestry [see Section 1.5]
7. Group Home [8 or fewer residents]
8. Home Child Care
9. Home Occupation [see Section 4.2]
10. Office [not to exceed 1500 sq. ft.; (F)(1)]
11. Public Park
12. Seasonal Dwelling
13. Single-Family Dwelling
14. Two-Family Dwelling
15. Small Scale Telecommunications Facility [see Section 4.11(E)]
16. Multi-Family Dwelling
17. Mixed Use [see Section 3.15]
18. Farmers' Market (indoor or outdoor)

(C) Conditional Uses (require DRB Approval)

1. Accessory Dwelling [see Section 4.5]
2. Accessory Structure/Use (to a conditional use)
3. Automobile Service Station
4. Community Care Facility
5. Cultural Facility
6. Day Care Facility
7. Financial Institution
8. Garden Center
9. Gas Station
10. Health Clinic
11. Historic Barn Reuse [see Section 4.7]
12. Home Industry [see Section 4.2]
13. Inn
14. Light Industry [see Section 4.3]
15. Mixed Use [see Section 3.15]
16. Mobile Home Park [see Section 4.9]
17. Office [greater than 1500 sq. ft.; (F)(1)]
18. Parking Facility
19. Personal Service [not to exceed 2500 sq.ft. (F)(1)]
20. Place of Worship [see Section 4.10]
21. Private Club
22. Public Facility/Utility [see (E)(3); Section 4.10]
23. Recreation Facility: indoor and outdoor
24. Restaurant
25. Retail Store [not to exceed 2500 sq.ft; (F)(1)]
26. School [see Section 4.10]
27. Small-Scale Hydroelectric Facility
28. Veterinary Clinic

(D) **PUDs.** Planned Unit Developments (PUDs) are allowed under the provision of Article 7 of these regulations.

(E) Dimensional Standards (unless otherwise specified by use type)

See also section 3.2 Access to Nonfrontage Lots, Curb Cuts, & Driveway Standards:

Minimum Lot Area:	None	Wetlands buffer	50 feet (see Section 3.14)
Minimum Frontage:	64 ft.	Stream buffer	50 or 35 feet (see Section 3.14)
Minimum Setback/Front (from CL)	40 ft.	Lakes and ponds not covered by State Shoreland Act	
Minimum Setback/Side, Rear	10 ft.	buffer	50 feet (see Section 3.14)
Maximum Lot Coverage:	65%		
Maximum Building Height:	35 ft.		
(see Section 3.5)		Driveways are permitted in setbacks but shall be at least 5 feet from a side or rear property line.	
		Driveway slopes greater than 15% are subject to conditional use review by DRB.	

(F) District Standards

1. Square footage limitations for uses in this district apply to total floor area, except for retail uses for which square footage limitations apply only to total retail floor space (and not storage space).
2. For conditional uses, all conditional use standards under Section 5.3 shall be met; the DRB shall also find that building siting, design, scale, height, and orientation are consistent with the physical character of district.
3. Public facilities and utilities in this district are limited to municipal or other government facilities open to the public and intended for public access and use (e.g., town office, town hall, post office, community center); or which otherwise serve the public (e.g., fire station, town garage, transfer station). Transmission lines, solid and hazardous waste disposal facilities, correctional facilities, and other large institutional uses are specifically excluded from this district.

Table 2.2 Rural Residential District (RR1)

(A) **Purpose:** to guide the development of residences, home businesses, and other allowed uses (listed below) in ways that minimize their impact on the working and natural environment and are compatible with natural resources characteristic of the district, including: 1) water resources such as lakes, ponds, streams, wetlands, floodplains, and fluvial erosion hazard areas; 2) earth resources such as primary agricultural soils and mineral resources; 3) contiguous stretches of forest and undeveloped land and other significant wildlife habitat; rare, threatened and endangered species; and important natural communities; and 4) connecting habitat corridors of smaller forests which tie together the larger contiguous areas and are critical for the survival of many species of animals and plants. The protection of rural land and natural resources through the use of density averaging (see Subdivision Article) or PUD provisions for new subdivisions and definition of building sites for other uses is encouraged. Expansion of existing residences and small home businesses is allowed within this district..

(B) Permitted Uses (require ZA Permit)

1. Accessory Dwelling [see Section 4.5]
2. Accessory Structure/Use (to permitted uses)
3. Agriculture [see Section 1.5]
4. Bed & Breakfast
5. Forestry [see Section 1.5]
6. Group Home [8 or fewer residents]
7. Home Child Care
8. Home Occupation [see Section 4.2]
9. Seasonal Dwelling
10. Single-Family Dwelling
11. Two-Family Dwelling
12. Small-Scale Telecommunications Facility [see Section 4.11(E)]
13. Mixed Use [see Section 3.15]
14. Farmers' Market (indoor or outdoor)

(C) Conditional Uses (require DRB Approval)

1. Accessory Dwelling [see Section 4.5]
2. Accessory Structure/Use (to a conditional use)
3. Campground [see Section 4.8]
4. Cemetery
5. Community Care Facility
6. Community Center
7. Cultural Facility
8. Day Care Facility
9. Extraction & Quarrying [see Section 4.4]
10. Garden Center
11. Historic Barn Reuse [see Section 4.7]
12. Home Industry [see Section 4.2]
13. Inn
14. Light Industry [see Section 4.3]
15. Multi-Family Dwelling
16. Mobile Home Park [see Section 4.9]
17. Nature Center
18. Place of Worship [see Section 4.10]
19. Public Facility/Utility [see (E)(2); Section 4.10]
20. Public Park
21. Recreation Facility: indoor and outdoor
22. Restaurant
23. Salvage Yard
24. School [see Section 4.10]
25. Small-Scale Hydroelectric Facility
26. Telecommunications Facility [see Section 4.11]

(D) **PUDs.** Planned Unit Developments (PUDs) are allowed under the provision of Article 7 of these regulations.

(E) **Dimensional Standards** (unless otherwise specified by use type)

See also section 3.2 Access to Nonfrontage Lots, Curb Cuts, & Driveway Standards:

Minimum Lot Area	3 acres
Minimum Frontage:	300 ft.
Minimum Setback - Front (from CL):	40 ft.

District, the minimum setback shall be 65 feet from the centerline.

Minimum Setback - Side, Rear	25 ft.
Maximum Lot Coverage:	20%

Except that along the right-of-way of State Highway Route 14 northerly & southerly of the East Calais Village District, and State Aid Highway #1 (also known as County Road) southerly of the Maple Corner Village

Driveways are permitted in setbacks but shall be at least 10 feet from a side or rear property line.

Driveway slopes greater than 15% are subject to conditional use review by DRB.

Maximum Building Height: 35 ft. (Section 3.5)

Wetlands buffer 50 feet (see section 3.14)

Stream buffer 50 or 35 feet (see section 3.14)

Lakes and ponds not covered by State Shoreland Act buffer:
50 feet (see section 3.14)

(F) District Standards

1. All conditional use standards under Section 5.3 shall be met before a permit can be issued. In addition, the DRB shall certify that, to the extent practicable:
 - a. Development shall be sited and/or clustered at the edges of open spaces and agricultural lands in a way that leaves land open for farming or recreational use.
 - b. Development shall be below rather than on ridgelines in order to protect the scenic quality of the rural landscape.
 - c. Driveways shall be shared and located close to the edges of open spaces to minimize visual impacts.
2. Since Gospel Hollow is the geographic center of Calais, all types of public facilities and utilities, except for correctional facilities, are allowed as a conditional use within 750 feet of the Calais Town Hall in Gospel Hollow. In order to further the purposes of the rural residential district, in all other portions of the district, public facilities and utilities are limited to those not intended for regular or frequent public access. Public facilities which are not generally open to the public, such as a fire station, town garage, waste transfer station, reservoir, correctional facility, or other large institutional use may be allowed as a conditional use.

Table 2.3 Resource Recreation District (RR2)

(A) **Purpose.** The purpose of the resource recreation district is to protect the natural resource value of those lands in Calais which are essentially undeveloped, are important wildlife habitat, could have high potential for commercial forestry use or other extractive enterprises, are unsuitable for commercial, industrial, or higher density residential development, or are necessary to protect ground water and aquifers, a fragile ecology, or significant recreational or scenic resources. Low-density residential, and limited outdoor recreation, conservation, and forestry uses are allowed.

Note: Permitted and Conditional Uses

If the use involves a permitted structure that is within a minimum of 40 feet and a maximum of 200 feet from the centerline of the town highway, it is a permitted use.

If the use involves a permitted structure that is more than 200 feet from the centerline of the town highway, it is a conditional use.

(B) Permitted Uses (require ZA Permit)

1. Accessory Dwelling [see Section 4.5]
2. Accessory Structure/Use (to a permitted use)
3. Agriculture [see Section 1.5]
4. Bed & Breakfast
5. Forestry [see Section 1.5]
6. Group Home [8 or fewer residents]
7. Home Child Care
8. Home Occupation [see Section 4.2]
9. Public Park, Forest, or Conservation Area
10. Seasonal Dwelling
11. Single-Family Dwelling
12. Two-Family Dwelling
13. Small-Scale Telecommunications Facility [see Section 4.11(E)]

(C) Conditional Uses (require DRB Approval)

1. Accessory Dwelling [see Section 4.5]
2. Accessory Structure/Use (to a conditional use)
3. Campground [see Section 4.8]
4. Cemetery
5. Extraction & Quarrying [see Section 4.4]
6. Historic Barn Reuse [see Section 4.7]
7. Home Industry [see Section 4.2]
8. Nature Center
9. Permitted structures more than 200 feet from the centerline of the town highway
10. Public Facility/Utility [see (F)(2); Section 4.10]
11. Recreation Facility: outdoor
12. Telecommunications Facility [see Section 4.11]

(D) **PUDs.** Planned Unit Developments (PUDs) are allowed under the provision of Article 7 of these regulations.

(E) Dimensional Standards (unless otherwise specified by use type)

See also section 3.2 Access to Nonfrontage Lots, Curb Cuts, & Driveway Standards:

Minimum Lot Area	10 acres	Maximum Building Height:	35 ft. (Section 3.5)
Minimum Frontage:	300 ft.	Wetlands buffer	50 feet (see section 3.14)
Minimum Setback/Front (from CL)	40 ft.	Stream buffer	50 or 35 feet (see section 3.14)
Maximum Setback for permitted structures/Front (from CL) (does not apply to agricultural structures)		Lakes and ponds buffer not covered by State Shoreland Act	50 feet (see section 3.14)
	200 ft		
Minimum Setback/Side, Rear	25 ft.	Driveways are permitted in setbacks but shall be at least 10 feet from a side or rear property line.	
Maximum Lot Coverage:	10%	Driveway slopes greater than 15% are subject to conditional use review by DRB.	

(F) District Standards

1. For conditional uses, in addition to conditional use standards under Section 5.3, the DRB shall also find that:
 - a. Development is clustered to minimize the area to be developed and is located to avoid areas of steep slope (25% or more), rock outcrops, shallow soils, critical wildlife habitat, headwater, and aquifer recharge areas.
 - b. Development is sited to minimize the fragmentation of productive farm and forestland, and wildlife habitat.
 - c. Development is sited below rather than on prominent ridgelines and hilltops in order to protect the scenic quality of the rural landscape. Screening may be required to minimize the visual impacts of development from public vantage points.
 - d. To the extent feasible, driveways and utility corridors shall be located in wooded areas or along the edge of open fields to minimize fragmentation and visual impacts.
 - e. The development will not result in the pollution of groundwater or surface waters or in undue erosion into streams, ponds, and wetlands. Storm water management and/or erosion control plans may be required.
 - f. A plan exists for the protection of endangered, threatened, or rare species or other critical wildlife habitat identified within or adjoining the parcel to be developed.
2. Public facilities and utilities in this district are limited to municipal or other government facilities which are not open to the public and not intended for regular or frequent access but which otherwise serve the public (e.g., reservoirs, transmission towers and lines, substations). Solid and hazardous waste disposal facilities, correctional facilities, and other large institutional uses are excluded from the district.

Table 2.4 Shoreland Overlay District (SHROD)

(A) Purpose

The purpose of the Shoreland Overlay District (SHROD) is to conserve aquatic and wildlife habitat and water quality and to foster the recreational and economic benefits of Calais lakes and ponds by:

- preserving and promoting the natural features and stability of vegetated shoreland areas,
- reducing stormwater runoff and erosion through best management practices, such as low impact development, and promoting revegetation of native plants and trees to mitigate the effects of run-off from impervious surfaces,
- allowing development that conserves the scenic beauty and recreational potential of Calais lakes and ponds, including the shoreland acres, and
- applying to all lands protected by the Vermont Shoreland Protection Act both the requirements of the Act and extending and improving upon those critical protections to the Shoreland areas that cross town public highways and to the part of the former Shoreland District to the area east of Curtis Pond.

(B) Applicability

The Shoreland Overlay District applies to all land around lakes and ponds with a surface area of 10 acres or more. They are: Adamant Pond, Bliss Pond, Curtis Pond, Little Mud Pond, Mirror Lake (a.k.a. No. 10 Pond), Nelson Pond (a.k.a. Forest Lake), North Montpelier Pond, Sodom Pond, Watson Pond, and Woodbury Lake (a.k.a. Sabin Pond).

Overlay district standards shall be applied concurrently with the standards for the underlying zoning district on which a property is located. Where one district imposes more restrictive standards, the stricter standards shall apply. See Section 2.2(D).

(C) Area Definition

It is the intent of these regulations that the Shoreland Overlay District (SHROD) shall never be smaller than the protected area required in the Vermont Shoreland Protection Act. Therefore, the Shoreland Overlay District shall consist of all land within 250 feet of mean water level, including land which crosses a public or private road, or equal to the size of the Lakeside Zone and Upland Zone of 10 V.S.A. § 1441 et seq., as amended - whichever is greater. In addition, the district shall include land within 800 feet of mean water level along the eastern shoreline of Curtis Pond, as depicted on the most current Calais Zoning District Map. Distances are measured on a horizontal plane.

The Shoreland Overlay District shall consist of the Shoreland Vegetative Buffer Zone and the Shoreland Upland Zone. The Shoreland Vegetative Buffer Zone, (also known as the Lakeside Zone under the Vermont Shoreland Protection program) is the land within 100 feet of mean water level as defined in Section 9. The Shoreland Upland Zone is the land between the outer edge of Shoreland Vegetative Buffer Zone and the outer edge of the Shoreland Overlay District boundary.

(D) Exemptions

1. A path, no more than six feet wide for access to the water is exempt from regulation under the Shoreland Protection Act and these regulations, and therefore does not require a permit.
2. State approved dam repair or replacement is exempt from review under Calais zoning regulations.
3. Projects that replace lawns and non-native vegetation with native plants at the shoreline without changing the shoreline or extending below the mean water line are also exempt from these regulations.

**(E) Permitted Uses in Vegetative Buffer Zone
(Require ZA Permit)**

1. A temporary dock. No portion of the dock on the land side of mean water level shall be wider than 6 feet. In this section, width refers to the dimension of the dock which is parallel to the shoreline.
2. Reconstruction of an existing structure with no change in height or building footprint, pursuant to subsection I(12)a). In the SHROD, a building footprint includes the physical outline to the extent of the drip line.

(F) Conditional Uses in the Vegetative Buffer Zone (Require DRB Approval)

1. Campground [see Section 4.8]
2. Nature center
3. Any change, including relocation and excluding reconstruction with no change in height or building footprint, to a use or structure.
4. Bank stabilization

**(G) Permitted Uses in the Upland Zone
(require ZA Permit)**

1. As allowed in the underlying district with exceptions per Subsection (L)1 of this section.

**(H) Conditional Uses in the Upland Zone
(require DRB Approval)**

1. Bed & Breakfast
2. Small-Scale Telecommunications Facility [see Section 4.11]
3. Any change, excluding reconstruction, to a non-conforming use or structure

(I) Dimensional Standards

Minimum Setback/Mean Water Level:	100 ft
Minimum Shoreline Frontage: (for properties on the shoreline):	300 ft.
Maximum Impervious Surface of the land in SHROD:	10%

The total amount of cleared area and impervious surface in the Upland Zone and in the Buffer zone, combined, shall not exceed 40% of the amount of land in the upland zone.

A property owner shall also adhere to the dimensional standards specified for the underlying district on which the parcel/property is located.

(J) Standards within the SHROD

1. New development, new uses, and vegetative management practices shall comply with all applicable requirements, including the Shoreland Protection Act, Calais Shoreland Overlay District [SHROD], and Erosion and Sediment Control and Stormwater Management standards (in Section 3.15) of this bylaw, and any applicable Flood Hazard or River Corridor Overlay District requirements (Table 2.7).

2. In addition to the provisions of Section 3.8 and 5.3, nonconforming uses and structures within the SHROD are subject to the following requirements:
 - a. No nonconforming structure shall be enlarged, expanded, or moved toward the shoreline.
 - b. No nonconforming structure shall be moved in a way that results in additional impervious surface beyond the 10% maximum [2.4 G] or that causes it to encroach on the buffer area.
 - c. Notwithstanding the provisions of Section 3.8 B, the conversion of a deck, porch, shed, or other unenclosed or unheated area into an enclosed heated area shall be subject to the following:
 - i. A porch or shed may be enclosed or heated with approval of the DRB, subject to conditional use review under Section 5.3 and a finding by the DRB that the change will have no measurable adverse effect on the public health, safety or welfare, water quality or the environment.
 - ii. Conversion of other unenclosed or unheated areas into an enclosed or heated area shall not be allowed.

(K) Standards within the Shoreland Vegetative Buffer Zone (see Appendix D to the Vermont Shoreland Protection Handbook, the Vegetation Protection Standards)

The following standards shall apply in the Shoreland Vegetative Buffer Zone, including any portion of the buffer that extends beyond a Class, 2, 3, 4, or private road.

1. A 100-foot undisturbed naturally vegetative buffer shall be established and/or maintained in accordance with 10 V.S.A. §1447.
2. The Vegetation Protection Standards (Appendix D to the Vermont Shoreland Protection Handbook) shall be followed.
3. New development shall not be allowed.
4. New driveways or roads shall not be allowed.
5. New lawn areas shall not be allowed.
6. New riprap and retaining walls shall not be allowed.
7. Shoreline bank stabilization projects shall be undertaken solely to address erosion and stability issues and are subject to conditional use review by the DRB. Stabilization projects are not allowed for decorative purposes or to reclaim land previously lost to erosion. For guidance as to acceptable stabilization techniques, see the Vermont Department of Environmental Conservation's Shoreline Stabilization webpage. Details about preferred methods of stabilization can be found in the Vermont Bioengineering Manual.
8. Removal of trees:
 - a. Prior to any tree removal in the Shoreland Vegetative Buffer Zone, the applicant shall submit documentation to the zoning administrator showing that they have contacted the Vermont Dept. of Environmental Conservation, Lake and Shoreland Permit Analysis, and that DEC has determined that removal is permitted.
<https://dec.vermont.gov/sites/dec/files/wsm/lakes/docs/Shoreland/DeadDiseasedUnsafeGuidance>
 - b. Removal of unsafe trees (as defined in Section 9.3) and limbs shall comply with State Vegetation Protection Standards, (see Part 2 of Vegetation Protection Standards of Vermont Shoreland Protection Act) and shall:

- i. prevent damage to surrounding healthy trees, limbs, saplings, and shrubs,
 - ii. minimize damage to Natural Ground Cover,
 - iii. prevent soil erosion and sedimentation into the lakes or ponds, and
 - iv. leave all stumps and root systems intact.
- c. Prior to removal of a tree located in the Shoreland Vegetative Buffer Zone AND in the Town Class 2 or 3 roads Right-of-Way, the applicant shall consult with the Calais Tree Warden.
- 9. Lawns within the Shoreland Vegetative Buffer Zone legally in existence on January 3, 2005, and which are mowed at least once every two years may be maintained if no new development takes place. Following new development or failure to mow at least once every two years, the area may no longer be mowed. Effective July 6, 2025, no permit shall authorize mowing within the Shoreland Vegetated Buffer Zone. The use of fertilizers, herbicides, or pesticides is prohibited.
- 10. Clearing, pruning, and removal of excess brush and leaf fall shall comply with 10 V.S.A. §1447 and the State Vegetative Protection Standards:
https://dec.vermont.gov/sites/dec/files/wsm/lakes/docs/Shoreland/lp_AppendixDVMPGuidance.pdf and https://dec.vermont.gov/sites/dec/files/wsm/lakes/docs/Shoreland/lp_ShorelandHandbook.pdf (Part 2, Vegetation Protection Standards, Vermont Shoreland Protection Act). The landowner should take pictures of the area to be cleared or pruned to demonstrate compliance with the Vermont SPA. If there are further questions, call the Calais Zoning Administrator or refer to the state guideline per the above links. *A zoning administrator's permission is not required for this work.*
- 11. No structure shall be moved or expanded in a way that results in additional impervious surface.
- 12. Even though new roads and driveways are not allowed in the Buffer Zone, the DRB may authorize improvements to existing nonconforming roads and driveways if such improvements will result in a reduction of existing shoreland erosion and unbuffered stormwater runoff using state-approved vegetative best management practices.
- 13. Reconstruction and relocation of a structure in the Buffer Zone:
 - a. A structure may be reconstructed in its existing building footprint provided that the structure is not located in the Special Flood Hazard Area. The building and its accessory appendages may be replaced but not enlarged. Accessory appendages, such as awnings, porches, and decks, may be replaced with structures of the same size and functionality. A deck shall not be enclosed.
 - b. A nonconforming structure may be relocated so that it is still within the Shoreland Vegetative Buffer Zone provided that:
 - i. it has less adverse impact on the environment (for example, a nonconforming structure may be moved further from the shoreline), and
 - ii. disturbed areas are restored to a naturally vegetated state with supplemental planting of appropriate native vegetation, as per state-approved vegetative best management practices.

(L) Shoreland Upland Zone Standards

- 1. This subdivision applies to uses within the Shoreland Upland Zone regardless of underlying district.
 - a. The following shall not be allowed:
 - i. Extraction & Quarrying [see Section 4.4]

- ii. Salvage yards
 - iii. Garden Centers
- b. The following shall be a conditional use and require DRB approval:
 - i. Bed & Breakfast
 - ii. Small-Scale Telecommunications Facility [see section 4.11]
 - iii. Any change, excluding reconstruction, to a nonconforming use or structure
- 2. In addition to application requirements listed at Section 1.6(A) of these bylaws, applications for projects in the Shoreland Upland Zone shall include:
 - a. an existing condition site assessment submitted to the ZA outlining slope profiles, existing gradients, sensitive natural communities, and site features that aid in stormwater management, such as water catchment basins, natural drainage ways, and vegetated lands, and
 - b. a map drawn to scale showing the location, extent, and type of proposed development and land disturbance and its proximity to the Buffer Zone and Shore.
- 3. In addition to the requirements of Section 3.15 (Erosion and Sediment Control and Stormwater Management), run-off from cleared or impervious areas within the Upland Zone shall not enter the Vegetative Shoreland Buffer Zone in channelized form.
- 4. Private Roads and Driveways
 - a. Private roads and driveways shall be properly crowned to allow stormwater to flow immediately off the surface into the surrounding vegetation or a stabilized ditch. Water bars can also be utilized to intercept water flowing lengthwise down the surface and transfer it off to the side into vegetation or ditched areas.
 - b. Drainage ditches with slopes less than 5% shall be lined with grass and runoff ditches; slopes greater than 5% shall be lined with riprap.
 - c. Drainage ditches shall empty, in a diffused manner, into vegetated buffer strips set back at least 150 feet from the water's edge.
 - d. Adequate and correctly installed cross drains, culverts, and water turnouts shall be provided to avoid ditch erosion.
 - e. New and existing driveways, whether paved or not, are subject to Section 3.15 Erosion and Sediment Control.
- 5. Development shall be planned to prevent the discharge of pollutants and erosion into groundwater, surface waters, and other natural resources to the extent practicable. Where appropriate, mitigation measures such as demonstrated by reference to mitigation plans per Best Management Practices (BMP) as currently available <https://dec.vermont.gov/watershed/lakes-ponds/lakeshores-lake-wise/bmp>. may be used to ensure that pollution or eroded material shall not reach ground or surface waters or other protected natural resources. See sections 3.12, 3.13, and 3.15.

Table 2.5 Highland Overlay District

(A) Purpose

The purpose of this district, which includes all areas over 1,500 feet elevation above mean sea level within the Town of Calais, is to protect sensitive upland areas from the adverse effects of inappropriate or high-density development. These areas are generally characterized by steep slopes, rock outcrops, and shallow soils, and they include important headwater and aquifer recharge areas, large tracts of unbroken wildlife habitat, valuable timber and recreational land, and scenic hills and ridgelines. They are also generally distant from public services and facilities and, as a result, are difficult and costly to access.

(B) Permitted Uses (Require ZA Permit)

1. Accessory Dwelling [see Section 4.5]
2. Accessory Structure/Use (to a permitted use)
3. Agriculture [see Section 1.5]
4. Forestry [see Section 1.5]
5. Home Child Care
6. Home Occupation [see Section 4.2]
7. Public Park, Forest, or Conservation Area
8. Small-Scale Telecommunications Facility [see Section 4.11(E)]

(C) Conditional Uses (require DRB Approval)

1. Accessory Dwelling [see Section 4.5]
2. Accessory Structure/Use (to a conditional use)
3. Bed & Breakfast
4. Campground (Primitive Only) [see (F)(1)]
5. Group Home [8 or fewer residents]
6. Historic Barn Reuse [see Section 4.7]
7. Home Industry [see Section 4.2]
8. Nature Center
9. Recreation Facility: outdoor
10. Seasonal Dwelling
11. Single-Family Dwelling
12. Two-Family Dwelling
13. Telecommunications Facility [see Section 4.11]

(D) Dimensional Standards (unless otherwise specified by use type)

See also Section 3.2 Access to Nonfrontage Lots, Curb Cuts, & Driveway Standards:

Minimum Lot Area	25 acres	Wetlands buffer	50 feet (see Section 3.14)
Minimum Frontage:	500 ft.	Stream buffer	35 feet (see Section 3.14)
Minimum Setback/Front (from CL)	40 ft.	Lakes and ponds buffer	50 feet (see Section 3.14)
Minimum Setback/Side, Rear	25 ft.	Driveways are permitted in setbacks but shall be at least 10 feet from a side or rear property line.	
Maximum Lot Coverage:	5%	Driveway slopes greater than 15% are subject to conditional use review by DRB.	
Maximum area cleared for building site:	1 acre		
Maximum Building Height:	35 ft. (Section 3.5)		

(E) District Standards:

1. Campgrounds within this district shall be limited to unimproved, tenting areas. No roads, utilities, or other services or facilities, except for pit or composting toilets, shall be provided.
2. Recreational facilities are limited to outdoor facilities (e.g., parks, wildlife refuges, trail networks, touring centers, shooting and archery ranges) and associated accessory structures. Golf courses are specifically excluded from this district.

3. Forestry uses shall follow all acceptable management practices.
4. Public facilities and utilities, except for those subject to review by the Department of Public Service under Section 248 and service lines to allowed uses, are specifically excluded from this district.
5. All uses shall meet applicable steep slope and surface water protection standards under Sections 3.13 and 3.14.
6. For conditional uses, all conditional use standards under Section 5.3 shall be met, and the DRB shall also find that:
 - a. Development is sited within a designated building site that minimizes the area to be developed, and is located to avoid areas of steep slope (25% or more), rock outcrops, shallow soils, critical wildlife habitat, headwater and aquifer recharge areas.
 - b. Development and associated building sites are located to minimize the fragmentation of productive farm and forestland and wildlife habitat.
 - c. Development and associated building envelopes are sited below rather than on prominent ridgelines and hilltops in order to protect the scenic quality of the rural landscape. Screening may be required to minimize the visual impacts of development from public vantage points.
 - d. To the extent feasible, driveways and utility corridors shall be located in wooded areas or along the edge of open fields to minimize farmland, forest, and wildlife habitat fragmentation and visual impacts.
 - e. The development will not result in the pollution of groundwater or surface waters or in undue erosion into streams, ponds, and wetlands. Storm water management and/or erosion control plans may be required.
 - f. A plan exists for the protection of endangered, threatened, or rare species or other critical wildlife habitat identified within or adjoining the parcel to be developed.
 - g. Building sites may be located to access views, provided that they do not interrupt the natural line of slope or the crown line of mature trees in the vicinity and will not result in the placement of a structure that appears unduly prominent or out of character with the surrounding terrain.
 - h. A tree cutting, pruning, landscaping, and/or forest management plan may be required to ensure that ridgelines and hilltops remain wooded and that buildings are visually screened to interrupt facades and reduce reflective glare, as viewed from off-site.

Table 2.6 Kents Corner-Old West Church Design Control Overlay District (KCO)

Description: Beginning at a point in the center line of Town Highway #46, 1,000 feet easterly of the intersection of Town Highway #46 and Town Highway #45, thence proceeding northerly along a line 1,000 feet easterly of the center line of Town Highway #45 to a point 500 feet southerly of State Aid Highway #1, thence easterly along a line 500 feet southerly of the center line of State Aid Highway #1 to the center line of State Aid Highway #3, thence northerly along the center line of State Aid Highway #3 for a distance of 1,000 feet, thence westerly along a line 500 feet northerly of the center line of State Aid Highway #1 to a point 500 feet easterly of the center line of Town Highway #25, thence northerly along a line 500 feet to the easterly of the center line of Town Highway #25 to a point northeast of the easterly corner of the Maple Corner Village District, from thence north westerly to said corner of the Maple Corner Village District, and thence along the easterly boundary of the Maple Corner Village District to a point 500 feet southerly of the center line of State Aid Highway #1, from thence easterly along a line 500 feet southerly of the center line of State Aid Highway #1 to a point 1,000 feet westerly of the center line of Town Highway #45. thence southerly along a line 1,000 feet westerly of the center line of Town Highway #45 until the intersection of that line and. Town Highway #46.

(A) **Purpose.** This district is a design control overlay district intended to ensure the protection of the historic and architectural integrity of the Kents Corner-Old West Church Historic District. - All development within this district, including development otherwise exempted from permit requirements as specified under Section 1.5, shall be required to obtain design approval from the DRB prior to the issuance of a zoning permit in accordance with Section 5.5.

(B) Permitted Uses

As allowed in the underlying district.

(C) Conditional Uses

As allowed in the underlying district.

(D) Dimensional Standards (unless otherwise specified by use type):

As specified for the underlying district.

(E) District Standards

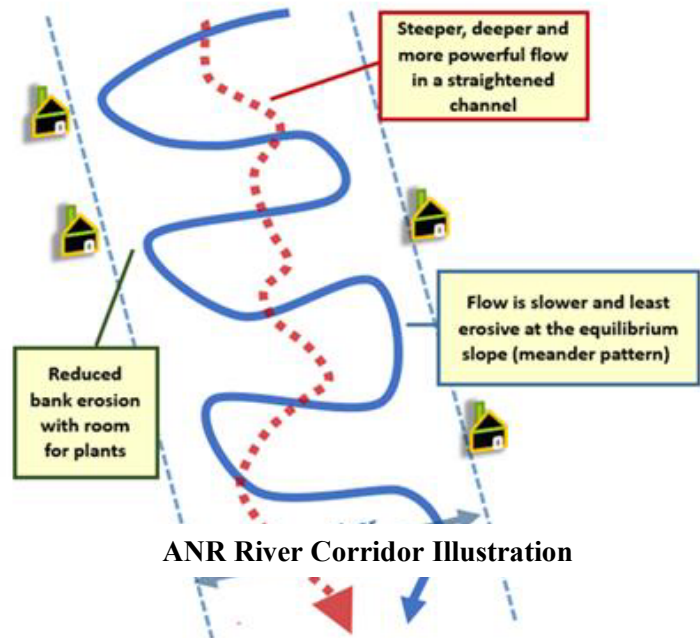
1. All development within this district shall be subject to design review under Section 5.5. Where the standards of this overlay district differ from underlying district standards, the more restrictive shall apply.
2. All development within this district shall be consistent with the Kents Corner-Old West Church Design Control Guidelines as most recently amended.

Table 2.7 Flood Hazard Area and River Corridor Overlay Districts (FHO & RCO)

(A) Purpose

The Flood Hazard Overlay (FHO) addresses hazards from flood inundation, and the River Corridor Overlay (RCO) addresses fluvial erosion hazards, consistent with 24 V.S.A. § 4424(a)(2)(A), V.S.A. Chapter 32, to:

1. prevent and minimize the loss of life and property, the disruption of commerce, the reduction of the tax base, and the considerable public expenditures and demands on public services that result from flooding and fluvial erosion,
2. allow for the wise use of lands in FHO and RCO areas to minimize potential damage to existing structures and development from flood-related inundation and erosion,
3. manage land use in FHO and RCO areas to provide rivers and streams with lateral space necessary to maintain or reestablish floodplain access and minimize fluvial erosion hazards through natural, physical processes,
4. ensure that the selection, design, and construction of development in FHO and RCO areas are accomplished in a manner that minimizes or eliminates the potential for flood or fluvial erosion and loss or damage to life and property, and
5. manage land use in FHO and RCO areas in accordance with state and federal regulations to ensure eligibility for and maximize availability of federal flood insurance, federal disaster funds, Vermont Emergency Relief and Assistance Funds (ERAF), and hazard mitigation funds.



(B) Boundaries

1. Flood Hazard Overlay [FHO]. The FHO has the same boundaries as the Special Flood Hazard Area as shown on the most current flood insurance studies and maps published by the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), and the National Flood Insurance Program (NFIP), as provided by the Secretary of the Agency of Natural Resources pursuant to 10 V.S.A. § 753. (See the definition of Special Flood Hazard Area in Article 9: Definitions.) The FEMA-mapped boundaries are presumed accurate. The presumption may be rebutted by a Letter of Map Amendment from FEMA.
2. River Corridor Overlay [RCO]. The RCO has the same boundaries as the most current River Corridor delineated by the Vermont Agency of Natural Resources (ANR) pursuant to 10 V.S.A. §§ 1422, 1427(a), and 1428(a). The RCO is the land along rivers and streams that is prone to erosion, and the area needed to accommodate a geomorphically stable river or stream channel. This includes the area within 50 feet of the top of the bank along streams with a watershed size greater than half [.5] a square mile – 2 miles. The ANR-mapped boundaries referred to herein are presumed accurate. The presumption may be rebutted by a letter of determination from the Vermont Agency of Natural Resources.

(C) Permitted Uses in the Flood Hazard Overlay (FHO) (Require ZA Permit)

1. Improvements to existing structures that are not Substantial Improvements [see definitions]
2. At-grade parking for existing buildings
3. Recreational vehicles See L12
4. New or replacement fuel storage for existing structures that are securely anchored
5. Above grade development that is at least one foot above base flood level which has not been elevated by placement of fill

(E) Permitted Uses in the River Corridor Overlay (RCO) (Require ZA Permit)

Improvements to utilities in existing rights-of-way that serve an existing building/structure.

(D) Conditional Uses in the Flood Hazard Overlay (FHO) (Require DRB Approval)

1. Substantial improvement of existing buildings
2. Elevation, relocation of existing buildings
3. Grading, excavation, or the creation of a pond
4. Improvements to existing private roads
5. Bridges, culverts, or other private projects which are functionally dependent on stream access or stream crossing
6. Fill or grading with mitigation resulting in no net loss of flood storage

(F) Conditional Uses in the River Corridor Overlay (RCO) (Require DRB Approval)

1. Elevation, relocation of existing buildings
2. New or replacement fuel storage tanks for existing structures
3. Grading, excavation, or the creation of a pond
4. Improvements to or construction of private roads or driveways
5. Bridges, culverts, channel management activities, or public projects which are functionally dependent on stream access or stream crossing
6. At-grade parking for existing buildings

Quick reference chart of FHO & RCO uses

P = Permitted (By ZA) C = Conditional (DRB) NA = Not Applicable X = Prohibited E = Exempt S Requires State permit			
#	Development Activity	Flood Hazard Area Overlay	River Corridor Overlay
1	New principal structure >100 sq. ft.	X	X
2	Accessory structure >100 sq. ft.	X	X
3	Accessory structure <100 sq. ft. with anchoring	P	C
4	Substantial improvements to existing structures	C	N/A
5	Elevation or relocation, of existing structures	C	C
6	Storage of materials or vehicles	X	X
7	Storage facility	X	X
8	Improvements to existing ROW to utilities that serve existing structure	P	P
9	Replacement water supply or septic systems	E S	E S
10	New or replacement fuel storage tanks for existing structures	P	C
11	At grade parking for existing structures	P	C
12	Grading, excavation, or creation of a pond	C	C
13	Fill or grading with mitigation resulting in no net loss of flood storage	C	C
14	Fill or grading resulting in a net loss of flood storage	X	X
15	Road improvements	C	C
16	Bridges and culverts	C S	C S
17	Recreational vehicles	P	X

(G) Exemptions

The following are exempt from regulation under these RCO and FHO bylaws:

1. The removal of a building or other improvement in whole or in part, so long as the ground elevations under and adjacent to the removed structure remain unchanged. A damaged structure may be required to remain in place until funds are granted.
2. Routine maintenance of existing buildings in the usual course of business required or undertaken to conserve the original condition while compensating for normal wear and tear. Routine maintenance includes actions necessary for retaining or restoring a piece of equipment, machine, or system to the specified operable condition to achieve its maximum useful life and does not include expansions or improvements to development.
3. Maintenance of existing sidewalks, roads, parking areas, or stormwater drainage; this does not include expansions.
4. Maintenance of existing bridges, culverts, and channel stabilization activities; this does not include expansions.
5. Planting projects which do not include any construction or grading activities in accordance with 24 V.S.A. § 4424(c).
6. Subdivision that does not authorize or involve any construction or other physical improvements.

All development that is exempt from municipal regulation pursuant to 24 V.S.A. § 4413 and Section 1.5 of these bylaws is subject to the Vermont Flood Hazard Area and River Corridor Rule (Environmental Protection Rule, Chapter 29) and may require a state permit, including: state-owned and -operated institutions and facilities; forestry operations as defined in 10 V.S.A. § 2602, or accepted silvicultural practices as defined by the Vermont Department of Forests, Parks, and Recreation, including practices that comply with the Acceptable Management Practices for Maintaining Water Quality on Logging Jobs in Vermont, as adopted by the Commissioner of Forests, Parks, and Recreation; required agricultural practices, including the construction of farm structures, as those practices are defined by the Vermont Agency of Agriculture Food and Markets; public utility power generating plants and transmission facilities regulated under 30 V.S.A. § 248; and telecommunications facilities regulated under 30 V.S.A. § 248a.

(H) Variances

Variances shall be approved by the Development Review Board (DRB) in accordance with Section 1.8 and 24 V.S.A. § 4469 after a public hearing in accordance with 24 V.S.A. § 4464 and:

1. In the **RCO**, variances shall only be allowed if, based on a review by Vermont Agency of Natural Resources, it is determined that the proposed development will not cause or contribute to fluvial erosion hazards or obstruct the establishment and maintenance of a geomorphically stable river or stream channel.
2. In the **FHO**, the proposed variance shall comply with 44 C.F.R. § 60.6, shall not increase flood heights, and the DRB shall notify the applicant that the structure constructed below the base flood elevation will:
(a) increase the risk to life and property, and (b) will result in increased flood insurance premiums up to amounts as high as \$25 for \$100 of coverage.

The approved variance shall be issued to the applicant in writing over the signatures of the DRB and shall be maintained with a record of all variance actions.

(I) Nonconforming Uses and Noncomplying Structures

The Development Review Board may, after public notice and hearing, approve the repair, relocation, replacement, or enlargement of a noncomplying structure or use within the FHO and/or RCO, consistent with Section 3.8 and provided that:

1. The proposed development is in compliance with all the Development Standards in Table 2.7 (H);
2. A noncomplying structure that is substantially damaged or destroyed may be reconstructed only in circumstances when the structure cannot be relocated to a less hazardous location on the parcel. If located in the FHO, the lowest floor of the reconstructed structure must be rebuilt to one foot or more above the base flood elevation, and the structure must otherwise comply with all requirements of the National Flood Insurance Program.

(J) Substantial Damage and Improvement Determinations in Flood Hazard Overlay District
Substantial Damage

The determination of substantial damage will be made by the ZA in the event of damage to a structure located within any Flood Hazard Overlay District from flooding or other causes (such as, but not limited to, fire, wind, or snow). The determination shall be based on the damage sustained by the structure regardless of intended repair at that time. (See definition of “substantial damage” in the FHO/RCO definitions section.)

Substantial improvement or substantial damage determinations shall be made in accordance with current FEMA guidelines or procedure established by the ZA/DRB in accordance with 24 V.S.A. §4461 and shall be used to determine the appropriate development standards for repair and rebuilding.

(K) Substantial Improvement

Refer to the definition for “substantial improvements” in Section 9, Definitions: FHO/RCO Overlay Definitions.

Any permit application for development within the Flood Hazard Overlay shall be reviewed by the Zoning Administrator for substantial improvement determination.

1. To make such a determination, the ZA may require:
 - a. An estimate of the market value of the structure from one of the following sources:
 - i. Property values used for tax assessment purposes with an adjustment recommended by the tax appraiser to reflect current market conditions and CLA, and acceptable to the Calais listers/assessors;
 - ii. An independent appraisal by a professional appraiser; or
 - iii. The value of buildings taken from NFIP claims data;

And

- b. A cost estimate provided by a qualified contractor, professional engineer, or licensed architect. The cost estimate shall include a detailed accounting of the proposed improvements, additions, reconstruction or rehabilitation work, repairs, or associated construction and development.
2. Using the above information, the ZA shall determine whether the development constitutes a substantial improvement as defined in Section 9.
3. The applicant may appeal a substantial improvement determination to the DRB in accordance with Section 1.7(A). The DRB may consider additional documentation and evidence provided by the applicant.

(L) FHO Development Standards

The criteria below are the minimum standards for development in the FHO. Where one district imposes more restrictive standards on the use of land or a structure, the strictest standards shall apply. See Section 2.2(D) and 24 V.S.A. § 4414(2).

The applicant must demonstrate that the development:

- will not adversely affect the public safety by increasing flood elevations, flood velocities, or decreasing flood storage volume;
- and*
- will not be in violation of NFIP Floodplain Management Criteria in 44 C.F.R. § 60 and these standards.

In the FHO where base flood elevations and/or floodway limits have not been provided by the NFIP in the Flood Insurance Study and accompanying maps, it is the applicant's responsibility to develop the necessary data. Where available, the applicant shall use data provided by FEMA or by state or federal agencies to administer this bylaw. In zone AE where floodway limits have not been determined, development shall not be permitted unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated encroachment, will not increase the base flood elevation more than one foot within the community at any point. The demonstration shall be supported by technical data that conforms to standard hydraulic engineering principles and certified by a registered professional engineer.

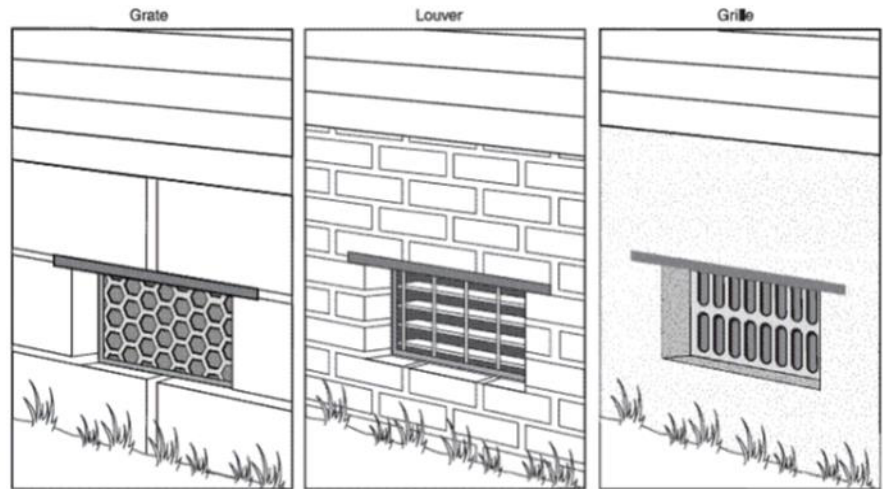
1. General Structural Standards

All development in the FHO shall be reasonably safe from flooding by adhering to the following standards in that it is:

- a. designed, operated, maintained, modified, and adequately anchored to prevent flotation, collapse, or lateral movement of the structure during a flood;
- b. constructed with materials resistant to flood damage;
- c. constructed by methods and practices that minimize flood damage;
- d. constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- e. able to be adequately drained to reduce exposure to flood hazards;
- f. located as to minimize conflict with changes in channel location over time and the need to intervene with such changes; and
- g. constructed such that any fuel storage tanks (as needed to serve an existing building in the FHO) will be located a minimum of one foot above the base flood elevation and be securely anchored to prevent flotation and protected from flood forces and debris, or storage tanks may be placed above or belowground if securely anchored and certified by a qualified professional that the design is watertight and will resist buoyancy, scour, and uplift forces, and that the fuel storage tank vent is located at least one foot above the base flood elevation.

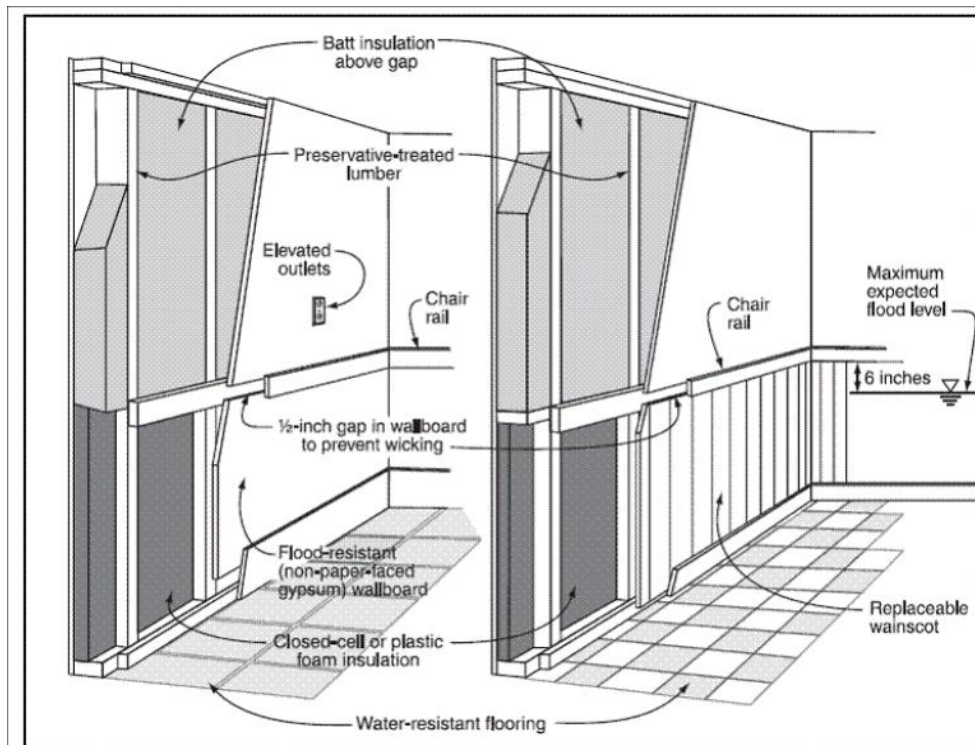
2. Improvements to Existing Structures

- a. Substantial improvements shall be designed to be reasonably safe from flooding and meet all standards as contained within Section I. (1) and shall be designed such that the lowest floor, including the basement, is at least one foot above the base flood elevation. This must be documented, in as-built condition, with a FEMA Elevation Certificate.
- b. Fully enclosed areas below grade on all sides (including below grade crawlspaces and basements) are prohibited.
- c. Fully enclosed areas that are above grade, below the lowest floor, below Base Flood Elevation and subject to flooding shall:
 - i. Be used solely for parking of vehicles, building access, or storage, and such a condition shall be clearly stated on any permit.
 - ii. Be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this

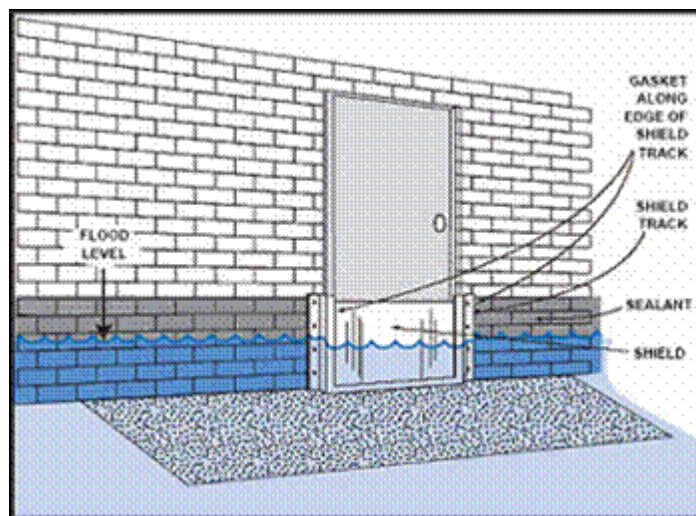


Examples of an elevated structure on a wet flood-proofed, at-grade crawl space with opening that permit the automatic entry and exit of floodwaters

requirement must either be certified by a registered professional engineer or architect, or meet or exceed the following minimum criteria: A minimum of two openings on two walls having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.



Example of interior renovations which are reasonably safe from flooding



Example of a dry flood proofed building

3. Substantial Improvements to Existing Non-Residential Structures

- a. Substantial improvements in FHO shall follow Section H,1 (A) above
- b. Have the lowest floor, including basement, together with attendant utility and sanitary facilities be designed so that it can either be: (a) elevated to be at least 1 ft above BFE or, (b) watertight up to at least 1 foot above BFE, with walls substantially impermeable to the passage of water, and with structural components having the capability of resisting hydrostatic and hydrodynamic loads

and effects of buoyancy. Elevations must be documented for the structure, in as-built condition, with a FEMA Elevation Certificate.

- c. A permit for a building proposed to be floodproofed shall not be issued until a registered professional engineer or architect has reviewed the structural design, specifications, and plans, and has certified that the design and proposed methods of construction are in accordance with accepted standards of practice for meeting the provisions of this subsection.

4. Subdivisions and Planned Unit Developments

Any subdivisions or planned unit developments [PUDs] that include land within this overlay district must be accessible by dry land access outside this overlay district. New subdivision proposals and other proposed development (including proposals for manufactured home parks and subdivisions) that are greater than fifty (50) lots or five (5) acres, whichever is the lesser, and include land within FHO or RCO overlays shall include base flood elevation data.

5. Accessory Structures.

A small accessory building of 100 square feet or less that represents a minimal investment need not be elevated to the base flood elevation, provided the building:

- a. shall not be used for human habitation;
- b. shall be designed to have low flood damage potential;
- c. shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
- d. shall be firmly anchored to prevent flotation; and
- e. shall have service facilities such as electrical and heating equipment elevated or floodproofed.

6. At-Grade Parking

At grade parking areas or other at-grade/below-grade development may be allowed such that it shall not create an obstruction to flood flows.

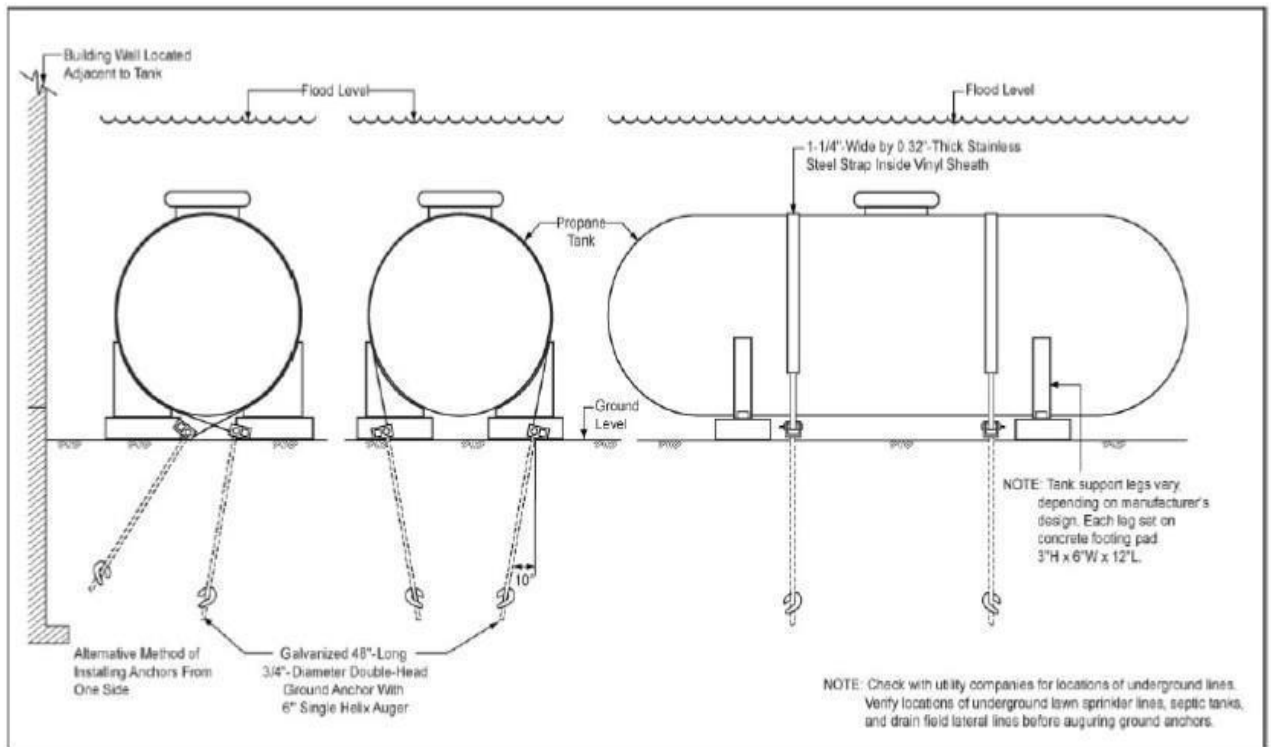
7. Replacement Water Supply or Septic

Replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems. Sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. Replacement systems shall be located to avoid impairment to the systems or contamination from the systems during flooding. New or replacement systems require a State Department of Environmental Conservation permit. (See Table 1.1.)

8. New or Replacement Fuel Storage for Existing Structures

- a. Storage tanks shall be constructed as follows:
 - i. The tank shall be elevated a minimum of one foot above the base flood elevation and securely anchor the tank to prevent flotation.
 - ii. The tank shall be located on the land-ward or downstream side of the building.
 - iii. All inlets, fill openings, line connections, and vents shall be elevated to two feet above the BFE.
 - iv. Any structure or platform used to elevate the tank shall be designed to withstand anticipated flood loads and forces.
- b. In places where elevation of the fuel storage tank is not possible due to the location of the existing fuel hook-up/fuel lines into an existing building:

- i. The tank shall be securely anchored to prevent floatation while protecting it from flood forces and debris.
- ii. Any structure or platform used to anchor and protect the tank shall be designed to withstand anticipated flood forces and debris.
- iii. The tank vent pipe/valve shall be located at a minimum two feet above the BFE:
or
- iv. Storage tanks may be placed underground, if securely anchored and certified by a qualified professional and are protected from the flood forces such as scour, erosion velocity flow, and buoyancy (uplift) force.



Example of an anchored above-ground propane tank

9. Fill

Fill shall be the minimum needed to elevate existing structures and cannot be used for landscaping or grading.

10. Grading

Only grading which results in minor or no changes in topographic elevations is allowable. If new material is brought from outside the hazard area and such new material is not offset with an equal or greater removal of material from the portion of the site within the hazard area, the new material shall be considered "fill" and shall not be considered grading.

11. Road Improvements

Grading, paving, and excavation shall be allowed so long as it does not result in a net increase of material. Fill is prohibited.

12. Recreational Vehicles

Recreational vehicles, equipment, boat trailers, portable toilets, construction trailers, and other travel trailers shall:

- a. be currently registered, licensed, and ready for highway use;
or
- b. be on site for fewer than 180 consecutive days;
or
- c. meet the requirements for structures in Section L(1).

(M) RCO Development Standards

The criteria below are the minimum standards for development in the RCO. Where one district imposes more restrictive standards on the use of land or a structure, the strictest standards shall apply. See Section 2.2(D) and 24 V.S.A. § 4414(2).

Development in the RCO shall not cause or contribute to fluvial erosion hazards and shall meet the following standards:

- a. Improvements to existing structures and any associated fill as needed to comply with elevation requirements in the FHO shall not decrease the distance between the existing principal building and the top of the bank or the stream. Preexisting structures that are below the top of the bank shall not be expanded in a way that increases their encroachment on the stream bed.
- b. An accessory structure <100 square feet shall only be located less than fifty (50) feet downstream from an existing primary building and cannot be closer to the top of the bank or the stream.
- c. Any new accessory structure shall be above the top of the bank.
- d. Conditional uses: In addition to standards in Section 5.3, the Development Review Board must find that conditional uses within the River Corridor shall not:
 - i. increase the susceptibility of that property or other properties to fluvial erosion damage;
 - ii. increase the potential of materials being swept onto other lands or into the stream and causing damage to other properties from fluvial erosion; or
 - iii. cause an undue burden on public services and facilities including roads, bridges, culverts, and emergency service providers during and after fluvial erosion events.

(N) Application and Review Process

The following requirements apply in the FHO and RCO in addition to the Application, Notice, and Review provisions in other applicable sections of these bylaws:

1. Application Requirements.

Applications for development shall include:

- a. Where applicable, a site plan that depicts the proposed development, all water bodies, **FHO** Areas, **RCO** areas, the shortest horizontal distance from the proposed development to the top of bank of any stream, any existing and proposed drainage, any proposed fill, and pre and post development grades, and the elevation of the proposed lowest floor, as referenced to the same vertical datum as the elevation on the current Flood Insurance Rate Maps.
- b. A Vermont Agency of Natural Resources Project Review Sheet that identifies all State and Federal agencies from which permit approval is required for the proposal. The identified permits, or letters

indicating that such permits are not required, shall be submitted to the Zoning Administrator and attached to the permit before work can begin.

2. Notice

- a. The Zoning Administrator shall provide a copy of the application and supporting information to the Vermont Agency of Natural Resources in accordance with 24 V.S.A. §4424. A permit may be issued only following receipt of comments from the Agency or the expiration of 30 days from the date the application was mailed to the Agency, whichever is sooner.
- b. Adjacent municipalities and the Vermont Agency of Natural Resources shall be notified at least 30 days prior to issuing any permit for the alteration or relocation of a watercourse and copies of such notification shall be submitted to the Administrator of the National Flood Insurance Program. Any permit issued shall assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.

3. Decisions.

No permit conditioned by the DRB shall be issued in the FHO or RCO until either 30 days have elapsed following notice to the Agency of Natural Resources, or comments from the Agency have been received. The DRB may recess the proceedings on any application pending submission of additional information.

4. Records.

The Town Office /Town clerk will store and maintain records of:

- a. All permits issued for development in FHO and RCO areas;
- b. An Elevation Certificate with the as-built elevation (consistent with the datum of the elevation on the NFIP maps for the community) of the lowest floor, including basement, of all new, substantially improved, or flood proofed buildings (not including accessory buildings) in the FHO;
- c. The elevation (consistent with the datum of the elevation on the NFIP maps for the community) to which buildings have been floodproofed;
- d. All floodproofing certifications required under this regulation; and
- e. All decisions of the DRB (including variances and violations), including justification for their issuance.

(O) Warning of Disclaimer of Liability

This bylaw does not imply that land outside of the areas covered by this bylaw will be free from flood or erosion damage. This bylaw shall not create liability on the part of the Town of Calais or any municipal official or employee thereof, for any flood or erosion damages that result from reliance on this bylaw or from any administrative decision lawfully made hereunder.

Article 3. Requirements and Standards that Apply to All Zoning Permits

Section 3.1 Purpose

The purpose of this article is to describe standards which may apply to any development permit or approval. The Table of Contents on page 2 lists all the items covered in this article.

Section 3.2 Access for Nonfrontage Lots, Curb Cuts, & Driveway Standards

(A) Access to Nonfrontage Lots

Development is permitted only on lots which have either frontage on a maintained public road [Class I, II, III, or state highway] or public waters; or with the approval of the DRB, access to such a road or waters by means of a Class IV road (public right-of-way) or permanent easement or right-of-way at least 20 feet in width. The DRB may grant approval for access to a nonfrontage lot in accordance with the following provisions:

1. The DRB may consider the intended use of the property, safety, traffic, road, and site conditions in granting, conditioning, or denying access approval. Conditions may be imposed by the DRB as appropriate to ensure public safety and welfare. These include, but are not limited to, conditions that:
 - a. the town not be required to provide school bussing beyond maintained public rights-of-way;
 - b. the owner of the property shall have the responsibility to maintain the right-of-way for access by emergency vehicles to any dwelling unit;
and
 - c. public rights-of-way used for access shall remain open to the public.
2. If a Class IV road is to be used for access to development:
 - a. the applicant shall receive approval for use of the road as access from the DRB prior to applying for approval for a curb cut onto the Class IV road from the Selectboard,
and
 - b. any maintenance or upgrading to a Class IV road by or on behalf of an applicant shall be done in accordance with a plan developed with and agreed to by the Selectboard pursuant to the Calais Policy Regarding Class IV Highways.
3. Residential development on a nonfrontage parcel accessed by a right-of-way or easement under this provision shall be limited to one seasonal or single-family dwelling, in accordance with other applicable provisions of these regulations, except where additional dwellings are allowed by subdivision, PUD, or other projects subject to conditional use review.

(B) Curb Cut and Driveway Approval⁶ [See also Section 1.4 B(7).]

The Zoning Administrator [ZA] should be the first point of contact for all planning and sighting of driveways. It is strongly recommended that applicants consult with the ZA for guidance through the process of curb cut and driveway placement and approvals.

⁶19 V.S.A. § 1111. Permitted use of the right-of-way <http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=19&Chapter=011&Section=01111>

A curb cut is defined as a means of access for either entering or exiting any state or town highways system [Class I, II, III, and IV roads]. A curb cut is **not** a driveway.

A driveway is a portion of a lot that is a type of private road used as a means of travel through any part of a parcel of land which connects with any public highway access [curb cut]. It may connect to multiple buildings or parcels.

1. Approval for a curb cut onto public roads is subject to the approval of the Calais Selectboard under the Calais Curb Cut Ordinance⁷, and for state highways, the Vermont Agency of Transportation⁸.
2. Where two public roads serve a commercial or industrial use (e.g., a corner or through lot), the curb cut shall be on the secondary road unless otherwise approved under subdivision or conditional use review.

(C) Access Standards

1. Shared access is encouraged and may be required for development, subdivision, planned unit development, or other project subject to conditional use review. Access shall be limited to the approved width and location.
2. Where two public roads serve a commercial or industrial use (e.g., a corner or through lot), access shall be provided from the secondary road unless otherwise approved under subdivision or conditional use review.

(D) Driveway Standards

All new or changed driveways must be at least 10.5 feet wide to support an emergency vehicle. In addition, all driveways must meet all setback and other zoning district standards in the zoning district in which it is built. Driveways shall be permitted in setback areas for each district but they must be *at least* ten (10) feet from a side or rear property line, except for driveways within a Village District, where the driveway must be at least five (5) feet from a side or rear property line. Shared driveways shall be exempt from this regulation. Driveways on slopes in excess of 15% [see Section 3.13(A)] shall be subject to conditional use review by the DRB under Section 5.3. Driveways must meet all of the Town of Calais specifications or standards for culverts, grading, and ditching and must be able to handle storm water drainage in such a way that water will not pool or run on the public highways. Driveways must conform to impervious surface standards if in the Shoreland District.

Section 3.3 Conversion or Change of Use

(A) A conversion or a change of use of the land, existing buildings, or other structures is subject to the provisions of these regulations.

1. The proposed use shall be subject to all the requirements of these regulations pertaining to such use, including but not limited to any district, access, and/or parking requirements, as well as any other applicable municipal, state, or federal regulations currently in effect.
2. An accessory structure such as a garage or barn may be converted to a principal use allowed within the district in which it is located only if the structure is located on a separate conforming lot and complies with all dimensional, setback, parking, subdivision, and other requirements applicable to the proposed use and district.

⁷ http://www.calaisvermont.gov/index.asp?SEC=A2D6B320-61B2-419B-B6DB-9C08559333CB&Type=B_BASIC

⁸ http://vtransengineering.vermont.gov/sites/aot_program_development/files/documents/publications/WhereWillMyDrivewayGo.pdf

3. A conversion or change of use from one permitted use to another permitted use requires a zoning permit issued by the Administrative Officer under Section 1.6 except as provided in Section 2.2.
4. A conversion or change of use from a permitted to a conditional use, or from a conditional use to another conditional use, requires conditional use approval under Section 5.3.
5. Where a permit is issued for any development, conversion, or change of use, including but not limited to the conversion of a seasonal or accessory dwelling to a single-family dwelling, initiation of construction is prohibited unless and until applicable wastewater and potable water supply permits have been issued by the Department of Environmental Conservation, under 10 V.S.A Chapter 64.
6. Changes or conversions involving nonconforming uses and/or noncomplying structures also are subject to and will be reviewed under Section 3.8.

Section 3.4 Damaged Structures

(A) No zoning permit shall be required for the stabilization of damaged structures to prevent hazards to public health or safety or to adjoining properties, structures, or uses; nor for the timely repair, restoration, or reconstruction of damaged structures to the extent of their prior condition and use. However:

1. Rebuilding that results in changes in density, dimension, or use under applicable provisions of these regulations will require a zoning permit.
2. Repair or rebuilding that results in exterior alterations to buildings within the Kents Corner-Old West Church Overlay District will require design approval from the DAB in accordance with Section 5.5.
3. Rebuilding a damaged noncomplying structure is subject to the requirements of Section 3.8 (B).

(B) The demolition of a damaged historic structure within the Kents Corner-Old West Church Overlay District is subject to review by the DAB and/or DRB under Section 5.5(E).

Section 3.5 Height Requirements; Exemptions

No structure shall exceed maximum district height requirements except for the following structures, which are specifically exempted from the height provisions of these regulations:

1. agricultural structures, including barns, silos, and grain elevators;
2. church steeples, spires, and belfries;
3. accessory structures associated with a public or residential use which are less than fifty (50) feet in height, including antennas, satellite dishes less than three feet in diameter, wind generators with blades less than twenty (20) feet in diameter, rooftop solar collectors, chimneys, belvederes and cupolas, flag poles, and weather vanes;
4. telecommunications towers which meet the requirements of Section 4.11;
5. electric transmission, fire, water, and public observation towers; **and**
6. renewable energy structures, including windmills with blades less than twenty (20) feet in diameter or rooftop solar collectors less than ten (10) feet high which are mounted on complying structures [24 VSA Sec.4412 (6)].

Section 3.6 Lot & Yard Requirements

(A) Only one principal use or structure may be located on a single lot, unless:

1. otherwise allowed as a mixed use under Section 3.16,
2. otherwise allowed as the reuse of an historic barn under Section 4.7, **or**
3. with approval of the DRB, as part of a planned unit development under Article 7.

(B) An accessory structure or use must conform to all lot, setback, coverage, and other dimensional requirements for the district in which it is located, unless specifically exempted from such requirements under Section 1.5.

(C) No lot shall be so reduced in area that it cannot meet dimensional requirements for its district, except through the use of density averaging as provided under Section 6.10 or as approved by the DRB for a planned unit development under Article 7.

(D) Space required under these regulations to satisfy area, yard, or other open space provisions in relation to one structure shall not be counted as part of the open space for any other structure.

(E) Frontage requirements for lots served by private roads (rights-of-way serving four or more lots) shall be the same as frontage requirements for lots served by public roads.

(F) For lots which do not have frontage on a public or private road (a nonfrontage or interior lot) the minimum setback distance from all property lines shall equal the minimum side yard setback for the district in which the lot is located.

(G) Corner lots shall meet applicable front yard setback requirements for each property line adjoining a road.

Section 3.7 Nonconforming Small Lots

(A) Any lot in individual and separate, nonaffiliated ownership from surrounding properties, lawfully in existence on the date of enactment of these regulations, may be developed for the uses allowable in the district in which it is located, even though not conforming to minimum lot size requirements, if such lot is not less than one eighth of an acre in area with a minimum width or depth dimension of 40 feet, and all other applicable requirements of these regulations are met.

(B) If a nonconforming lot subsequently comes under common ownership with one or more contiguous lots, the lot shall be deemed merged with the contiguous lot for the purposes of these regulations. However, such lot shall not be deemed merged and may be separately conveyed if:

1. the lots are conveyed in the preexisting, nonconforming configuration;
2. on the effective date of these regulations each lot had been developed with a water supply and wastewater disposal system;
3. at the time of transfer, each water supply and wastewater system is functioning in an acceptable manner;
and
4. the deeds of conveyance create appropriate easements on both lots for replacement of one or more wastewater systems, potable water systems, or both, in case there is a failed system or failed supply as defined in 10 V.S.A. Chapter 64.

(C) A municipal permit for any lot conveyed under Subsection (B) shall state that if the wastewater system fails, the owner shall be required to obtain from the Agency of Natural Resources or the Department of Environmental Conservation, Division of Wastewater Management (DEC) either:

1. a wastewater permit, or
2. a certification that the wastewater system has been modified or replaced with the result that it no longer constitutes a failed system.

Section 3.8 Nonconforming Uses & Structures

(A) Nonconforming Uses

Any use of land or a structure in legal existence as of the effective date of these regulations which does not conform with the requirements of these regulations may continue indefinitely. However, a nonconforming use:

1. may be changed to another nonconforming use which is of the same or a more restricted nature only with the approval of the DRB, subject to conditional use review under Section 5.3;
2. shall not be re-established if such use has been changed to, or replaced by, a conforming use, or if such use has been discontinued for a period of 12 months, regardless of the intent to resume such prior use;
and
3. may be re-established within a structure or portion thereof which has been damaged or destroyed only if reconstruction is started within one year.

(B) Nonconforming Structures

Any structure, or portion thereof, in legal existence as of the effective date of these regulations which is not in compliance with the requirements of these regulations may continue indefinitely. A nonconforming structure also may be repaired, rebuilt, restored, or expanded in accordance with this subsection. Except in the Shoreland Overlay District [see Table 2.4 Subsection (H)2], the conversion of a deck, porch, shed, or other unenclosed or unheated area into an enclosed or heated area shall be considered an enlargement or expansion under Number 4 below. A nonconforming structure shall be considered abandoned if it is discontinued for more than 12 months. An abandoned structure shall not be permitted for re-occupancy unless brought into compliance with this bylaw. A nonconforming structure also may:

1. undergo normal maintenance and repair without a permit, provided that such action does not increase the degree of nonconformity or constitute a reconstruction or rebuilding of the nonconforming structure;
2. be reconstructed or rebuilt with the approval of the Zoning Administrator, provided that the reconstruction or rebuilding does not increase the degree of nonconformity; ;
3. be restored to a safe condition with the approval of the Zoning Administrator, if declared unsafe by a proper authority; however, such restoration may increase the degree of nonconformity only to the minimum extent required for safety; **or**
4. be moved, enlarged, or expanded horizontally or vertically only with approval of the DRB, subject to conditional use review under Section 5.3 and a finding by the DRB that the move, enlargement, or expansion will have no adverse effect on the public health, safety or welfare, or on water quality and the environment. The DRB shall only allow the move, enlargement, or expansion to increase the degree of nonconformity if it finds that the change better satisfies the purpose of the district. However, a nonconforming structure may be moved, enlarged, or otherwise modified to eliminate the cause of nonconformity upon receipt of a permit from the Zoning Administrator.

Section 3.9 Outdoor Storage Tanks

The storage of any highly flammable or hazardous liquid or gas in an above-ground tank with a unit capacity greater than 1,000 gallons shall be constructed and managed in accordance with all applicable state and federal regulations for storage and containment in the event of a spill or release. Such tanks shall be located at least 100 feet from all property boundaries and surface waters.

Section 3.10 Parking, Loading, & Service Area Requirements

(A) Parking.

1. Off-street parking shall be provided on the same lot as the associated use, or on adjacent lots or lots under the same ownership or permanent easement, or in public parking areas, with approval by the Calais Selectboard.
2. Dimensional standards:
 - a. A parking space shall be a minimum of 8.5 by 18 feet per parking space required.
 - b. For parking areas with at least three spaces, up to 1/3 of the spaces may be designed for compact cars with a minimum size of 8 by 16 feet provided that an equal number of spaces are available for large vehicles with a minimum size of 9 by 22 feet.
 - c. Parking areas shall have sufficient space for maneuvering.
3. Except in the case of a seasonal dwelling, parking areas shall have sufficient space for snow storage and removal and shall be maintained for year-round use.
4. Drainage:

For parking areas larger than two spaces, storm water runoff shall be directed into detention areas so as not to flow directly into waterways or onto traveled ways whether private or public. Such detention shall be sized to withhold a minimum of one inch of water across the entire surface area for parking, maneuvering, runoff, and detention combined; or as designed by a civil or hydrologic engineer licensed in Vermont.
5. Residential uses:

At least two parking spaces shall be provided for each dwelling unit. In the case of a single-family residence, a portion of the driveway may be counted as a parking space.
6. Conditional uses:

Shared parking, pedestrian walkways, and/or the landscaping, screening, or lighting of parking areas may be required. The DRB shall determine a reasonable number of parking spaces to be provided and the extent of related loading and service areas based on:

 - a. the type or nature of the business or use;
 - b. the number of anticipated residents and guests;
 - c. the number of employees on-site during the largest shift;
 - d. the number of patrons served at capacity;
 - e. the gross floor area (measured in square feet) of the business or use;
 - f. the likelihood that users/customers will access the use by means other than automobiles, such as on foot from adjacent residential areas or via bicycle, public transportation, or other similar means;

and

 - g. the availability of shared or off-site parking.
7. Parking Lot Landscaping:

All off-street parking lots containing five or more spaces for uses requiring DRB approval shall be screened from any adjacent residential uses and public roads. Screening shall include a mixture of

vegetation that creates a visual buffer (not necessarily an impervious “wall”). Fencing integrated with the vegetation or the buildings themselves may also be used to provide screening.

(B) Loading & Service Areas.

Where a proposed development requires the regular loading or unloading of goods or passengers, sufficient on-site service and transit areas shall be provided.

1. All loading and service areas shall be clearly marked and located in such a manner so that parked vehicles will not block or obstruct sight visibility at intersections or to or from any internal road or access.
2. For development subject to conditional use review, the DRB may require service areas for emergency vehicles, waste disposal and collection facilities, snow retention, bus, taxi, or van stops, or other purposes necessitated by the proposed use.

Section 3.11 Sign Requirements

(A) Applicability. A zoning permit shall be required prior to the erection, construction or replacement of any outdoor sign, except for signs which are specifically prohibited, or which are otherwise exempted from these provisions, as listed under Table 3.2.

(B) General Standards. All signs, other than those specified under Subsection (A), shall require a zoning permit issued by the Zoning Administrator in accordance with the following requirements pertaining to all signs:

1. No outdoor advertising signs shall be approved in any district except for the purposes of identifying an approved, on-premise use.
2. There shall be only one sign per principal business or service.
3. No sign shall exceed 16 square feet per face.
4. No sign, including mounted or freestanding supporting structures, shall exceed 16 feet in height, or the height of the nearest building on the premises, whichever is less.
5. No sign shall be placed within a public right-of-way, or within 150 feet of any road intersection unless affixed to a building so that it does not extend beyond the building more than three feet.
6. Signs shall be illuminated so as not to produce undue glare, hazards, or distractions. A constant, shielded light source may be used for indirect lighting, provided that the lighting is directed downward onto the sign surface, and does not adversely affect neighboring properties, rights-of-way, or vehicular traffic. The light source shall not be visible from adjacent properties or roads.
7. No sign shall be illuminated during hours when the premises are not occupied or open for business.
8. No sign shall contain string lighting, pennants, or similar attention gathering devices, nor may it contain or support any device capable of emitting noise.
9. All signs shall be maintained in a secure and safe condition. Nothing in these regulations shall prevent normal sign maintenance and repair, including the replacement of broken parts. If the Zoning Administrator is of the opinion that a sign is not secure, safe, or in a good state of repair, a written warning and/or notice of violation under Section 8.5 may be issued with a request that any defect in the sign immediately is corrected.

10. Nonconforming signs may remain in use until such time as they are damaged beyond 50 percent of their appraised value, and/or are reconstructed, remodeled, relocated, replaced or enlarged.

(C) **Measurement.** The area of measurement of any sign shall be the total area of the sign face to the outer edge, including any supporting frames or panels. Signs consisting of freestanding characters shall include any intervening spaces (the entire message area) in the calculation of total sign area.

Table 3.2 Exempted & Prohibited Outdoor Signs

(A) **Exempt Signs.** No zoning permit shall be required for the following types of signs, which are exempt from these regulations:

- (1) Signs erected by the state or town on public roads.
- (2) Non-advertising signs placed for directional, safety or public service purposes which do not exceed 4 square feet in area.
- (3) One residential sign per dwelling unit identifying the occupant, not to exceed 2 square feet in area; and residential flags or banners intended solely for ornamental or non-advertising purposes.
- (4) Signs relating to trespassing and hunting, each not to exceed 2 square feet in area.
- (5) Temporary auction, lawn, or garage sale or real estate for sale signs, not to exceed 2 in number or 6 square feet in total area, which shall be removed immediately following the event or sale.
- (6) Temporary election signs to be posted and removed in accordance with state law.
- (7) Temporary signs or banners advertising public or community events, to be displayed on premise or in designated locations on town property with the prior permission of the Selectboard, which shall be removed immediately following the event.
- (8) Signs or bulletin boards incidental to places of worship, schools, libraries or public facilities, not to exceed one per establishment, 16 square feet in total area, or 6 feet in height above ground level.
- (9) Unlit signs associated with farm operations, not to exceed one per establishment or 16 square feet in area.
- (10) Unlit wall-mounted or freestanding signs advertising a home occupation, home industry or home day care facility, not to exceed one per residential dwelling or 4 square feet in area.
- (11) On-premise historic or landmark signs.
- (12) Wall murals intended solely for artistic, non-advertising purposes.
- (13) Window signs which do not exceed 30 percent of the windowpane area.

(B) **Prohibited Signs.** The following signs are prohibited in all districts:

- (1) Signs which impair highway safety.
- (2) Signs which are internally illuminated, animated, flashing, oscillating, revolving or made of reflective material, unless necessary for public safety or welfare;
- (3) Signs painted on or attached to rock outcrops, trees, or similar natural features.
- (4) Roof and wall signs which extend above the roof eave.
- (5) Permanent signs which project over public rights-of-way or property lines.
- (6) Signs identifying businesses or uses which are no longer in existence except historic or landmark signs as exempt under Table 3.2 A (11).
- (7) Off-premises signs, except for those which conform to state laws.

Section 3.12 Protection of Natural Resources.

(A) **Significant Natural Features.** All development, subdivision boundaries, lot layout, and building impact zones shall be located and configured to avoid undue adverse impact to sensitive or significant natural features. For the purposes of these regulations, these shall include wetlands, flood hazard areas, slopes greater than 15%, critical wildlife habitat areas, surface waters, associated buffer areas, river corridors, and other resources

identified in the Calais Town Plan. Methods for avoiding such adverse impacts include, but may not be limited to, the following:

1. Building impact zones shall be located and sized to exclude these features.
2. Applicants for subdivision or development may be required to designate buffers and/or develop and maintain management plans to protect such features.
3. Roads, driveways and utilities shall be located to prevent, to the extent feasible, encroachments on or the fragmentation of such features.
4. All development shall be designed and built to avoid, minimize, or mitigate effects from stormwater runoff.
5. Within the Highland Overlay District, development, parcel boundaries and building sites shall be configured to ensure that development will not result in the placement of any structure on steep slopes, shallow soils, or the height of land (the highest point) of any prominent ridgeline or hilltop. In addition:
 - a. Building sites may be located to access views, provided that they do not interrupt the natural line of slope or the crown line of mature trees in the vicinity, and will not result in the placement of a structure that appears unduly prominent or out of character with the surrounding terrain.
 - b. A tree cutting, pruning, landscaping, and/or forest management plan may be required to ensure that ridgelines and hilltops remain wooded, and that buildings are visually screened to interrupt facades and reduce reflective glare, as viewed from off-site.
6. Within the Upland zone of the Shoreland Overlay District, development plans shall be designed to prevent discharge of pollutants and erosion into groundwater, surface waters, and other natural resources to the extent practicable by complying with the Shoreland Protection Act and regulations of the Calais Shoreland Overlay District. See Table 2.4. Where appropriate, mitigation measures such as demonstrated by reference to mitigation plans per Best Management Practices (BMP) as currently available <https://dec.vermont.gov/watershed/lakes-ponds/lakeshores-lake-wise/bmp>. may be used to ensure that pollution or eroded material shall not reach ground or surface waters or other protected natural resources. See sections 3.12, 3.13, and 3.15.
7. Subdivisions which conserve land or use density averaging to protect natural resources identified in the Calais Town Plan may reduce frontage requirements to as little as 20% of the district standards
 - a. The percentage of reduction of the frontage requirement may not exceed the percentage of land permanently set aside from development.
 - b. Shared driveways are encouraged and may be required to limit the number of curb cuts to the number allowed by the frontage requirements of the district.
8. When evaluating the impact of proposed developments or subdivisions on identified natural resources, the DRB may solicit recommendations from the Calais Conservation Commission

(B) **Protection of Farmland.** Within the Rural Residential District, development, subdivision boundaries, lot layout and building impact zones shall be located and configured to avoid adverse impacts to primary and statewide agricultural soils as identified on the Calais Town Map, and other farmland currently in production. Methods for avoiding such adverse impacts include, but may not be limited to, the following:

1. Development shall be located at field and orchard edges or, in the event that no other land is practical for development, on the least productive soils in order to minimize the use of productive agricultural land, impacts on existing farm operations, and disruption to the scenic qualities of the site. Primary and statewide agricultural soils may be incorporated into the layout of a development for the creation of central greens, commons, community gardens, or similar outdoor spaces.
2. Vegetated buffer areas may be required between agricultural and other uses to minimize land use conflicts.
3. Access roads, driveways and utility corridors shall be shared to the extent feasible; and, where sites include linear features such as existing roads, tree lines, stone walls, and/or fence lines, shall follow these to minimize the fragmentation of productive agricultural land and adverse visual impacts.
4. Any subdivision or development which will result in development, buildings, and/or building impact zones located more than 350 feet from the centerline of a town highway and within primary or statewide agricultural soils shall be subject to conditional use review.

(C) Protection of Historic & Cultural Resources. Development and subdivision boundaries, lot layout and building sites shall be located and configured to minimize adverse impacts to historic and archaeological sites and resources identified in the Calais Town Plan, by the Vermont Division for Historic Preservation, or through site investigation. Methods to minimize adverse impacts include but may not be limited to the following:

1. Historic features, including existing historic buildings, stone walls and cellar holes, should be preserved and integrated into the development or subdivision design (e.g., driveways that follow stone walls) to the extent feasible.
2. The development or subdivision of land on which historic structures are located shall be designed to maintain the historic context of the site, and to minimize the impact of new development on the site's historic and architectural integrity.
3. When evaluating the impact of proposed development or subdivisions on historic resources, including all subdivisions in the Kents Corner-Old West Church Overlay District, the DRB may solicit recommendations from the Calais Historic Preservation Commission.

Section 3.13 Steep Slopes

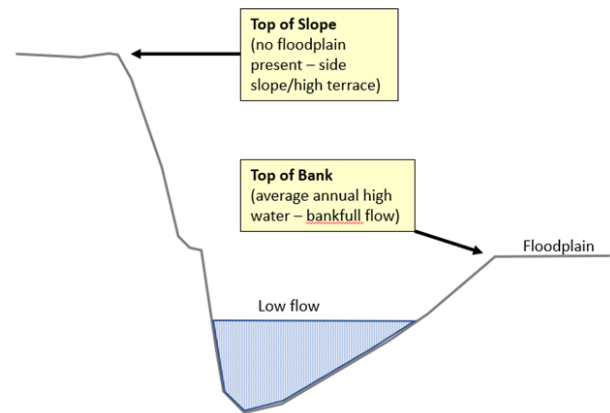
(A) Driveways with slope in excess of 15% and all other development on slopes more than 15% shall be subject to conditional use review by the DRB under Section 5.3. The DRB Shall follow [section 3.15 Erosion and Sediment Control and Stormwater Management](#) for slopes greater than 15% and driveways greater than 15%. The DRB may require the submission of an acceptable erosion and sedimentation control plan, prepared by an engineer licensed by the state, which provides detailed information regarding temporary and permanent erosion and sedimentation control measures to be used prior to, during, and following construction.

Section 3.14 Surface Water Protection

To maintain water quality, protect wildlife habitat, protect channel and flood plain stability, and prevent soil erosion and pollution associated with surface runoff, the following shall apply to all new development, including additions to existing structures:

(A) **Buffers and Requirements.** Surface waters shall have naturally vegetated buffers as follows:

1. Lakes and Ponds less than 10 acres, except constructed ponds under sole ownership, shall have a naturally vegetated buffer of at least 50 feet from the mean water level. Buffers shall comply with the Vermont Shoreland Vegetation Management Standards and Shoreland Best Management Practices, available online at: <https://dec.vermont.gov/watershed/lakes-ponds/lakeshores-lake-wise/bmp>
2. Streams shall have a naturally vegetated buffer of 35 feet, as measured inland horizontally from either top of bank or 10-year high water mark depending on the physical stream channel characteristics. Stream buffers shall comply with the Vermont Shoreland Vegetation Management Standards and Shoreland Best Management Practices, available online at: <https://dec.vermont.gov/watershed/lakes-ponds/lakeshores-lake-wise/bmp> Stream buffers shall comply with the Vermont Shoreland Vegetation Management Standards Shoreland Best Management Practices, available online at <https://dec.vermont.gov/watershed/lakes-ponds/lakeshores-lake-wise/bmp>
3. Class I and Class II Wetlands identified on current Vermont Significant Wetland Inventory (VSWI) Maps, Calais Natural Resource Inventory Map, or otherwise determined by ANR pursuant to 10 V.S.A. Chapter 37, or through site investigation, shall have a naturally vegetated buffer at least 50 feet in width as measured from the wetland boundary unless otherwise determined by the Agency of Natural Resources in a wetland permit, determination, or rule. Wetland boundaries shall be delineated in accordance with the Vermont Wetland Rules. Any new development within a wetland buffer requires approval from the state. Wetland buffers shall comply with the Allowed Uses and Best Management Practices for Wetlands as published by the VT Department of Environmental Conservation



<https://dec.vermont.gov/watershed/wetlands/bmps>.

(B) **Buffer Requirements Exceptions.** Except as provided below, any new development shall be prohibited in buffers as established in accordance with this Section. This includes new mowing, clearing, filling, grading, or storage of materials.

1. Limited clearing and site development associated with the following activities will be allowed in the buffer along surface waters listed in Subsections (A)(1) (Lakes and ponds not subject to the State Shoreland Protection Act) and, (2) (streams), of this Section. Such activities may be subject to mitigation requirements, see Section 3.15 Erosion and Sediment Control and Stormwater Management;
2. private road, driveway and utility crossings; limited clearing/site development for safety subject to DRB;
3. stream bank stabilization or restoration projects, designed and constructed in accordance with applicable state and federal regulations.
4. unpaved recreation paths that do not exceed six feet in width;
5. public water access;
6. limited pruning to maintain visual and physical access to the water as allowed by the State Vegetation Protection Standards, Appendix D, to the Vermont Shoreland Protection Act Handbook currently available online at https://dec.vermont.gov/sites/dec/files/wsm/lakes/docs/Shoreland/lp_AppendixDVMPPGuidance.pdf;
7. Intermittent streams with no stream channel: If an intermittent stream has no stream channel, mowing is allowed in the 35-foot buffer. All other buffer requirements shall apply;

8. Preexisting mowing: A landowner who has mowed in a buffer of surface water other than wetlands once within two (2) years of the effective date of these regulations (January 3, 2005) may continue to mow the same area following adoption of this bylaw. However, the area mowed shall not be expanded, and failure to mow at least once every two years shall mean that the provisions of this section apply and the area may no longer be mowed;
9. Wetlands. Allowed uses as set out in Section 6 of the Vermont Wetland Rules may occur in wetland buffers established by this Section;
10. The expansion or enlargement of any structure legally in existence prior to the effective date of these regulations that is within designated buffer areas shall be subject to review as a noncomplying structure under Section 3.8;
11. All new encroachments within designated buffer areas shall be considered conditional uses under Section 5.3(E).

(C) To protect the surface waters of Curtis Pond the geological formation that separates the shoreland and the Shoreland Overlay District at Curtis Pond from the Maple Corner Village Districts (see reference points and Calais Zoning District Map) along a water divide shall be protected from bedrock alteration with a 25 foot buffer on either side. No digging, trenching, or excavation which disturbs the bedrock may be performed within this buffer, nor may surface fill be added that alters the direction of surface runoff. No blasting is permitted within 100 feet of the boundary.

Section 3.15 Erosion and Sediment Control and Stormwater Management

(A) **Purpose.** To prevent, minimize and control erosion and sedimentation; minimize and control stormwater runoff; to maintain pre-development hydrology and drainage; protect water quality and other natural resources; prevent or mitigate damage to municipal infrastructure and other property; promote low impact development practices.

(B) **Applicability.**

1. The Erosion and Sediment Control standards in Subsection (D)(1) below shall apply to any development that creates 400 square feet or more of disturbed area.
2. The Stormwater Management standards in Subsection (D)(2) below shall apply to any development that creates or, when added to existing impervious surface on the parcel, results in at least 2,500 square feet of impervious surface.

(C) **Exemptions.**

1. Construction authorized by a state Construction Stormwater Permit is exempt from the Erosion and Sediment Control standards in Subsection (D)(1) below.
2. Development authorized by a state Operational Stormwater Permit is exempt from the Stormwater Management standards in Subsection (D)(2) below.
3. A copy of the state stormwater permit must be appended to the Town Permit application.

(D) **Standards**

1. Erosion and Sediment Control.
 - i. Development shall be designed to keep soils from reaching surface waters and, to the greatest extent practicable, shall provide for the preservation of natural drainage systems, retention of native topsoil, and stabilization of steep slopes.
 - ii. To prevent and mitigate erosion and sedimentation, all applicable construction activities shall be consistent with the practices as set forth in the most recent Low Risk Site Handbook for Erosion Prevention and Sediment Control issued by the Vermont Department of Environmental Conservation.

https://dec.vermont.gov/sites/dec/files/wsm/stormwater/docs/StormwaterConstructionDischargePermits/LowRiskSiteHandbookForErosionPreventionAndSedimentControl_Non-Booklet_February_2020.pdf

To print this handbook out in booklet form, go to:

https://dec.vermont.gov/sites/dec/files/wsm/stormwater/docs/StormwaterConstructionDischargePermits/LowRiskSiteHandbookForErosionPreventionAndSedimentControl_Small-Booklet_February_2020.pdf

These practices include:

- Demarcate Limits of Disturbance
- Pollution Prevention
- Limit Concurrent Earth Disturbance
- Site Stabilization
- Stabilize Construction Access
- Divert Upland Runoff
- Install Perimeter Controls
- Storm Inlet Protection
- Water Bars
- Slow Down Channelized Runoff
- Slope Stabilization
- Winter Construction Requirements
- Dewatering Activities
- Concrete Washout
- Permanent Controls
- Inspection, Maintenance, and Discharge Reporting

2. Stormwater Management. Development shall be designed to minimize or mitigate the effects of such an increase. Such expansion may include roofs, parking areas, and driveways. Mitigation practices as set forth in the most recent Vermont Low Impact Development Guide for Residential and Small Sites issued by the Vermont Department of Environmental Conservation, shall be used where practicable given site topography and characteristics. [See this link for guidance.](#)

(https://dec.vermont.gov/sites/dec/files/wsm/stormwater/docs/Resources/sw_LID%20Guide.pdf)

Green Stormwater Infrastructure to manage stormwater runoff shall be used when at all practicable given site topography and characteristics. [Refer to this link for guidance.](#)

https://anrweb.vt.gov/PubDocs/DEC/WSMD/stormwater/docs/sw_gi_2.0_GSI_series.pdf

Some of the practices include but are not limited to:

- Infiltration with trenches, bio retention, dry wells, and porous pavement
- Evapotranspiration such as green roofs and constructed wet gardens using native soils
- Rainwater storage unit.

[For guidance refer to:](#)

https://anrweb.vt.gov/PubDocs/DEC/WSMD/stormwater/docs/2015_GSI-Simplified-Sizing-Tool-Fact-Sheets.pdf

(E) **Application Requirements.** [Also see Section 1.6.] The application shall include baseline information as to how these standards will be met. The Zoning Administrator may require that the application materials be prepared by a licensed or certified professional. For further explanation on how to develop this information see Low Risk Site Handbook for Erosion Prevention and Sediment Control.

1. For projects not authorized by a Vermont Operational Stormwater Permit, An existing condition site assessment providing baseline information on features including slope profiles showing existing gradients, soil types, tree canopy and other vegetation, natural waterbodies, wetlands and site features that aid in stormwater management including natural drainage ways and forested and vegetated lands located on stream and wetland buffers;

2. For projects not authorized by a Vermont Construction Stormwater Permit, An erosion prevention and sediment control plan that incorporates accepted management practices as recommended by the state in the most recent edition of Low Risk Site Handbook for Erosion Prevention and Sediment Control.
3. Conditional Use Review. For applications requiring conditional use review, the DRB may require the submission of an acceptable erosion and sedimentation control plan, prepared by an engineer licensed by the state, which provides detailed information regarding temporary and permanent erosion and sedimentation control measures to be used prior to, during, and following construction using the guidelines set forth in the Low Risk Site Handbook for Erosion Prevention and Sediment Control.

Section 3.16 Mixed Use

In designated zoning districts, more than one principal use may be allowed within a single building, or on a single lot. If all uses are permitted in the district, the uses shall be considered “permitted”. If any use is conditional in the district, conditional use review under Section 5.3 shall be required. All mixed uses shall comply with the following provisions::

- (A) Each of the proposed uses is allowed as a permitted or conditional use within the zoning district in which the mixed use is located.
- (B) The combined uses meet all applicable standards for the district in which the mixed use is proposed, including maximum overall density, frontage and setback requirements, and maximum lot coverage; or the mixed use is part of a planned unit development (PUD) reviewed in accordance with Section 7.7.
- (C) The mixed use meets all applicable general regulations under this article, including sign and parking requirements.

Section 3.17 Equal Treatment of Housing

- (A) In accordance with 24 V.S.A. Chapter 117, Section 4412, no provisions of these regulations shall:
 1. Have the effect of excluding from the municipality housing to meet the needs of the population as determined in the housing element of the Calais Town Plan.
 2. Have the effect of excluding mobile homes, modular housing, or other forms of prefabricated housing from the municipality except upon the same terms and conditions as conventional housing is excluded. Mobile homes shall be considered single-family dwellings, and must meet the zoning requirements for such dwellings, except when located in an approved mobile home park or sales establishment, or as allowed as a temporary structure.
 3. Have the effect of excluding multi-unit or multifamily dwellings from the municipality.
 4. Have the effect of excluding accessory dwellings, except under the conditions of Sections 4.5 and 5.3 of these regulations.

Article 4. Specific Use Regulations

Section 4.1 Purpose of the Article

The purpose of this article is to describe and encourage a variety of specific structures and land uses in the town of Calais. The table of contents on page 2 lists the items covered in this article.

Section 4.2 Home Based Business [Home Occupation, Home Industry]

(A) **Home Occupation.** These regulations shall not infringe upon the right of any resident to use a minor portion of a dwelling for a home occupation that is customary in a residential area, and which does not have an undue adverse impact upon the character of surrounding area or neighborhood, as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais Town Plan. A home occupation is a business which is conducted on-site by one or more residents of the dwelling and does not occupy more than 25% of the total floor area of the principal dwelling or an accessory structure to the dwelling, or 400 square feet, whichever is less. No zoning permit shall be required for home occupations that meet the following:

1. One unlit exterior sign is permitted in accordance with Section 3.11. The exterior storage of materials, or other exterior indications of the home occupation, including alterations to the residential character of the dwelling, are not permitted.
2. The home occupation shall not generate noise, smoke, vibration, dust, glare, odors, electrical interference, heat or other nuisance that is detectable at or beyond the boundaries of the property.
3. The home occupation shall not result in an increase in the amount of wastewater generated by the dwelling, nor in the generation of any hazardous materials or wastes.
4. The home occupation shall not result in traffic volumes (e.g., associated with commercial deliveries or sales), which are uncharacteristic of a residential use.

(B) **Home Industry.** All other home-based businesses are home industries, as distinguished from a home occupation under Subsection (A), which may be allowed in designated zoning districts in association with a single family dwelling subject to conditional use review under Section 5.3, and the following provisions:

1. The home industry shall be conducted on-site by one or more residents of the single-family dwelling, and no more than five nonresident, full-time equivalent (FTE) employees.
2. The home industry may be conducted in a building or buildings accessory to the dwelling, however the total floor area occupied by the home industry shall not exceed 50% of the total floor area of the principal dwelling, or 2,000 square feet, whichever is less.
3. The home industry shall be compatible with the residential use of the property, and not have an undue adverse impact upon the character of the neighborhood in which it is located, as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais Town Plan.
4. One unlit sign may be permitted in accordance with Section 3.11.
5. Exterior storage areas for materials and equipment must be screened from the view of public rights-of-way and neighboring properties.

6. Adequate off-street parking shall be provided for all residents, employees, customers and vehicles associated with the home industry, in accordance with Section 3.10.
7. The home business shall not generate traffic of a type or volume that would have an undue adverse impact upon the character of the neighborhood or area.
8. Adequate provision shall be made for water supply, wastewater and solid waste disposal in accordance with all applicable municipal and state regulations.
9. Any hazardous materials used on-site shall be stored and disposed of in accordance with all applicable state and federal regulations.
10. The home industry shall not generate noise, smoke, vibration, dust, glare, odors, electrical interference, heat or other nuisance that is uncharacteristic of the area in which it is located.
11. Sales on the premises shall be products produced on-premise, services provided on-premise, or products which are related to services provided on-premise.

Section 4.3 Light Industry

(A) Light industry may be allowed within designated zoning districts as a conditional use subject to conditional use review under Section 5.3, and the following provisions:

1. The industrial use shall not have more than 30 employees on-site per shift.
2. The industrial use shall not occupy more than 15,000 square feet of total floor area, not including total outdoor storage areas.
3. The industry shall not generate undue noise, smoke, vibration, dust, glare, odors, electrical interference, heat or other nuisance that is detectable at or beyond the boundaries of the property.
4. Adequate off-street pedestrian, parking and service areas for employees, customers and deliveries shall be provided in accordance with Section 3.10. Where feasible, parking, loading and service areas shall be located to the side or rear of the principal building and screened from public view.
5. Adequate landscaping and screening shall be provided as needed for purposes of buffering, safety and security, and to minimize any adverse aesthetic impacts to neighboring and facing properties.
6. Adequate water supply and wastewater systems, and solid and hazardous waste storage and disposal facilities shall be provided in accordance with all applicable municipal, state and federal regulations.
7. Office and storage space, and cafeteria, recreation and/or day care facilities for employee use, may be provided on-site as accessory uses to the industrial use.
8. On-site retail sales shall be limited to products produced on the premises.

(B) Additional conditions including but not limited to restrictions on the hours of operation may be imposed by the DRB as needed to protect public health, safety and welfare, and public infrastructure and services.

Section 4.4 Extraction & Quarrying

(A) **Applicability.** The extraction, quarrying, or removal of topsoil, sand, gravel, rock, minerals or other similar materials, or the commercial extraction of water, and the on-site storage and processing of materials, may be

allowed in designated zoning districts as a conditional use subject to conditional use review under Article 5.3 and the provisions of this Section. The following are specifically exempted from these provisions:

1. The extraction of up to a total of 3,500 cubic yards of material for use on-site.
2. Site and excavation work incidental to another use for which a zoning permit has been issued (such as for building foundations, driveways, cemeteries, etc.).
3. Extraction and quarrying operations in lawful existence as of the effective date of these regulations, which maintain existing rates of extraction and do not expand onto adjoining parcels of land.

(B) Application Process. The DRB shall conduct a Preliminary Open Hearing with the applicant and interested parties to review the application and to identify the specifics of conditional use approval. The applicant shall provide a written narrative describing the extent and magnitude of the operation and how it will be closed once the extraction is complete; the DRB will review the narrative along with the applicant, and interested parties and decide what is necessary for conditional use review.

(C) Conditions of Approval. The DRB shall grant conditional use approval after determining that the proposed extraction or quarrying application does not:

1. Create a hazard to public health and safety, Nor
2. Have an undue adverse impact on:
 - a. Neighboring properties due to noise, dust or vibration;
 - b. Public facilities and services;
 - c. Drainage, surface and groundwater supplies;
 - d. Landscaping and screening requirements for safety and aesthetics or
 - e. Other natural, cultural, historic or scenic features in the vicinity of the operation.

(D) Upon completion of the extraction or quarrying, or at designated phases in the project, the site shall be returned to a stable condition, e.g. such that banks are not at risk of collapse or erosion, topsoil exists that can support natural growth of fields or forests, and surface water is protected as set forth in the Natural Resources section of the Calais Town Plan

(E) Surety. For all extraction, a performance bond, escrow account, or other form of surety acceptable to the Selectboard may, at the discretion of the Selectboard, be required as a condition of approval to cover the cost of any regrading, reseeding, reforestation, or other required site reclamation activity. Upon the failure of the permit holder, their successors, or assigns to complete site reclamation as required, the town may take legal action as appropriate to ensure site stabilization reclamation, and cost recovery.

Section 4.5 Accessory Dwelling

(A) An Accessory Dwelling means an efficiency or one- or two-bedroom apartment that is clearly subordinate to a single-family dwelling and has facilities for independent living, including sleeping, food preparation, and sanitation. One accessory dwelling that is located within or appurtenant to an owner-occupied single-family dwelling shall be allowed as permitted use provided the unit complies with all of the following:

1. the property has sufficient wastewater capacity;
2. applicable setback, coverage and parking requirement specified in these regulations are met;
3. the accessory dwelling shares the existing curb cut and driveway;
4. the entire structure of the accessory dwelling is within 150 feet of the single-family dwelling; and
5. the accessory dwelling does not exceed 30 percent of the total habitable floor area of the single-family dwelling or 1000 square feet, whichever is larger

An accessory dwelling that exceeds these conditions may be approved as a conditional use subject to review under Section 5.3 or as a Planned Unit Development under Section 7.6A.

(B) **Permit Conditions.** A zoning permit issued for an accessory dwelling shall clearly state that the dwelling is permitted only as an accessory to the principal residential or agricultural use of the property and as such shall be retained in common ownership. Such a dwelling may be subdivided and/or converted for conveyance or use as a principal dwelling only if it is found to meet all current municipal regulations applying to a single (or two) family dwelling, including all density and dimensional requirements for the district in which it is located (see Section 3.3). All applicable municipal permits and approvals shall be required prior to subdivision, conversion, or conveyance as a principal dwelling.

Section 4.6 Temporary Structure

(A) Structures used on construction sites, or for special events approved by the Calais Selectboard, may be allowed as temporary accessory structures to an existing or permitted use. The Zoning Administrator must issue a temporary zoning permit for such structures for a specified period of time, not to exceed one year from the date of issuance, with the provision that such structures will be dismantled and/or removed within 60 days of the completion of the construction or the event.

(B) Temporary housing which is intended solely to house farm workers and their families, or seasonal or migrant farm workers, and is accessory to the principal agricultural use of the property, may be allowed under the conditions of subsection (A) and the following requirement:

1. Temporary farm dwellings shall be mobile homes, which must be removed from the property in the event that they are no longer needed to house farm workers, or seasonal agricultural operations cease;
2. Up to two temporary farm dwellings, not including the principal farm residence may be allowed per farm;
3. Occupancy of temporary farm dwellings is restricted to farm workers and their families;
4. The maximum acreage set aside (not to be considered a subdivision) for temporary farm dwellings shall be one acre per dwelling;
5. Temporary farm dwellings shall meet all other requirements pertaining to single family dwellings, including minimum setback, access and parking requirements; **and**
6. Adequate water supply and wastewater systems shall be provided as required under state regulations.

Section 4.7 Campground

(A) A new or expanded campground or primitive campground on a single parcel of land, may be allowed in designated zoning districts subject to conditional use review under Section 5.3, state agency referral as applicable under Section 1.6, and the following requirements:

1. The parcel of land for a campground shall be no less than five acres in area, with at least 20% of the total campground area set aside for conservation, recreation and open space. The number of camp or cabin sites shall not exceed 10 per acre.
2. Sufficient access and parking will be provided for each campsite.
3. Buffer areas of at least 100 feet in width along property boundaries, and 75 feet in width along public rights-of-way and waters, are to be maintained. Buffer areas shall not be included in the calculation of open space under Subsection (A)(1). No building, campsite, parking or service area shall be located in a buffer area.
4. Recreational vehicles, campers and trailers may be stored on the property only if they are properly registered.
5. Landscaping and/or fencing along property boundaries will be provided as appropriate for screening, security, and privacy.

6. Roads within the campground shall meet the following minimum standards and be properly maintained.

Table 4.1 Campground Road Standards		
	One-way Roads	Two-way Roads
Right-of-Way Width	18 feet	33 feet
Gravel Depth	12 inches	12 inches
Gravel Width	10 feet	20 feet

7. Lavatory, shower, and toilet facilities sufficient to serve all campsites are to be provided. Water and wastewater disposal systems must be designed and installed in accordance with applicable state regulations, including state Environmental Protection Rules as most recently amended for campgrounds.
8. Covered and screened facilities for the sanitary collection and disposal of trash and recyclables shall be provided.
9. Customary accessory uses and structures to campgrounds, subject to conditional use review, include equipment and supply stores, playground and athletic fields, recreation and dining halls, snack bars, laundry and shower facilities and similar facilities intended solely for the use of campground residents and guests.

(B) For substantially undeveloped, primitive campgrounds (e.g., tenting areas) located on public or private land, the DRB may waive any or all of the requirements under Subsection (A) if it is demonstrated to their satisfaction that access, total lot area, camp site area, and setback distances are sufficient to:

1. support the proposed level of use, **and**
2. avoid any adverse impacts to water quality, natural areas, and adjoining properties and uses.

Section 4.8 Mobile Home Park

(A) A mobile home park, consisting of the design, layout and/or placement of two or more mobile homes on a single parcel of land, may be established, modified or extended within designated zoning districts as a planned unit development subject to review under Article 7.

(B) A mobile home park shall also meet all applicable municipal and state regulations pertaining to mobile home parks, including but not limited to state environmental protection rules pertaining to mobile home parks [10 V.S.A. Chapter 153].

Section 4.9 Public Facility

(A) The following uses, except as excluded under Subsection (B) or otherwise regulated under Subsection (C), are subject to conditional use review under Section 5.3, but may be regulated only with respect to location, size, height, building bulk, yards, courts, setbacks, building density, off-street parking and loading facilities, traffic, noise, lighting, and landscaping or screening requirements and only to the extent that such regulation does not have the effect of interfering with their intended functional use:

1. public and private hospitals;
2. regional solid waste management facilities certified by the state [10 V.S.A. Chapter 159]; **and**
3. hazardous waste management facilities for which a notice of intent to construct has been received under state law [10 V.S.A. § 6066a].

(B) The following public facilities are excluded from specified zoning districts:

Solid and hazardous waste management facilities are specifically excluded from the Village, Resource Recreation, Highland Overlay, Shoreland, Kents-Corner Old West Church Overlay, and Flood Hazard Overlay Districts.

(C) In accordance with the Act, reasonable provision has been made within designated zoning districts for the following uses, which are subject to all applicable provisions of these regulations including, but not limited to, zoning district requirements:

1. publicly-owned and operated institutions and facilities (see Public Facility/Utility);
2. public and private schools and other educational institutions certified by the Vermont Department of Education (see School); **and**
3. churches, convents and parish houses (see Place of Worship).

Section 4.10 Wireless Telecommunications Facility

(A) **Purpose.** In order to protect the historic, cultural, natural and aesthetic resources of Calais, while allowing for the development of adequate wireless telecommunication facilities and coverage, this section regulates the placement, design, construction and modification of such facilities. It is intended to comply with the federal 1996 Telecommunications Act and 24 V.S.A. subsection 2291(19).

(B) **Applicability.** This section applies to all wireless telecommunications facilities except:

1. amateur radio, citizens band radio, AM or FM radio, and broadcast television service;
2. a telecommunications facility that is used exclusively for municipal radio dispatch service or emergency radio dispatch service and which does not exceed 50 feet above grade level;
3. a facility which does not result in construction of a new structure and which does not extend more than 10 feet from an existing structure not used primarily for the provision of telecommunications services.

(C) **Permit Requirements.** All applicable permits and approvals shall be obtained before commencing any work on site. Alterations or additions shall require a permit amendment when they involve changes: (1) in the number of buildings or facilities on the site, (2) in the technology that results in change to visual impact or may affect public safety, or (3) resulting in additional height, greater visibility, or structural wind loading, including additional antennas not originally specified.

(D) [Deleted]

(E) **Small Scale & Temporary Facilities.** The Zoning Administrator may issue a zoning permit without review by the DRB under section 5.3 or 4.11(H) to a small scale or temporary telecommunications facility. In addition to standard information required in the application, a permit for a small scale or temporary facility shall include a final site and building plan and, where applicable, a report indicating the structure's suitability for the telecommunications facility. The report must include complete details of all fixtures and couplings and the exact

point(s) of attachment shall be indicated, and documentation that the method of affixing the antenna or other device to the structure complies with standard engineering practices.

1. Small scale facility: The appearance of an existing structure shall be unchanged except as required for mounting. Accompanying equipment shall be screened from view.
2. Temporary facility: The duration of the permit shall be specified in the permit and the facility removed within 10 days following the permit expiration date.

(F) Application Requirements. In addition to conditional use review information (Section 5.3), a telecommunications application shall include the following:

1. the name and address of the applicant, landowners of record and agents, all adjoining property owners of record, and contact information for the person(s) authorized to operate, maintain and ensure the safety of the facility;
2. copy of an executed contract with the owner of the existing structure, or written documentation from other facility owners that no other sites are available to achieve the desired coverage;
3. a coverage map (USGS Quadrangle) showing existing topography, existing and proposed coverage(s), location of other towers, suitable buildings or structures located within 5 miles of the proposed site, a site plan drawn to scale (1 inch equals 50 feet) showing the footprint of existing and proposed facilities, access roads, utility corridors, and landscaping, fencing and screening;
4. a report from a qualified, licensed professional engineer, documenting: facility height, design, construction and capacity, including materials, cross-sections, elevations, potential mounting locations, and fall zones; potential changes to existing facilities; number of channels and output power and frequency;
 - a. steps to be taken to avoid interference with any public safety system, to include an intermodulation study and written notification to public safety agencies;
 - b. applicant will comply with all FCC requirements regarding both interference (RFI) and radiation (RFR), and agrees to unannounced, independent evaluations of compliance as arranged by the DRB.
5. a written 5-year plan for use of the proposed telecommunications facility, including reasons for seeking capacity in excess of immediate needs if applicable, as well as plans for additional development and coverage;
6. an indication of the timing and construction sequence for each phase of the entire project;
7. a letter of intent committing the facility owner and his/her successors to allow shared use of the facility if an additional user agrees in writing to meet reasonable terms and conditions for shared use, including compliance with all applicable federal, state, and municipal regulations and associated permits and approvals;
8. copies of any state-required Act 250 permit application and/or federally-required draft environmental assessment or impact statement (EA or EIS) which describe the probable impacts of the proposed facility;
9. any additional information as needed to determine compliance with the provisions of these regulations, including but not limited to visual impact assessments or independent evaluations of the proposed facility, to be paid for by the applicant.

(G) **Independent Review.** The Selectboard, at the request of the DRB, shall hire qualified persons to conduct an independent technical review of the application, the costs of which shall be paid by the applicant.

(H) **Specific Standards.** In addition to meeting conditional use standards under Section 5.3, the DRB, in granting conditional use approval, shall also find that the proposed telecommunications facility complies with the following standards:

1. Proposed telecommunications equipment cannot be accommodated on an existing or approved tower or other structure due to one or more of the following reasons, as documented by a professional engineer appropriately licensed:
 - a. There is no existing or approved tower or other suitable structure in the area in which coverage is sought.
 - b. Proposed telecommunications equipment exceeds the structural or spatial capacity of an existing tower or structure; and the existing tower or structure cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment, at a reasonable cost, to provide coverage and capacity comparable to that of the proposed facility.
 - c. Proposed telecommunications equipment will cause interference, which materially impacts the usefulness of other existing or permitted equipment at the site, and such interference cannot be prevented at a reasonable cost.
 - d. Proposed telecommunications equipment, either alone or together with other existing equipment, would create RFI or RFR in violation of federal standards or requirements.
 - e. Existing or approved towers and structures cannot accommodate the planned equipment at the height needed, or are too far from the area of needed coverage, to function reasonably.
 - f. Aesthetic reasons make it unreasonable to locate the planned telecommunications equipment on an existing or approved tower or building.
2. New towers shall be designed to accommodate the collocation of both the applicant's antennas and comparable antennas for one or more additional users, depending on tower height. Towers must be designed to allow future rearrangement of antennas, and to accept antennas mounted at varying heights. New Towers shall not be allowed for speculative purposes.
3. Telecommunications facilities, including tower construction and wiring, shall meet all state and federal requirements, including but not limited to FCC requirements for transmissions, emissions and interference. No telecommunication facility shall be located or operated in such a manner that it poses a potential threat to public health or safety, nor interferes with public safety telecommunications. Prior to the siting of new antennas at existing sites, written certification of FCC compliance shall be provided based on the results of a cumulative RFR emissions study performed by the applicant.
4. New, modified or expanded facilities may be allowed only in designated districts (Rural Residential, Resource Recreation, Upland Districts). Telecommunications facilities, including associated support and accessory structures, shall meet the minimum setback requirements for the district in which they are located. In addition, telecommunications towers shall be set back from all property lines and public rights-of-way for a distance equaling their total height, including attached antennas.
5. New telecommunications facilities, including towers, supporting and accessory structures, shall be sited and designed to minimize their visibility. No tower shall exceed 180 feet in height. No tower or equipment shall be located on an exposed ridge line or hill top, nor extend vertically more than 20 feet

above the average height of the adjoining tree canopy, as measured within 100 feet of the highest vertical element of the proposed facility. The DRB may require the submission of a management plan to maintain average tree height and screening provided by the tree canopy in the immediate vicinity.

6. New or modified towers and antennas shall be designed to blend into the surrounding environment to the greatest extent feasible, through the use of natural topography, existing vegetation, landscaping and screening, the use of compatible materials and colors, and/or other camouflaging techniques. The DRB, to assist in its review, may require that the applicant provide a visual impact assessment of the proposed facility from specified vantage points, to include visual representations (e.g., photographic simulations) and/or field tests.
7. Towers shall be enclosed by security fencing at least 6 feet in height, and shall be equipped with anti-climbing devices and warning signs. The DRB may require landscaping or screening adjacent to the security fence to minimize visual impacts as viewed from neighboring properties or public vantage points.
8. No commercial signs, lettering, logos or other advertising shall be placed on telecommunications towers or associated support and accessory structures.
9. Towers shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the Federal Aviation Administration (FAA) or other federal or state authority for a particular tower because of its height. The DRB may require tower relocation, or a reduction in tower height to eliminate the need for lighting.
10. Access roads or driveways and utility corridors, to the extent feasible, shall be shared, and designed to minimize site disturbance, to follow natural contours and linear features (e.g., tree lines, field edges), and to aesthetically blend in with the surrounding environment. The DRB may require closure of access roads to vehicles following facility construction where it is warranted by site conditions and where maintenance personnel can reasonably access the facility site on foot or by air transport. All utilities proposed to serve a telecommunications site, to the extent feasible, shall be installed underground.
11. Landscaping shall be provided in a manner that preserves and incorporates existing vegetation on-site and in the immediate vicinity of the facility, and screens ground mounted equipment from the view of neighboring properties and public vantage points. The DRB may require increased setbacks, landscaping and screening as appropriate to minimize adverse impacts to adjoining properties, and/or the submission of a landscaping plan, to include provisions for long-term maintenance.

(I) **Removal.** All abandoned, unused, obsolete, or noncompliant wireless telecommunications facilities, including towers, accessory structures and/or equipment, shall be removed within 180 days of the cessation of operations at the site, and the site shall be restored to its original appearance. A copy of the relevant portions of any signed lease which requires the applicant to remove the tower and associated facilities shall be submitted at the time of application. A bond or other form of surety acceptable to the Selectboard may be required to ensure tower removal and site reclamation.

Article 5. Development Review [Conditional Use & Design Review]

Section 5.1 Purpose

This article applies to development requiring approval by the DRB, including development subject to conditional use review (Section 5.3), and design review (Section 5.5). For subdivisions of land subject to review by the DRB, including planned unit developments, see Articles 6 and 7.

Section 5.2 Development Review Application

(A) When the Zoning Administrator (ZA) determines that a zoning permit application needs to be reviewed for approval by the Development Review Board (DRB), the ZA will advise the applicant in preparing the necessary documentation. In addition to the application requirements for a zoning permit under Section 1.6, an application for review by the DRB shall include one original and one complete copy no larger than 11 x 17 inches⁹ of the following documentation that may be applicable:

Required for most DRB applications¹⁰

1. Applicant information, including the name(s) and address(es) of the applicant, the owner(s) of the property of record, and the person or firm preparing the application and related plans; the date of the application and related plans; names and addresses of adjoining landowners. The ZA will do the required Certified Mailings and keep proof of mailing receipts until the appeal period for an approved Permit has passed.
2. A general location map showing the location of the proposed development in relation to public highways, drainage patterns, and adjoining properties and uses.
3. A plan drawn to scale which shows:
 - a. north arrow, scale, title (project name), date, and the name of the preparer;
 - b. property lines and, when applicable, zoning district boundaries;
 - c. existing site features¹¹ including (when applicable):
 - i. Topography¹²
 - ii. Streams and surface waters
 - iii. Tree lines
 - iv. Historic sites and structures
 - v. Mapped natural or critical habitat areas (including deer wintering area maps as accepted by the Calais Selectboard)
 - vi. River Corridor Overlay District boundaries
 - vii. Flood Hazard Overlay District boundaries
 - viii. Mapped wetlands (both VSWI and Calais Natural Resource Inventory)
 - ix. Source protection areas

⁹ For documentation created to print-out on sheets larger than 11 X 17, PDFs (or other digitized file type) are also required.

¹⁰ Some DRB reviews, such as a change of use, may not require all of the listed documentation.

¹¹ Items ii, iii, vi, vii, viii can be found on Calais online WebMap. Items v & ix are maps included with the current Town Plan. Most item iv entities can be found in the Historic District Guidelines. A list of properties on the National Register of Historic Places can be found on the Calais Historic Commission web page on the Town Website.

¹² The Calais online WebMap shows contours at 50', which isn't detailed enough to make accurate local land-use decisions. Several online maps, such as the Vermont ANR Natural Resource Atlas, have 12" contour data.

- d. the location of existing and proposed structures (footprints as represented by roof driplines), rights-of-way and easements, signs, walls and fences, and utilities, including water supply and wastewater disposal areas;
- e. existing and proposed traffic and pedestrian circulation, including roads and driveways, parking, loading, and service areas, and pedestrian paths;
- f. existing and proposed site grading and storm water management and erosion control practices. Projects with one acre or less of disturbed area must comply with section 3.15.. Disturbed areas greater than one acre must get a permit from the State see Table 1.1.
- g. existing and proposed landscaping and screening.

If the permit application is for a major subdivision, the above needs to be completed professionally and to follow Section 6.4.

(B) Waivers.

The application shall not be considered complete by the DRB until all required materials have been submitted. The DRB may waive one or more application requirements if it is determined that the information is unnecessary for the comprehensive review of the application.

Section 5.3 Conditional Use Review,

(A) Applicability. Conditional use approval is required prior to the issuance of zoning permit for development or use identified as a conditional use in article 2, 3 or 4.

(B) Application Requirements. An applicant for conditional use review shall submit to the Zoning Administrator a development review application prepared in accordance with Section 5.2, and any applicable fees.

(C) Review Procedures. Upon receipt of a complete application, the DRB shall schedule a public hearing, warned in accordance with Section 8.4(C). The DRB may recess the hearing (adjourn to a time and date) to allow for the submission of additional information by the applicant or other interested parties. The DRB shall act to approve, approve with conditions, or deny an application for conditional use review, within 45 days of the date of the final public hearing. The written decision shall include findings, conditions of approval or reasons for denial, and provisions for appeal. Failure to act within the 45-day period shall be deemed approval.

(D) Required Standards. Conditional use approval shall be granted by the DRB upon finding that the proposed development is consistent with the general standards set forth in these regulations for the district in which it is located and will not have an undue adverse impact upon the following:

1. The capacity of existing or planned community facilities and services. The DRB shall consider the demand for community facilities and services that will result from the proposed development in relation to the existing and planned capacity of such services and facilities, and any municipally adopted capital budget and program currently in effect. The DRB may request information or testimony from other local officials to help evaluate potential project impacts on existing and proposed community facilities and services. Conditions may be imposed regarding the provision of services and facilities on-site, and/or the timing and phasing of development in relation to anticipated capital expenditures or improvements, to minimize any adverse impacts to community facilities and services.
2. Character of the neighborhood or area affected, as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais

Town Plan. The DRB shall consider the design, location, scale, and intensity of the proposed development in relation to the character of adjoining and other properties likely to be affected by the proposed use. Conditions may be imposed as appropriate to ensure that the proposed development is compatible with the character of the area or neighborhood, as determined from zoning district purpose statements, the Calais Town Plan, and testimony from affected property owners. An impact assessment may be required. Conditions may be imposed as necessary to eliminate or mitigate adverse impacts, including but not limited to conditions on the design, scale, intensity or operation of the proposed use.

3. Traffic on roads and highways in the vicinity. The DRB shall consider the potential impact of traffic generated by the proposed development on the capacity, safety, efficiency, and maintenance of roads, highways, intersections, bridges, and the effect on pedestrians and bicyclists in the vicinity. A traffic impact assessment may be required. Conditions may be imposed as necessary to ensure that a proposed development will not result in unsafe conditions for pedestrians or motorists, including but not limited to physical improvements on or off site, or accepted traffic management strategies.
4. Bylaws and ordinances in effect. The DRB shall determine whether the proposed development conforms to other municipal bylaws and ordinances currently in effect, including but not limited to any road and on-site wastewater ordinances. The DRB shall not approve a proposed development that does not meet the requirements of other bylaws and ordinances in effect at the time of application.
5. The utilization of renewable energy resources. The Board will consider whether the proposed development will interfere with the sustainable use of renewable energy resources by either diminishing their future availability, or by interfering with neighboring property owners' access to such resources (e.g., for solar or wind power). Conditions may be imposed as appropriate to ensure access to and the long-term availability of renewable energy resources.

(E) **Discretionary Standards.** In addition to required standards under subsection 5.3(C), the DRB may also consider and impose conditions as appropriate to minimize or mitigate adverse impacts of a proposed development:

1. Health and Environmental Standards. The DRB may impose conditions on the installation, operation, storage or maintenance of devices or materials as reasonably necessary to prevent or reduce fumes, gas, dust, smoke, odor, noise, vibration, glare, electrical interference, or any other nuisance which may be detectable at the property line, or which represents a public health or safety hazard. In determining appropriate performance standards, the DRB may consult with state officials and consider accepted industry standards. In addition, the DRB may limit hours of operation so that the use shall be consistent with the character of the area as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais Town Plan. Evening or night operations shall be permitted only if noise levels, lighting and traffic will not have an undue adverse impact on surrounding uses.
2. Access & Circulation Standards. The DRB may impose conditions as may be reasonably necessary to ensure the safety of vehicular and pedestrian traffic on- and off-site, including but not limited to conditions on access and intersection locations, limits on the number of curb cuts, requirements for shared access and parking, and provisions for emergency access, parking, service, snow storage and loading areas, and pedestrian and transit facilities (e.g., paths, sheltered school bus stops) as appropriate.
3. Landscaping & Screening. The DRB may require landscaping, fencing, screening or site grading as may be reasonably necessary to maintain the character of the area affected as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais Town Plan, or to screen an unsightly or incompatible use from public rights-of-way and adjoining properties. Particular consideration will be given to the preservation of existing vegetation, visibility from public vantage points, and the adequacy of landscaping and screening materials to meet

seasonal weather, lighting and soil conditions. A landscaping management plan, and surety for up to three years that is acceptable to the Selectboard, may be required to ensure that required landscaping and screening is installed and properly maintained.

4. Required Buffers & Open Space. The DRB may impose or increase required setback distances and buffer areas as may be reasonably necessary to protect adjoining properties, surface waters, wetlands, shoreland areas, and other natural and cultural features from incompatible development.
5. Storm water, erosion control and/or buffer management plans may be required as appropriate to mitigate long-term impacts.

Section 5.4 DELETED. See Table 2.7 Flood Hazard Overlay & River Corridor Overlay Districts and Section 9 Definitions.

Section 5.5 Design Review

(A) **Applicability.** All development and other activities listed below within The Kents Corner-Old West Church Design Control Overlay District shall be subject to design review by the Calais Design Advisory Board (DAB), appointed in accordance with Section 8.4 to serve in an advisory capacity to the Zoning Administrator and/or Calais Development Review Board (DRB).

1. Development subject to review includes the following:
 - a. the proposed demolition of structures listed on the Vermont Historic Sites and Structures Survey for the Town of Calais, including but not limited to all structures listed on the National Register of Historic Places;
 - b. the relocation of an existing structure;
 - c. exterior changes to an existing structure;
 - d. all new structures;
 - e. major landscaping changes, including but not limited to the removal of a row of trees, reshaping the contour of the land with earthmoving equipment, or installing large retaining walls.
2. The following are specifically exempted from design control review.
 - a. Farm structures and other required agricultural practices exempt from zoning review under Section 1.5(A)(10), but they may be subject to other requirements under this bylaw. See Zoning Administrator for guidance.
 - b. Routine maintenance and repairs to an existing structure in which missing or damaged structural components are replaced with identical or matching materials to restore the structure to sound condition;
 - c. Routine landscaping to include the planting of flowers and trees or the removal of excess scrub brush or trees, which does not significantly alter scenic views or vistas.

(B) **Application Requirements.** The applicant shall submit the following documents and supporting materials with their Application for Design Control Review to the Calais Zoning Administrator:

1. For changes to an existing structure, or new accessory structures:
 - a. Photographs of the site, of existing structures, and the site of proposed additions or structures;
 - b. A plan, drawn to scale, which clearly shows the proposed changes, additions, or new structures, including their location in relation to existing structures;
 - c. Elevations, drawn to scale, which clearly show existing and proposed elevations and the facades (e.g., window and door placements, roof lines, etc.) of existing structures, additions, or new structures;
 - d. A description of siding materials to be used;

- e. A description of existing and proposed landscaping.
2. For new structures, including but not limited to new residential, commercial or industrial buildings:
 - a. Photographs of the site, to include all existing structures and the site of proposed structures in relation to their visual context;
 - b. Exterior elevations, drawn to scale from all perspectives, including details of facades and exposed foundations, from the ground up;
 - c. A description of existing and proposed siding and roofing materials to be used;
 - d. A site plan that shows, in addition the required information under Subsection 5.2(A)(3), existing and proposed landscaping; the location, height and material of walls and fences, exterior lighting; and the location, size and design of exterior signs.
 3. For the demolition of an historic structure:
 - a. Evidence that it is not economically feasible to restore and maintain the structure, based on the assessment of a qualified architectural historian;
 - b. An indication of the manner in which the site is to be restored to grade, surfaced, landscaped and/or screened to minimize adverse visual impacts, and to prevent hazards to public safety and adjoining properties;
 - c. an indication of the future use of the site.

(C) Design Review Process. Contact the Zoning Administrator for information on navigating these regulations. The property owner or their representative shall complete an Application for Design Control Review (5.5 (b)) with all supporting documentation to the Zoning Administrator. NOTE: To complete this application in a speedy manner, it is strongly recommended that applicants request a pre-application meeting with the Design Advisory Board (DAB) to help prepare the application.

The Zoning Administrator shall forward all applications for design control review to the Chairperson of the Design Advisory Board (DAB).

1. Within 30 days of the date the application is filed, the Design Advisory Board (DAB) shall hold a public meeting to be warned in accordance with Section 8.4 to review the application for compliance with the standards of Subsection (D) of this Section. The DAB shall recommend to the zoning administrator that the project be found to either meet the standards, meet the standards with certain conditions, or not meet the standards.
2. If the project would not otherwise require a permit in the underlying district, for such things including but not limited to stairs, exterior changes to structures such as exterior color or cladding of the structure, new roof or windows, ramps, walkways, or fences, and:
 - a. the DAB recommends that the project be found to meet the standards or that it meets the standards with certain conditions, the zoning administrator shall issue a permit within 45 days from the date the application is filed. Such a permit shall incorporate any conditions recommended to the zoning administrator, or
 - b. the DAB recommends that the project does not meet the standards and should be denied, the zoning administrator shall deny the permit within 45 days from the date the application is filed.
3. If the project is a permitted use in the underlying district and the zoning administrator finds that the project meets the standards of the underlying district, and:
 - a. the DAB recommends that the project be found to meet the design review standards or that it meets the standards with certain conditions, the zoning administrator shall issue a permit within 45 days from the date the application is filed. Such a permit shall incorporate any conditions recommended to the zoning administrator.

- b. the DAB recommends that the project does not meet the design review standards and should be denied, the zoning administrator shall deny the permit within 45 days from the date the application is filed.
4. If the project is a conditional use in the underlying district or requires review by the DRB for other reasons such as a ROW permit or a subdivision application and the project is not denied by the zoning administrator, within 45 days from the date the application is filed, the zoning administrator shall approve the design review portion of the application and forward the entire application to the DRB. The DRB shall review the project under the relevant conditions but shall not review it under the standards of section 5.5 unless the applicant or an interested party specifically appeals the design review portion of the decision.
5. Any decision of the zoning administrator which is based on the recommendation of the DAB may be appealed to the DRB pursuant to section 1.7.
6. The DAB and the DRB may solicit recommendations from the Calais Historic Preservation Commission in their review of an application for design review.

(D) **Design Review Standards.** The following standards shall apply within the Kents Corner-Old West Church Design Control Overlay District:

1. The rehabilitation of structures listed on the National Register and/or the State Register of Historic Sites and Structures shall adhere to the standards set forth in the federal Secretary of the Interior's most recent Standards for the Treatment of Historic Properties", (Appendix 2 in the Historic District Guidelines) which are available at the Calais Town Office.
2. Structural and exterior changes to existing structures shall be harmonious with typical 19th century Calais architecture and appropriate to their surroundings, in accordance with Design Control District Guidelines currently in effect, which are available at the Calais Town Office.
3. Architectural creativity is encouraged for new structures, including the use of contemporary designs and materials, in a manner, which is compatible with the sense of the past that is being preserved. New structures shall be harmonious with typical 19th century Calais architecture, and appropriate to their surroundings, in accordance with design control district guidelines currently in effect. In addition:
 - a. New structures shall be sited and built to be compatible with the location, setback and orientation of adjacent structures, the contour of the land and scenic vistas. Setbacks differing from adjacent structures for the purpose of increasing energy efficiency may be considered.
 - b. New residential structures shall not exceed 2 1/2 stories in height, in keeping with the height of existing historic structures within the district. Accessory structures shall not exceed 2 stories in height. All other structures shall not exceed 35 feet in height. Building scale, rooflines, and the placement of doors, windows, porches, and dormers shall be compatible with existing historic structures within the district.
 - c. Exterior materials (those on the visible exterior weather surface) shall be in keeping with the predominant materials used in the district. The use of compatible modern materials is acceptable.
4. Signs in this district, in addition to meeting requirements under Subsection 3.11, shall require design approval from the DAB or DRB as to their size, placement, materials, lettering, lighting and design in relation to the district's historic context and character.
5. In order to minimize any adverse visual impacts, the DRB shall review, and may condition as necessary, all landscape alterations, including:

- a. fences and walls, except temporary fences or walls which are removed at least once a year,
- b. driveways and parking lots;
- c. roadway modifications
- d. pond construction;
- e. the removal of healthy trees or shrubs along roads, waterways or property boundaries;
- f. the installation of exterior ventilation ducts, utility or equipment service unit
- g. exterior lighting, including high intensity security lighting.

(E) **Demolition Review.** The demolition or replacement of any structure or portion thereof within this district, which is listed on the Vermont Historic Sites and Structures Survey for the Town of Calais, is subject to design review by the DAB and approval by the DRB.

1. The DAB and the DRB may seek the advice of a licensed engineer or architect with experience in rehabilitation regarding the soundness of the structure(s) and suitability for rehabilitation.
2. Prior to approving the demolition of an historic structure, the DRB may also temporarily adjourn the hearing process for a period not to exceed six months from the date of application, to provide time for the municipality, the Calais Historic Preservation Commission, or another historic preservation organization to meet with the property owner to develop a feasibility plan for the restoration of the structure, or to document the historic and architectural elements of the structure prior to its demolition.

Article 6. Subdivision Review

Section 6.1 Purpose

To guide the subdivision and development process in a way that is consistent with the purpose of each zoning district. Density averaging is encouraged as a means to protect the development rights of landowners while also facilitating the conservation of valued natural resources for future generations and to satisfy the goals of the Calais Town Plan.

Section 6.2 Applicability

(A) A person proposing to subdivide land shall apply for and secure approval of the proposed subdivision prior to undertaking:

1. any binding contract for the sale, conveyance or lease of any subdivided portion of a property;
2. any grading, clearing, construction, land development or other improvement (excluding forestry or agricultural activities);
3. the application for a zoning permit for the development of any subdivided portion of a property; or
4. the filing of a subdivision plat with the Town Clerk.

Subdivision: A type of development in which a parcel of land is divided into two or more parcels, for the purpose of immediate or future sale, transfer, lease or development; with the exception of parcels to be leased for agricultural or forestry purposes, where no permanent new roads are created. The term includes lot line adjustments, amended subdivisions, re-subdivisions, and the division of land held in common among several owners; and shall also include the development of a parcel as a planned unit development.

(B) **Exemptions.** The following is exempt from subdivision regulations: parcels leased for agricultural or forestry purposes where no permanent roads or structures are created.

(C) **Minor & Major Subdivisions.** For the purposes of these regulations, subdivisions are defined as “minor” or “major” subdivisions according to the following:

1. Minor Subdivisions, proposals and applications are reviewed by the Zoning Administrator under Section 6.3, Minor Subdivisions include:
 - a. lot line or boundary adjustments between existing lots which do not create an additional lot or nonconforming lot; and/or
 - b. the subdivision of land, or the re-subdivision of a previously subdivided parcel, which results in the creation of a total of three or fewer lots within any ten-year period, regardless of any change in ownership; **or**
 - c. amendments to an approved minor subdivision plan that will not change the previous subdivision or conditions of approval to one that requires major subdivision approval.
2. Major subdivisions, have the potential for greater impact and therefore require more substantive review. Major subdivision proposals and applications are reviewed by the DRB under Section 6.4. Major subdivisions include:

- a. the subdivision of land, or re-subdivision of previously subdivided land which results in the creation of a total of four or more lots within any 3,652-day (10-year) period, regardless of any change in ownership;
- b. the creation of any lot which requires a waiver or variance under these regulations;
- c. an amendment to an approved major subdivision plan that will alter the subdivision as approved; **or**
- d. developments which require conditional use review for Mixed Use under Section 3.15.

(D) Coordination with Planned Unit Development Review. Applications for planned unit developments (PUDs) shall be reviewed concurrently as major subdivisions in accordance with Section 6.4, and associated PUD requirements under Article 7.

Section 6.3 Minor Subdivision Review

Minor subdivisions are reviewed by the Zoning Administrator – in order to advance an application for a Minor Subdivision most efficiently, applicants should meet informally with the Zoning Administrator before preparing application materials.

(A) Zoning Permit Requirements. A zoning permit for minor subdivision approval is required for all minor subdivisions. The zoning permit for a minor subdivision shall be separate from a zoning permit issued for a permitted use, however zoning permits may be issued concurrently by the Zoning Administrator for the subdivision of land, and for the subsequent development of the subdivided portion of the parcel. A zoning permit issued for a subdivision under this section may be appealed to the DRB (see Section 1.7).

(B) Review Criteria. The application for a zoning permit shall include a conceptual plan of the proposed subdivision, as described in Table 6.1. The Zoning Administrator shall review the conceptual plan to determine whether all proposed lots comply with applicable overall density requirements, setback, surface water buffers, standards of any overlay district, and access requirements of these regulations.

(C) Minor Subdivision Review. The Zoning Administrator shall approve, approve with modifications, or disapprove the Zoning Permit Application within 30 days of review of the conceptual plan.

Section 6.4 Major Subdivision Review

Major subdivisions are reviewed by the Development Review Board (DRB) – in order to advance an application for a Major Subdivision most efficiently, applicants should meet informally with the Zoning Administrator prior to preparing application materials.

(A) Conceptual Plan Review

1. Prior to the submission of an application for a major subdivision, the applicant and/or an authorized representative shall meet with the DRB at a regularly scheduled board meeting to present a conceptual plan for review and discussion. The purpose of this pre-application meeting is to provide an opportunity for the DRB and applicant to discuss the proposed subdivision in relation to the standards set forth in Sections 6.8 through 6.15 prior to incurring expenses related to surveying, engineering and design. The conceptual plan shall generally illustrate the subdivision of land in accordance with Sections 6.8 through 6.15 and shall include information requested in Table 6.1. In addition, the applicant may, at the time of the pre-application meeting, request the waiver of one or more provisions of these regulations in accordance with Section 6.7.
2. Action on Conceptual Plan. The DRB, based on the information provided, shall promptly make recommendations for modifications or changes in subsequent submissions and/or make requests for

additional studies or supporting documentation that may be required, and shall respond to any waiver requests. The DRB shall also determine whether Preliminary Plan Review is necessary for the application. In making this determination, the DRB shall consider the number of lots to be created, the nature of natural resources, if any, to be impacted, the detail provided in the Conceptual Plan, and any other factors it considers to be germane. This shall be done at most within 30 days of the initial meeting. DRB recommendations, requests for additional information, and determinations regarding waiver requests, shall be issued in the form of a written decision or meeting minutes, and mailed to the applicant.

(B) Preliminary Plan Review. If the DRB has determined that preliminary plan review is necessary under Section 6.4(A)(2) and unless otherwise waived by the DRB under Section 6.7, the applicant shall submit an application and associated fees for preliminary plan and plat approval within six months of the date of the Conceptual Plan Review. The application shall include two full-sized originals and one copy not larger than 11 x 17 inches of the information required for preliminary plan review as specified in Table 6.1. The preliminary plan should conform to the layout depicted on the conceptual plan, including recommended modifications, and shall be accompanied by additional information or studies as requested by the DRB at the Conceptual Plan Review.

1. Public Hearing. The DRB shall promptly hold a public hearing on the preliminary plan, at most within 45 days of submission of the application, warned in accordance with Section 8.4(C).
2. Preliminary Plan Approval. The DRB shall promptly approve, approve with modifications, or disapprove the preliminary plan, at most within 45 days of final adjournment of the public hearing. Their action shall be based on a determination of whether or not the preliminary plan conforms to applicable subdivision review standards under Sections 6.8 through 6.15 or would be in conflict with the Calais Town Plan and other municipal regulations in effect. The DRB may also require, as a condition of preliminary plan approval, the submission of proposed changes or modifications to the subdivision plan. Approval, conditions of approval, or grounds for disapproval shall be set forth in a written notice of decision. The approval of a preliminary plan shall be effective for a period of six months from the date of written notice of approval, unless otherwise approved or extended by the DRB in the written notice of decision.
3. Effect of Preliminary Plan Approval. Approval of the preliminary plan shall not constitute approval of the final subdivision plan and plat. Subsequent to the approval of the preliminary plan, the DRB may require the submission of all applicable approvals of municipal officials (e.g. Selectboard) and/or agencies having jurisdiction over the project and such state and federal agencies as may be required by law. Upon receipt of evidence of approval of the preliminary plan by said agencies, if required, and the expiration of all relevant appeal periods, the applicant may apply to the DRB for final plan approval.

(C) Final Plan Review. Within six months of preliminary plan approval, or, if preliminary plan review is not required by the DRB, within six months of the date of the Conceptual Plan Review, the subdivider shall submit an application for final subdivision plan approval. If the subdivider fails to do so, s/he will be required to resubmit a new preliminary plan for approval subject to all zoning and subdivision regulations then in effect. The application for final subdivision plan approval shall include associated fees and, unless otherwise specified or waived by the DRB, two full-sized originals and one copy not larger than 11 x 17 inches of the information for final plan and plat review as specified under Table 6.1. The final plan should conform to the layout depicted on the preliminary plan, including DRB recommended modifications, and shall be accompanied by additional information or changes requested by the DRB in association with preliminary plan approval.

1. Public Hearing. Within 45 days of the submission of a complete application for final plan approval, the DRB shall hold a public hearing on the proposed final plan, warned in accordance with Section 8.4. Copies of the hearing notice shall also be sent, at least 15 days prior to the hearing date, to the regional planning commission, and to the clerk of an adjacent municipality in the case of a plat located within 500 feet of a municipal boundary.

2. **Final Plan Approval.** Within 45 days of the date of adjournment of the public hearing, the DRB shall approve, approve with conditions, or disapprove the final subdivision plan and associated plat, based on a determination of whether or not the plan and plat conform to subdivision review standards under Sections 6.8 through 6.15 or would be in conflict with the Calais Town Plan and other municipal regulations in effect. Failure to act within such 45-day period shall be deemed approval, as certified by the Town Clerk. Approval, conditions of approval, or grounds for disapprovals, and provisions for appeal under Section 1.7, shall be set forth in a written notice of decision. Copies of the notice of decision shall be sent to the applicant and any other interested parties appearing at the public hearing within the 45-day period.
 3. **Performance Bonding.** For any subdivision that requires the construction of roads or other public improvements by the applicant, the DRB may require the subdivider to post a performance bond or comparable surety to ensure completion of the improvements in accordance with approved specifications. The form, content, amount and manner of execution of such bond or surety shall be to the satisfaction of the Selectboard and as described by 24 V.S.A. section 4464(b)
 4. **Effect of Final Plan Approval.** Approval by the DRB of a final subdivision plan and associated plat shall not be construed to constitute acceptance by the town of any street, easement, utility, park, recreation area, or other open space shown on the final plat. Such acceptance may be accomplished only by a formal resolution of the Selectboard in accordance with state statute. The approval of a final plat shall contain a time limit within which all improvements shall be completed, not to exceed three years unless otherwise required or extended by the DRB.
- (D) **Other Review Requirements.** Approval of a major subdivision shall not exempt proposed development from conditional use (Section 5.3), Design Review (Section 5.5), or requirements of any overlay district as applicable under these regulations. Such Review processes may be held concurrently, in accordance with the application, notice, and other review procedures and standards for each.

Table 6.1 Subdivision Application Requirements			
*Upon written request, may be waived by DRB			
(A) Application Information	Conceptual Plan	Preliminary Plan	Final Plan
Application Form [number of copies]	1 original 1 copy	1 original & 2 copies	1 original & 2 copies
Application Fee [as set by the Calais Selectboard]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of project, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name, address of applicant [landowner and/or subdivider]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written description of proposed development plans, including number and size of lots; general timing of development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waiver request, in writing [optional]	<input type="checkbox"/>	<input type="checkbox"/>	
Names, addresses of all adjoining property owners	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of written notification to abutters of intent to subdivide; to include copies of any waiver request		<input type="checkbox"/>	
(B) Plan/Plat Mapping Requirements	Conceptual	Draft Plat	Final Plat
Materials	Paper	Paper	Mylar

Preparer Information, Certifications (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scale (adequate to clearly depict the property & its features)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date, North Arrow, Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project boundaries, property lines; associated rights-of-way or easements	Drawn	Drawn	Surveyed
Existing and proposed lot lines, dimensions, associated rights-of-way or easements	Drawn	Drawn	Surveyed
Proposed land set aside from development, if density averaging used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjoining land uses, roads and drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning and overlay district designations and boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The location of natural and physical features located on the site, including buildings, roads, driveways and parking areas; utilities, fences and walls and slopes in excess of 15% and 25%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maps showing the location or proximity to natural features on or adjacent to the site, as indicated on the Agency of Natural Resources' Environmental Interest Locator Map, available online at: http://maps.vermont.gov/imf/sites/ANR_NATRESViewer/jsp/launch.jsp , including rivers and streams, lakes and ponds, rare, threatened and endangered species, significant natural communities, deer wintering areas, core forest habitat, black bear reproductive habitat, wildlife linkages, and primary agricultural soils and wetlands. For help printing out these free online maps, please contact the Zoning Administrator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental impact assessment* (environmental impacts, proposed mitigation measures) in conformance to the "Calais Natural Resources" section of the Calais Town Plan	Description	Draft	Final
(B) Plan/Plat Mapping Requirements (continued)	Conceptual	Draft Plat	Final Plat
A general indication of land cover, including forested areas and land in current or recent (prior 3 years) agricultural production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed roads, accesses (curb cuts), driveways, paths, and parking areas	Drawn	Drawn	Drawn
Proposed utilities, water and wastewater systems and associated rights-of-way or easements*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed elevations, contour lines*		5' interval	5' interval
Proposed building sites and building impact zones		<input type="checkbox"/>	<input type="checkbox"/>
Road profiles, road, intersection and parking area geometry and construction schematics*		<input type="checkbox"/>	<input type="checkbox"/>
Proposed landscaping and screening*		<input type="checkbox"/>	<input type="checkbox"/>
Proposed conservation buffer and/or open space easement areas*		<input type="checkbox"/>	<input type="checkbox"/>
Location of survey monuments or corner markers			<input type="checkbox"/>

Base flood elevation data if applicable		<input type="checkbox"/>	<input type="checkbox"/>
(C) Supporting Information & Documentation	Conceptual Plan	Preliminary Plan	Final Plan
Site location map showing proposed subdivision in relation to major roads, drainage ways, and adjoining properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of compliance with the Calais Town Plan and applicable municipal regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering reports (water and wastewater systems)		<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed traffic generation rates, volumes*		Estimated	Documented
Off-site easements (e.g., for water, wastewater, access)*	Description	Draft	Final
Proposed phasing schedule*	Description	Draft	Final
Proposed covenants and/or deed restrictions*	Description	Draft	Final
Proposed homeowner or tenant association or agreements*	Description	Draft	Final
Proposed performance bond or surety*		Description	Final
(D) As may be required by the Development Review Board			
Stormwater and erosion control plan (best management practices)	Not Applicable	As required by the DRB under conceptual plan approval	As required by the DRB under preliminary plan or conceptual approval
Shoreland or buffer area management plan			
Open space management plan			
Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements)			
Fiscal impact analysis (fiscal costs and benefits to the town)			
Historic or archeological assessment (impacts, mitigation)			
Environmental impact assessment (environmental impacts, proposed mitigation measures)			
Other			
* Upon written request may be waived by the DRB.			

Section 6.5 *Plat Recording Requirements*

(A) Within 180 days of the date of final plat approval under Section 6.3(C) Section 6.4(C), the applicant shall submit to the Town Clerk two copies of the final subdivision plat (one Fixed Line Mylar no larger than 18 x 24 inches and one paper copy no larger than 11 x 17 inches), for recording in conformance with the requirements of Title 24 V.S.A., Chapter 117, Section 4463 (b). The plat submitted for recording shall bear a certification by a Vermont licensed land surveyor that it conforms to the plat approved by the DRB or Zoning Administrator. Approved plats not recorded within this 180-day period shall expire. The ZA may extend the deadline for submitting the plat by an additional 90 days if final local or state permits or approvals are still pending.

(B) No plat showing a new street or highway may be filed or recorded until it has been approved by the DRB, and that approval is endorsed in writing on the plat in accordance with Title 24 V.S.A., Chapter 117, Section 4463 (b)(2).

(C) All minor subdivision final plats must include the following statement:

The subdivision depicted on this plat was duly approved, by the Calais Zoning Administrator in accordance with applicable laws and regulations on the _____ day of _____, 2____.
Subdivision Permit # _____.

(D) All major subdivision final plats must include the following statement:

The subdivision depicted on this plat was duly approved, as conditioned, by the Calais Development Review Board in accordance with applicable laws and regulations on the _____ day of _____, 2____.
Subdivision Permit # _____.

(E) The municipality shall meet all recording requirements for final subdivision plat approval as specified for municipal land use permits under Section 8.4.

Section 6.6 Revisions to an Approved Plat

No changes, modifications, or other revisions that alter the plat or conditions attached to an approved subdivision plan shall be made unless the proposed revisions are first submitted to the Zoning Administrator (minor subdivision) or DRB (major subdivision), and, if a major subdivision, the DRB approves such revisions after public hearing. In the event that such subdivision plan revisions are recorded without complying with this requirement, the revisions shall be considered null and void.

Section 6.7 Waiver Authority

(A) The DRB may waive or vary, subject to appropriate conditions, any application requirements specified in Table 6.1, or any requirements under Sections 6.8 through 6.16 except 6.10(D); Flood Hazard consideration which in its judgment will not impact any of the natural resources identified in the Calais Town Plan on or adjacent to the proposed project; are not requisite in the interest of the public health, safety and general welfare; and at least one of the following:

1. are inappropriate due to the extraordinary and unnecessary hardship that may result from strict compliance with these regulations; or
2. are inappropriate because of the inadequacy or lack of connecting facilities adjacent to or in proximity to the subdivision, or
3. would add unnecessarily to the cost of affordable or senior housing as defined under Section 9.2.

(B) In granting waivers, the DRB shall require such conditions as will, in its judgment, substantially meet the objectives of the requirements so waived or varied. No such waiver may be granted if it would have the effect of nullifying the intent and purpose of the Calais Town Plan or varying these regulations or other municipal ordinances or regulations.

(C) Any waiver that applies to setbacks or buffers used to qualify for 50-foot setbacks in River Corridor or Flood Hazard Overlays shall not reduce River Corridor Overlay standards

Section 6.8 Applicability of Subdivision Standards

(A) **Major Subdivisions.** The DRB shall evaluate any major subdivision in accordance with the standards set forth below. The DRB, to assist in its evaluation, may require an independent technical review under one or more standards, prepared by a qualified professional, to be paid for by the subdivider.

(B) The DRB may also, as a result of findings made concerning the proposed subdivision's conformance with these standards, require modification of the subdivision design, the phasing of development, and/or additional measures to avoid or mitigate any adverse impacts likely to result from the proposed subdivision.

Section 6.9 General Standards

(A) **Character of the Land.** All land to be subdivided shall, in the judgment of the DRB, be of such character that it can be used for the intended purpose and density of use without undue adverse impact on public health and safety, the environment, neighboring properties, or the character of the surrounding area and community as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais Town Plan. Land that is characterized by periodic flooding, poor drainage, steep slopes, or other hazardous conditions, or that is inadequate to support structures (including streets, utilities, and buildings) shall not ordinarily be subdivided for development purposes. However, such land may be permanently set aside from development to fulfill the "average density" requirements of 6.9D(2).

(B) **Conformance with the Calais Town Plan & Other Regulations.** Subdivisions shall conform to the Calais Town Plan, other provisions of these regulations, the adopted capital budget and program, and all other municipal bylaws, ordinances, and regulations currently in effect.

(C) **District Settlement Patterns.** Subdivisions shall be designed to achieve the purpose, objectives, and desired settlement pattern of the zoning district(s) within which they are located, as defined in Article 2. To the extent feasible, new subdivisions of land shall:

1. maintain and extend settlement patterns in accordance with the Calais Town Plan, including lot area and configuration, road layout, and building locations, for the neighborhood or district in which they are located;
2. maintain contiguous tracts of open land with adjoining parcels; **and**
3. connect to, and extend where appropriate, existing road, path, utility and wildlife corridors.

(D) **Lot Layout.** The layout of lots shall give consideration to topographic and soil conditions and conform to lot and yard requirements under Section 3.6. In addition, the following standards shall apply:

1. **Lot Shape.** Lots with irregular shapes (curves, jogs, dog-legs, etc.) shall not be created unless warranted by conditions of topography, the location of natural features, existing road conditions, timber type, proposed roads, existing land use or soil type, etc.
2. **Lot Size & Density.** The maximum overall density of a subdivision shall be determined based on the number of acres (excluding land area within designated road rights-of-way) of the parcel(s) to be subdivided, divided by the minimum lot area of the district in which the subdivision is located. In accordance with Section 6.10 below, lots of variable sizes may be permitted within a subdivision, provided the total number of lots does not exceed the maximum density described above. Lot sizes and densities set forth in Article 2 are a minimum standard and may not be achievable on all parcels; lower average densities may be required by the DRB based on prevailing site conditions and the potential impact on significant natural features.

Density Bonus If the subdivision includes affordable or senior housing; the maximum overall density may be increased by up to 50%.

(E) **Monuments & Lot Corner Markers.** The locations of all proposed permanent surveying monuments and corner markers, as required under the Rules of the Board of Land Surveyors, Part 5, Standards for the Practice of Land Surveying, shall be identified on the subdivision plat.

(F) **Establishment of Building Sites.** The DRB may require the designation of building sites to limit the location of structures and associated development to one or more portions of a lot. The size and shape of each building site and building impact zone shall be established in accordance with the standards set forth in these regulations. The DRB also may require the identification of specific building footprints if, in its judgment, such information is needed to determine conformance with these regulations. Building site designations shall be included in a development plan, which uses Density Averaging. Designated building sites shall be clearly depicted on the final subdivision plat recorded with the Town Clerk in accordance with Section 6.5 of these regulations.

(G) **Landscaping & Screening.** The preservation, planting and maintenance of trees, ground cover or other vegetation, of a size and type deemed appropriate by the DRB, may be required:

1. to preserve existing trees, tree lines, wooded areas of particular natural or aesthetic value to the site, critical wildlife habitat, important wildlife habitat, or other natural resources identified in the Calais Town Plan or in Table 6.1;
2. to provide an undisturbed vegetated buffer between developed and undeveloped portions of the site to protect water quality or other natural features, in accordance with Sections 3.13 and 6.10;
3. to provide screening to increase privacy, reduce noise and glare, establish a barrier between incompatible land uses, or to otherwise soften and/or lessen the visual impacts of development; **or**
4. to establish a tree canopy along public or private roads or pedestrian walkways where the DRB deems it appropriate.

(H) **Energy Conservation.** Energy-efficient site planning and layout shall be encouraged in subdivision design to take advantage of southern orientations. Landscaping shall be effectively used to provide wind barriers and reduce heat loss. To conserve energy, all subdivisions shall be designed to minimize roadway area and utility line extensions to the extent feasible. Developments using Density Averaging or clustered development (i.e. planned unit development as defined under Article 7) should be considered wherever feasible.

(I) **Disclosure of Subsequent Development Plans.** Whenever an applicant submits a proposal for development on a portion of a parcel, the DRB may require a general indication of the intended uses of the remaining portion of land. Such an indication shall include access, type of use, intensity of use, and phasing.

Section 6.10 Density Averaging

A greater concentration of development on one portion of a site offset by a lesser concentration on the remainder of the site or a compensating portion set aside permanently from development.

Average Density: The number of acres (excluding land area within designated road rights-of-way) in the development divided by the number of single occupancy dwelling units, principal structures, or principal uses. In mixed use or multi-family dwellings, each use or single-family portion of a multi-family dwelling is “1”.

Land set aside permanently from development: Land that is protected from any future development (including but not limited to subdivision or change of use) by deed restriction. This deed restriction can apply to conserved land, common land, land that (with the acceptance of the Selectboard) is deeded to the Town, or a portion of a lot set aside for protection of a community use or an identified natural resource.

(A) **Purpose and Applicability.** Density Averaging is encouraged for all subdivisions. Density averaging is intended to provide landowners with the flexibility to design a subdivision in response to the specific characteristics of their property. It gives flexibility to protect important resources and removes some of the disincentives in identifying and conserving those resources. It also provides an alternative to fragmentation of land into residential lots that are “too big to mow and too small to plow” while retaining a density of development consistent with the district. Density averaging may also be used as a tool for owners of working land to subdivide small lots for their progeny, to provide employee housing, or to sell while retaining ownership of much of the balance of their property. Density averaging can be used to protect a valued resource; it can save the developer the extra difficulty of subdividing a parcel with a protected resource, and it can be used to create a community resource such as a ball field or pond.

(B) **Standards.** Densities may be increased in one area of a subdivision, provided the average density of the subdivision does not increase, and a compensating amount of land is set aside permanently from development. Density averaging shall conform to the standards below:

1. Increased density shall be directed toward area(s) of lower resource impact sensitivity, as defined by the standards contained in these regulations and the Calais Town Plan. Lots as small as 20% of the district’s “minimum lot area” may be created.
2. Frontage Reduction: Minimum lot frontage requirements may be reduced to as little as 20% of the district’s standards.
3. A compensating amount of land of higher impact sensitivity or containing a natural or cultural resource shall be set aside permanently from development, such that average density of the development fulfills the standards of the district or districts in which the subdivision is located.

(C) Recording Requirements

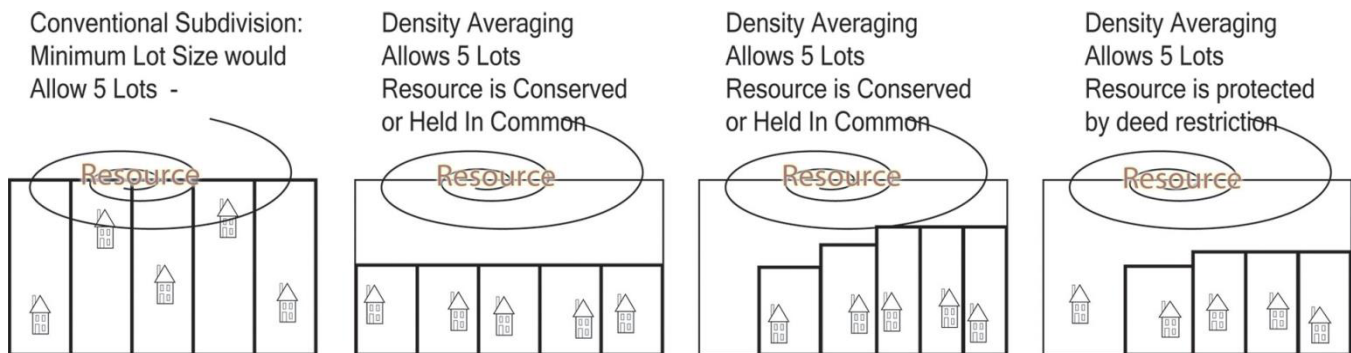
1. Lands set aside permanently from development shall be clearly designated as such on the final subdivision plat recorded with the Town Clerk in accordance with Section 6.5 of these regulations. The final plat shall depict the boundaries of the parcel and the boundaries of land permanently set aside from development.
2. All land permanently set aside from development shall be protected by deed restrictions and/or conservation easements recorded in the Town Land Records. Such deed restrictions or easement shall

specify that the protected portions of the parcel are to be used only for open space, agriculture, forestry, and passive outdoor recreation. If the proposed subdivision will not result in development of the entire parcel such that some of the un-developed parcel is protected from future development and some retains subdivision potential, the final subdivision plat recorded with the Town Clerk shall clearly indicate the remaining number of lots that may be created in future subdivisions.

(D) Ownership of Land Permanently Set Aside from Development. Land permanently set aside from development may be owned by all lot owners in the subdivision in common, a single lot owner, or deeded to another third party, including the Town of Calais (with Selectboard approval). Regardless of ownership, all land permanently set aside from development shall be subject to appropriate deed restrictions, in accordance with Section 6.10(C)(2)

Example: Below is an example of a parcel which the landowner wishes to develop into 5 lots. However, a Natural or Cultural resource exists on the parcel, a fact that must be considered under section 3.12.

Nevertheless, the number of lots which would otherwise be allowed under the District Standards may be created with lots as small as 20% of the district's "minimum lot area", if a compensating amount of land of higher impact sensitivity or containing a natural or cultural resource is set aside permanently from development. Land that is conserved or held in common must still be permanently protected by deed restriction

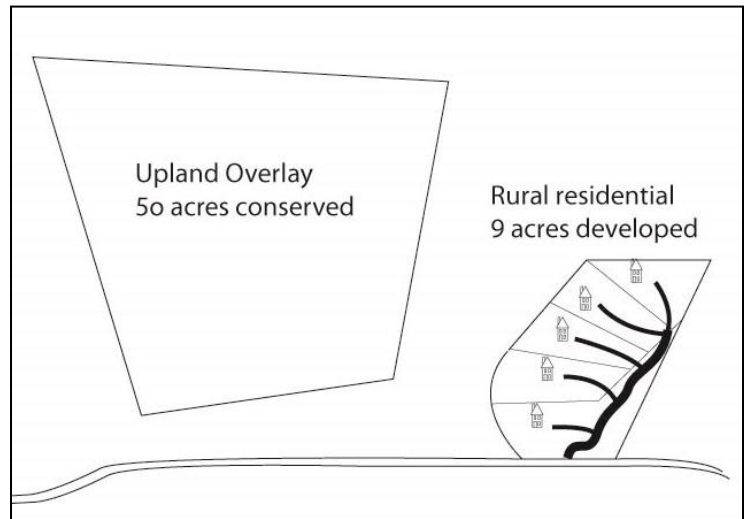


(E) Density Averaging in two districts. When including acreage within two districts in a parcel being developed using Density Averaging the proposed plan shall:

1. Place the building site and impact zone within the district with less-strict development requirements.
2. Place the building site and impact zone to avoid areas of "high priority" impact sensitivity as identified in the Calais Town Plan "Natural Resources" section.
3. Pro-rate the acreage within the more-strict district according to that district's minimum lot size [for example, a development with land in both the Rural Residential (minimum lot size 3 acres) and the Highland Overlay (minimum lot size 25 acres) districts could have lot size as small as 0.6 acres in the Rural Residential District (20% of the district's minimum lot-size of 3 acres) as long as the remainder of the "3 acre minimum lot size" acreage is protected from development. If the "protected from development" land is provided for using land in the Highland Overlay district (minimum lot-size 25 acres), it would be pro-rated at the rate of $25/3$ of the amount needed or, in this case, 2.4 acres remaining $\times 25/3 = 20$ acres protected from development by deed restriction. This "protected from development" land could be part of the subdivided lot, or could be part of a different lot (even a lot owned by someone else), but it cannot be used to fulfill minimum requirements for any other lot.]

(F) Density Averaging involving multiple parcels. Multiple parcels, whether contiguous or non-contiguous, may be combined into a single application for subdivision review. Total maximum overall density shall be based upon the cumulative acreage of all parcels, and shall be determined in accordance with the procedures in Section 6.9(D)(2) and 6.10(F) above. Density may be aggregated to allow for greater concentrations of development and corresponding land set aside permanently from development, provided the total overall density for the combined parcels does not exceed that which could be permitted in accordance with Section 6.9(D)(2) and 6.10(F) above.

Example: Density averaging is being applied to two parcels. Parcel A contains 9 acres in the Rural Residential District. Parcel B contains 50 acres in the Highland Overlay District. The maximum development potential on Parcel A is 3 lots. The maximum development potential on Parcel B is 2 lots. If all the development rights from Parcel B are transferred to Parcel A, a total of 5 lots could be developed on Parcel A (3+2) as long as that doesn't create lots smaller than allowed with Density Averaging (20% of the district's standards). Parcel B is subject to a permanent easement prohibiting further development or use other than open space, agriculture, forestry, and passive outdoor recreation; and parcel A may be subdivided into 5 lots.



Section 6.11 Common Land

(A) Land to be held in common for the long-term maintenance and management of shared facilities (e.g., community wastewater and water supply systems, community facilities, lake access, parking areas, and/or road, trail and utility corridors), the preservation and maintenance of open space, or the protection of natural or cultural resources, shall be subject to the legal requirements set forth below and in Section 6.15.

(B) Land reserved for the preservation and maintenance of open space or the protection of natural or cultural features, may be held in separate ownership from contiguous parcels. Such land may be dedicated, either in fee or through a conservation easement to a community association comprising all present or future owners of lots in the subdivision or, 4, to the Town of Calais or a nonprofit land conservation organization. At minimum, designated open space shall be indicated with an appropriate notation on the final plat. Maintenance agreements, conservation easements, and deed restrictions shall be subject to the review of the Town of Calais. The DRB (major subdivisions) may consult with the Town attorney prior to approving language for a conservation easement or deed restriction.

(C) Land and/or facilities to be held in common shall be subject to appropriate deed restrictions stipulating their allowed use, and establishing the person or entity responsible for their regular maintenance and long term management. All costs associated with administering and maintaining common land and associated facilities shall be the responsibility of applicant and subsequent property owners (see Section 6.15).

Section 6.12 Stormwater Management & Erosion Control

(A) Proposed grading, clearing and construction of subdivision improvements shall provide for the preservation of natural drainage systems, retention of native topsoil, stabilization of steep slopes and the prevention of erosion and consequent sedimentation of wetlands, streams and watercourses.

(B) Temporary and permanent stormwater management and erosion control measures may be required by the DRB to control surface runoff, protect water quality and avoid damage to downstream properties. All stormwater management practices shall be designed to use the natural drainage system to the extent feasible to minimize the need for maintenance. In addition, the DRB may require:

1. the submission and implementation of a stormwater management plan, prepared by a licensed engineer in accordance with the Vermont Stormwater Management Manual as most recently amended, that outlines the measures and practices used to manage and treat stormwater runoff during and after construction;
2. the submission and implementation of an erosion control plan, prepared by a licensed engineer in accordance with the standards and specifications set forth in the Vermont Handbook for Soil Erosion and Sediment Control on Construction Sites that outlines the measures and practices used to control erosion runoff during and after construction;
3. the establishment of building impact zones which define and limit the extent of site disturbance, construction, clearing and yard areas;
4. the phasing of construction or site development to reduce the amount of land disturbed at any one time, which may specify deadlines for the installation of erosion control or soils stabilization measures; and/or
5. establishment of undisturbed, naturally vegetated buffer areas in addition to the minimum requirements set forth in Section 3.14, to protect streams, wetlands and other fragile features. The DRB may require the submission of a buffer management plan to ensure that riparian vegetation will be maintained and/or established within the stream setback to protect water quality.

(C) The DRB may also require an evaluation of the effect of the subdivision on existing downstream drainage capacity outside of the area of the subdivision. Where the DRB finds that increased runoff from the subdivision will overload the capacity of the downstream drainage system, it may request the applicant to delay construction until improvements are made to downstream drainage areas, or require the applicant to install necessary improvements on or off-site.

Section 6.13 Facilities, Services & Utilities

(A) **Municipal Facilities & Services.** The proposed subdivision will not create an undue burden on municipal facilities or an unreasonable demand for public services. A fiscal impact analysis and/or the phasing of development in accordance with a duly adopted capital budget and program may be required as appropriate.

(B) **Fire Protection Facilities.** Adequate water storage or distribution facilities for fire protection within the subdivision shall be provided to the satisfaction of the DRB. Where practicable, or where required by the DRB, fire hydrants, dry hydrants or ponds shall be installed by the subdivider. The DRB, in determining the adequacy of fire protection facilities, may solicit recommendations from fire departments serving Calais.

(C) **Water Supply.** Proposed water supplies, including both individual and community systems, shall be designed and constructed in accordance with all state and local regulations. The DRB may require evidence that adequate water supply is available prior to granting approval.

(D) **Sewage Disposal.** Subsurface disposal of sewage shall be designed in accordance with all applicable state regulations. Where connection to pre-existing sewage disposal system is proposed, the applicant shall provide evidence as to the adequacy and availability of such a system.

(E) **Utilities.** All existing and proposed utilities, including but not limited to electric, telephone, and/or cable television utilities, shall be shown on the final plat and be located as follows:

1. All utilities shall be located underground throughout the subdivision, unless deemed unnecessary to the preservation of the scenic character of the area or determined to be prohibitively expensive by the DRB.
2. The applicant shall coordinate subdivision design with utility companies to ensure that adequate and suitable areas are available for under or above ground installation, both for the proposed subdivision, and areas adjacent to the subdivision. Utility easements of sufficient width shall be provided to serve both the proposed subdivision and existing and anticipated development adjacent to the subdivision. Such easements shall be shown on the final plat.
3. Utility corridors shall be shared with other utility and/or transportation corridors where feasible, and located to minimize site disturbance; the fragmentation of farmlands, commercial forest land, and shore lands; and any adverse impacts to natural, cultural or scenic resources, and public health.

Section 6.14 Roads

(A) **Applicability of Road Standards.** The standards contained herein shall apply to all proposed public roads, and to private roads serving four or more lots. In addition, these standards may be applied to private roads serving less than four lots when the DRB determines such standards are necessary to provide suitable access to, or to accommodate, the future subdivision of adjoining land. Acceptance of private roads by the municipality is subject to the approval of the Calais Selectboard pursuant to state law for the laying out of public rights-of-way. Construction of a road(s) to these standards in no way ensures such acceptance.

(B) **Capacity of Existing Roads.** Traffic to be generated by the proposed subdivision will not create unreasonable traffic congestion or cause unsafe conditions on public roads in the vicinity of the subdivision. The DRB may require the preparation of a traffic impact study to identify impacts and mitigation measures necessary to ensure traffic safety and efficiency, the cost of which is to be borne by the applicant. In situations where a development may require realignment, widening, or improvements to an existing road, or where the Calais Town Plan or capital program indicates such improvements may be required in the future, the applicant may be required to reserve land for such improvements. Traffic impact mitigation necessitated by the subdivision, including necessary road improvements or traffic control devices, shall be the responsibility of the applicant.

(C) **Road Design.** All roads serving proposed subdivisions of four or more lots shall be designed in accordance with Calais road ordinances currently in effect, and shall conform to the dimensional and geometric design standards for local roads and streets contained within the Vermont State Standards for the Design of Transportation Construction, Reconstruction and Rehabilitation on Freeways, Roads and Streets, dated October 1997, or as most recently amended. Minimum design standards include the following:

1. Rights-of-way for all roads shall be a minimum of 50 feet in width.
2. Dead end roads in excess of 800 feet shall be constructed with a suitable turn around at the terminus. This may consist of a cul-de-sac with a radius of not less than 50 feet, or a "T" or other configuration suitable to topography and adequate for emergency vehicles to turn around efficiently.
3. The width of travel lanes and shoulders shall be based on average daily traffic (ADT) and design (anticipated posted) speeds. The design standards for rural roads are included in Table 6.2, which shall be considered the maximum standards. The DRB may modify such standards in situations in which such modification is warranted to ensure pedestrian and vehicular safety, or when the strict application of the standards would adversely impact the scenic character and/or natural resources or features located on the site.

Table 6.4 Lane and Shoulder Widths for Rural Roads							
Design Volume (ADT)	0-25	25-50	50-100	100-400	400-1500	1500-2000	2000+
Design Speed (mph)	Width of Lane/Shoulder (ft)						
25	7/0	8/0	9/0	9/2	9/2	10/3	11/3
30	7/0	8/0	9/0	9/2	9/2	10/3	11/3
35	7/0	8/0	9/0	9/2	9/2	10/3	11/3
40	7/0	8/0	9/2	9/2	9/2	10/3	11/3
45	---	---	9/2	9/2	9/2	10/3	11/3
50	---	---	9/2	9/2	10/2	10/3	11/3

Source: Vermont State Standards for the Design of Transportation Construction, Reconstruction and Rehabilitation on Freeways, Roads and Streets, October 1997.

4. Roads shall logically relate to topography to minimize site disturbance, including the amount of cut and fill required, and to produce usable lots, reasonable grades and safe intersections in relation to the proposed use of the land to be served by such roads. Road grades should be consistent with local terrain.
5. Roads shall be designed and laid out to avoid adverse impacts to natural, historic, cultural and scenic resources, and to enhance the vitality of village areas. Roads should follow existing linear features, such as utility corridors, tree lines, hedgerows, and fence lines, and should avoid fragmentation of agricultural land and open fields. Techniques for the preservation of scenic views and cultural features should be employed for the construction and maintenance of roads within scenic or village areas, including but not limited to the selection of visually compatible materials, the preservation of existing features, and the management of vegetation within the road corridor.

(D) Road Construction Standards. Road construction, including specifications relating to the crown, grade, sub-base and surfacing, shall conform to the Vermont Agency of Transportation's Standard A-76, as amended.

(E) Intersections. Intersections with existing roadways shall be as close to 90 degrees as possible. Approaches to intersections with existing roads should be at a grade as determined by the existing topography with due consideration for safety. Intersections should be located as to provide a minimum sight stopping distance in accordance with the Vermont State Standards for the Design of Transportation Construction, Reconstruction and Rehabilitation on Freeways, Roads, and Streets.

(F) Road Drainage. Stormwater management facilities shall be provided to manage stormwater runoff from all proposed roads and/or parking areas in accordance with Section 6.12 of these regulations. Generally, roadbeds, shoulders, ditches and culverts shall be designed and maintained in conformance with the Vermont Better Back Roads Manual, as most recently amended.

(G) Road Maintenance. The maintenance of all roads not designated as Class III Town Highways or higher shall be the responsibility of the subdivider and subsequent owners. The subdivider shall supply evidence and

assurance that such roads will be adequately maintained either by the subdivider or by an owners' association. In instances involving proposed lots with access onto Class IV Town Highways, a road maintenance agreement approved by the Calais Selectboard shall be required prior to subdivision approval.

(H) Connections with Adjoining Properties. The arrangement of lots and road rights-of-way in the subdivision shall allow for the future extension of roads to serve adjoining parcels, including existing or anticipated subdivisions, to allow for efficient traffic circulation, access management, and emergency vehicle access. Proposed road easements shown on the plat shall extend to the subdivision boundary.

(I) Access & Driveways. All accesses and driveways serving the subdivision shall be designed in accordance with Section 3.2, and the Vermont Agency of Transportation's Standard B-71 for residential and commercial driveways as most recently amended. The use of common or shared accesses and driveways is encouraged and may be required to limit the number of access points on public roads.

(J) Road Names & Signs. Roads names shall be approved by the Calais Selectboard, in accordance with any road naming ordinances or policies currently in effect. Approved road names shall be clearly depicted on the final plat, and identified on signs approved by the Selectboard.

(K) Modification of Road & Driveway Standards. In the case of unusual topographic conditions or other circumstances that would make strict adherence to these standards a substantial hardship, the DRB may, in consultation with the Selectboard, modify the application of one or more standards under this Section. They may do so providing that the applicant demonstrates that the proposed road or driveway:

1. is accessible to emergency vehicles;
2. does not pose a threat to motorists or pedestrians;
3. will not result in unreasonable maintenance requirements for property owners; **and**
4. is designed in a manner that is consistent with other applicable standards of these regulations.

Section 6.15 Legal Requirements

(A) Every subdivision plat shall show all proposed rights-of-way and easements as required under these regulations.

(B) Documentation and assurance shall be provided that all required improvements and associated rights-of-way and easements and other common lands or facilities will be adequately maintained either by the subdivider, a homeowners' association, or through other accepted legal mechanism. Such documentation shall be in a form approved by the DRB and filed in the Calais Land Records.

(C) All required improvements shall be constructed to approved specifications in accordance with a construction schedule approved by the DRB. The DRB may require that all such improvements be completed prior to the issuance of a zoning permit for development on approved lots. A performance bond or comparable surety acceptable to the Calais Selectboard may be required to ensure that all improvements are completed to specification.

Article 7. Planned Unit Development

Section 7.1 Purpose

(A) Planned unit developments are encouraged to allow for the more efficient subdivision and use of land; innovation and flexibility in the design and layout of structures; the adequate and economical provision of streets, utilities and services; the effective conservation and sustainable use of renewable energy resources; the conservation of natural and scenic resources, agricultural and forest lands, and open space; affordable housing and clustered, integrated mixed use development in appropriate locations. In accordance with the Calais Town Plan, planned development is specifically intended to:

1. take advantage of land areas suitable for clustered building sites, and preserve land which is less suitable, or not suitable, for development; and/or
2. integrate commercial or industrial uses with appropriately clustered residential use, and separate them from agricultural lands, wetlands, shorelands, streams, or from the view of public highways or recreation areas.

(B) To achieve these objectives, the DRB may modify applicable area and dimensional requirements under zoning, simultaneously with the approval of a subdivision plan and plat.

Section 7.2 Applicability

An applicant may apply for PUD approval from the DRB, as allowed within designated zoning districts, in association with any proposed subdivision or land use.

Section 7.3 Application Requirements

In addition to the application requirements for major subdivision approval under Section 6.4, the accompanying application for PUD approval also shall include:

- (A) A statement setting forth the nature of all requested modifications, changes or supplementations of the zoning regulations, including, but not limited to requested increases in the allowed density of development, and variances from district dimensional standards.
- (B) A description of the number and types of structures and uses to be included in the PUD, including elevations and exterior design specifications.
- (C) A site or subdivision plan showing lot lines, the location (footprint or building envelope) and spacing of buildings, common areas, landscaping, streets, driveways, parking areas, utilities, and any natural, scenic, agricultural, forestry, and/or other open space areas to be conserved.
- (D) Management plans for common areas, facilities and services, and conserved lands that identify their ownership, use and long-term maintenance or management, to include proposed legal agreements, covenants and/or easements.

Section 7.4 Review Process

Applications for PUD approval shall be reviewed by the DRB concurrently with subdivision review, in accordance with the review process for major subdivisions set forth in Article 6. In addition:

1. Any approved modification of zoning regulations may be approved simultaneously with the approval of a subdivision plan.
2. If the application of PUD provisions results in common areas, facilities or services, or conserved land, the DRB may, as a condition of approval, establish such conditions on the ownership, use and maintenance of such facilities, services, and lands as it deems necessary to ensure their long-term use, maintenance and/or management for their intended purpose.
3. The DRB may require increased lot sizes or setback distances, and require landscaped or managed buffer areas as it deems necessary to protect natural and scenic features, community facilities and services, or neighboring properties from adverse impacts associated with the proposed development.
4. The DRB, in accordance with Section 6.14, may also require the applicant to demonstrate fiscal capacity to complete the development as approved, through the provision of a bond, letter of credit or other surety, which is acceptable to the Calais Selectboard.
5. Approved modifications of the zoning regulations, and any other conditions of approval under these provisions, shall be specifically identified and noted or appended to the plat.
6. PUD approval shall not exempt proposed development from conditional use or design review as applicable under these regulations. Such review processes may be held concurrently, in accordance with the review procedures and standards for each, but shall be separately warned and decided.

Section 7.5 General Standards

In addition to meeting standards for major subdivisions under Article 6, a proposed PUD shall:

1. be consistent with the goals and policies of Calais Town Plan currently in effect, and the purpose of the zoning district(s) in which it is located;
2. not have an undue adverse impact upon the character of the district(s) in which it is located as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais Town Plan;
3. be planned to prevent soil erosion and contamination of ground and surface water;
4. be planned to preserve, to the maximum extent feasible, the agricultural, forestry, recreational or scenic value of any agricultural lands, open spaces, prime woodlands, and ridgelines;
5. be designed to give due consideration to streams and stream banks, steep slopes, wetlands, soils unsuitable for development, unique natural and manmade features, productive forest and agricultural soils, wildlife habitat, and floodplains;
6. be designed to be clustered and, to the maximum extent feasible, to be compatible in siting, layout, scale, architecture, landscaping, and access with the rural character of the town and surrounding area as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais Town Plan and traditional settlement patterns (village, hamlet, farmstead) found in Calais;
7. be designed to integrate vehicular and pedestrian circulation with neighboring properties and public rights-of-way, and not to create undue burdens on the traffic and roadway system of the town;

8. be energy efficient in site planning and layout, with consideration given to the effective utilization of renewable energy resources (wood, water, wind, solar), including access to solar energy through the design of active or passive systems which take advantage of southern orientation and are not hindered by shadows cast by adjacent structures; and the conservation of energy through landscaping and wind barriers, adequate insulation and weatherization, the installation of efficient heating systems, and other such measures;
9. be landscaped, fenced or screened as necessary to maintain district character, to screen incompatible components of the development from the view of the public and adjoining properties; and/or to minimize adverse impacts to scenic resources;
10. be served by adequate water supply and sewage disposal systems, which are designed in conformance with current municipal and state regulations; **and**
11. conform to all other standards and procedural requirements established in these regulations.

Planned Residential Development (PRD) Standards [Deleted in 2010]

Section 7.6 Planned Unit Development (PUD) Standards

Planned unit developments, in addition to meeting general standards under Section 7.5, shall also be subject to the following:

(A) **Allowed Uses.** PUDs may include a mix of uses, including any permitted or conditional use allowed in the district in which it is located, and multi-family dwelling units if otherwise not allowed. A PUD may involve the creation of separate building lots or may include a development in which multiple buildings and uses are constructed on a single parcel to be held in common ownership. Dwelling units may be of varied types, including single family, two family, and multi-family dwellings. PUDs may also include, as accessory structures or uses, common areas or facilities for use by residents of the PUD.

(B) **Density.** Except for projects which incorporate affordable housing (as defined in Section 9.2), the overall density of development shall not exceed the number of dwelling units, structures or uses which would otherwise be permitted, in the DRB's judgment, if the land were subdivided in conformance with the zoning regulations. However:

1. A greater concentration of development may occur on one portion of the site provided there is an offset of lesser concentration on the remainder of the site, or the remainder is designated as conserved land.
2. The permitted number of dwelling units may include a density increase of up to 50% beyond the number that would otherwise be permitted for affordable housing developed as a component of the PUD.
3. In granting any increase in the concentration or density of development, the DRB shall consider the capacities of community services and facilities, and the character of the area affected as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the Calais Town Plan.

Article 8. Authority & Administration

Section 8.1 Effective Date

These regulations shall take effect on the date of their adoption by the voters of the Town of Calais. All prior zoning and subdivision regulations and associated maps previously in effect for the Town of Calais are repealed as of the effective date of these regulations.

Section 8.2 Amendments

A) These regulations and associated maps may be amended or replaced by or through the planning commission in accordance with the requirements and procedures established in the Act.

B) It is generally in the best interest of the town not to transfer an individual parcel of land to another district for the purpose of relaxing development restrictions. However, a person or persons may submit a proposal for a zoning district boundary adjustment to the Planning Commission. In this case:

1. The Planning Commission shall review the proposal in accordance with the Act.
2. If the Planning Commission finds that legal, engineering, surveying or other technical work is necessary in order to review the proposal, the petitioner shall pay the costs. If the proposed change would affect the boundary of the Kents Corner-Old West Church Design Control Overlay District, the Planning Commission shall consult the Design Advisory Board. If the proposed change would affect the boundaries of shoreland, upland, or resource recreation districts, the Planning Commission shall consult the Conservation Commission.
3. Following review, the Planning Commission shall hold a public hearing;
 - a. if the proposal is supported by a petition signed by not less than 5% of registered Calais voters, or
 - b. if it is determined that the petitioner has shown that the change is consistent with the Calais Town Plan and:
 - i. there is an error in the boundary description or delineation,
 - ii. there is a public need for the change which will be served by changing the boundary as proposed,
 - iii. conditions in the affected area have changed and the boundary change would place the parcel in a more suitable zoning district, or
 - iv. the change makes the Calais zoning district map substantially easier to understand.

Section 8.3 Severability

The provisions of these regulations are severable. If any provision or application of these regulations is held unconstitutional or invalid, the remainder of this ordinance shall not be affected.

Section 8.4 Municipal Administrative Requirements

(A) **Appointments.** The following appointments shall be made for the purpose of administration and enforcement of these regulations:

1. **Zoning Administrator.** The Planning Commission, with the approval of the Selectboard, shall appoint a Zoning Administrator (Administrative Officer) for a term of three years. In the absence of the Zoning Administrator, an Acting Zoning Administrator may be appointed by the Planning Commission with the approval of the Selectboard. The Zoning Administrator shall literally administer and enforce the

provisions of these regulations, and in doing so shall inspect development, maintain records, and perform other associated tasks as is necessary and appropriate.

2. Development Review Board (DRB). DRB members and alternates shall be appointed by the Selectboard for terms determined by the Selectboard. The DRB shall adopt rules of procedure to guide its official conduct in accordance with the requirements of the Act and Vermont's Open Meeting Law; and shall have all powers and duties as set forth in the Act to administer the provisions of these regulations, including but not limited to the power to hear and decide:
 - a. variance requests;
 - b. applications for conditional use approval;
 - c. applications for design approval;
 - d. applications for major subdivision approval;
 - e. applications for planned unit development;
 - f. applications for a right-of-way approval; **and**
 - g. appeals from any decision, act or failure to act by the Zoning Administrator.
3. Design Advisory Board. Members of the Design Advisory Board shall be appointed by the Selectboard for terms determined by the Selectboard. The Design Advisory Board may include one or more members of the Calais Historic Preservation Commission, and shall serve in an advisory capacity to the DRB for the review under Section 5.5 of applications within the Kents Corner-Old West Church Historic Design Control Overlay District.

(B) **Fee Schedule.** The Calais Selectboard shall establish a schedule of fees to be charged in administering these regulations, with the intent of covering the town's administrative costs and any independent technical review of an application requested under these regulations.

(C) **Hearing Notice Requirements.**

1. Any notice required for public hearing under these regulations shall be given by the publication of the date, place and purpose of the hearing in a newspaper of general circulation in the town, and the posting of the notice in three or more public places within the town, including posting within view from the public right-of-way most nearly adjacent to the property for which an application is made, not less than 15 days prior to the hearing date. Written notification of the hearing shall be given to the applicant and to owners of all properties adjoining the property subject to development, without regard to any public right-of-way, at least 15 days prior to the public hearing. The notification shall include a description of the proposed project and shall be accompanied by information that clearly informs the recipient where additional information may be obtained, and that participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.
2. For hearings associated with the review of subdivision plats, in addition to notice requirements under Subsection (C)(1), notice also shall be sent at least 15 days prior to the public hearing to the regional planning commission and, for plats located within 500 feet of a municipal boundary, to the clerk of the adjoining municipality [4414].

(D) **Recording Requirements.**

1. Within 30 days after the issuance or denial of a municipal land use permit, or within 30 days of the issuance of any notice of violation, the Zoning Administrator shall deliver either the original, a legible copy, or a notice of the permit, denial or violation to the Town Clerk for recording in the land records of the town as provided in 24 V.S.A. '1154.
2. For development within the Flood Hazard Area Overlay District, the Zoning Administrator shall also maintain required records in accordance with Table 2.7.

Section 8.5 Violations & Enforcement

(A) **Violations.** The commencement or continuation of any land development, subdivision or use which is not in conformance with the provisions of these regulations shall constitute a violation. All violations will be pursued in accordance with the Act. Each day that a violation continues shall constitute a separate offense. The Zoning Administrator shall institute, in the name of the town, any appropriate action, injunction or other proceeding to enforce the provisions of these regulations. All fines imposed and collected for violations shall be paid over to the town.

(B) **Notice of Violation.** No action may be brought under this Section unless the alleged offender has had at least seven days notice by certified mail that a violation exists. The warning notice shall state that a violation exists, that the alleged offender has an opportunity to cure the violation within the seven days and that the alleged offender will not be entitled to an additional warning notice for a violation occurring after the seven days. Action may be brought without notice and opportunity to cure if the alleged offender repeats the violation of the bylaw after the 7-day notice period and within the next succeeding 12 months. For violations located within the Flood Hazard Overlay District, a copy of the notice of violation will be mailed to the State NFIP Coordinator.

(C) **Limitations on Enforcement.** An action, injunction or other enforcement proceeding relating to the failure to obtain or comply with the terms and conditions of any required or duly recorded municipal land use permit may be instituted against the alleged offender if the action, injunction or other enforcement proceeding is instituted within 15 years from the date the alleged violation first occurred, and not thereafter. The burden of proving the date the alleged violation first occurred shall be on the person against whom the enforcement action is instituted.

(D) If a structure is still noncompliant with Flood Hazard requirements after the opportunity to cure has passed, the Zoning Administrator shall submit a declaration to the Administrator of the NFIP requesting a denial of flood insurance. Section 1316 of the National Flood Insurance Act of 1968, as amended, authorizes FEMA to deny flood insurance to a property declared by a community to be in violation of their flood hazard area regulations. The declaration shall consist of: (a) the name of the property owner and address or legal description of the property sufficient to confirm its identity or location, (b) a clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or ordinance, (c) a clear statement that the public body making the declaration has authority to do so and a citation to that authority, (d) evidence that the property owner has been provided notice of the violation and the prospective denial of insurance, and (e) a clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended

Article 9. Definitions

Section 9.1 Terms & Usage

(A) Except where specifically defined here or in the Act, or unless otherwise clearly required by the context, all words, phrases and terms in these regulations shall have their usual, customary meanings.

(B) In the interpretation of words and terms used, defined, or further described here, the following shall apply:

1. the specific controls the general;
2. the present tense includes the future tense;
3. the word "shall" means mandatory; the word "may" means permissive;
4. the word "structure" includes "building;"
5. the word "road" includes "street" and "highway,"
6. the word "lot" includes "parcel".
7. the words "occupied" and "used", in the contest of structures and vehicles, as used in the Flood Hazard and River Corridor Overlays [Table 2.7] shall be considered as though followed by "or intended, arranged, or designed to be occupied or used.

(C) Definitions for the purposes of Table 2.7 Flood Hazard Overlay (FHO) and River Corridor Overlay (RCO) Districts regulations, the National Flood Insurance Program Definitions contained in 44 CFR 59.1 are hereby adopted and shall be used to interpret and enforce the Flood Hazard (FHO) and River Corridor(RHO) regulations. FHO and RCO definitions are listed in a separate section of these definitions.

(D) Any interpretation of words, phrases or terms by the Zoning Administrator may be appealed to the DRB under Section 1.7. In such cases, the DRB shall base its decision upon the following definitions, state statute, and the need for reasonable and effective implementation of these regulations. The DRB shall publish and update from time to time such written interpretation, to ensure consistent and uniform application of the provisions of these regulations.

Section 9.2 Abbreviations

The following abbreviations shall be the shortened form of the word or phrase indicated, the definitions of which may also be included in Section X.3 below:

ANR Vermont Agency of Natural Resources
BFE Base flood elevation
CFRCode of Federal Regulations
DRBDevelopment Review Board
FEMA Federal Emergency Management Agency
FIAFederal Flood Insurance Administration.
FIRM Flood Insurance Rate Map
FHAFlood Hazard Area
FHBM Flood Hazard Boundary Map
FHO Flood Hazard Overlay District
LOMA Letter of Map Amendment
LOMC..... Letter of Map Change

LOMRLetter of Map Revision
 NANot applicable
 NAINo adverse impact
 NFIP National Flood Insurance Program
 RAPs..... Required Agricultural Practices
 RCO..... River Corridor Overlay District
 SFSquare feet
 VSAVermont Statutes Annotated
 VTVermont
 ZA.....Zoning Administrator

Section 9.3 Definitions

Acceptable Management Practices (AMPs): Acceptable silvicultural (forestry) practices as currently defined by the Commissioner of the Vermont Department of Forests, Parks and Recreation (see Section 1.5).

Accessory Dwelling: A distinct secondary dwelling unit established in conjunction with and clearly subordinate to a principal structure or use, such as a single-family dwelling or operating farm, that is retained in common ownership, is located within, attached to or on the same lot as the primary structure or use, and which otherwise meets applicable criteria of these regulations (see Section 4.5).

Accessory Structure: A structure that is: 1) detached from and clearly incidental and subordinate to the principal use of or structure on a lot, 2) located on the same lot as the principal structure or use, and 3) clearly and customarily related to the principal structure or use. For residential uses these include, but may not be limited to garages, garden and tool sheds, playhouses, and swimming pools, small barns, sugar houses, which are incidental to the residential use of the premises and not operated for gain. See also Accessory Use.

Accessory Use: A use, which is, customarily incidental and subordinate to the principal use of a lot or parcel of land, is located on the same lot as the primary use, and is clearly related to the principal use.

Access Path: A narrow path for pedestrians. See also Table 2.4 G(2)

Act, the: 24 V.S.A., Chapter 117, the Vermont Municipal and Regional Planning and Development Act as most recently amended.

Adjoiner: A person or organization which owns or controls lands or easements on lands which physically abut the applicant's project property, without regard to public rights-of-way. Landowners on the opposite sides of highways, railways and rivers and streams are considered adjoiners.

Administrator: The Federal Insurance Administrator

Affordable Housing: Housing that is either:

- (A) Owner-occupied housing for which the total annual cost of ownership, including principal, interest, taxes, insurance, and condominium association fees, does not exceed 30 percent of the gross annual income of a household at 120 percent of the highest of the following:
 - (i) the county median income, as defined by the U.S. Department of Housing and Urban Development; or
 - (ii) the statewide median income, as defined by the U.S. Department of Housing and Urban Development.

(B) Rental housing for which the total annual cost of renting, including rent, utilities, and condominium association fees, does not exceed 30 percent of the gross annual income of a household at 80 percent of the highest of the following:

- (i) the county median income, as defined by the U.S. Department of Housing and Urban Development; or
- (ii) the statewide median income, as defined by the U.S. Department of Housing and Urban Development.

Affordable Housing Development: A housing development of which at least 20% of the units, or a minimum of five units, whichever is greater, are affordable housing units. Affordable units shall be subject to covenants or restrictions that preserve their affordability for a minimum of 15 years, or longer as provided in the municipal bylaws.

Agriculture: The use of land containing at least two acres which is used for raising livestock, the growing and harvesting of crops, orchards, tree farms, maple sugar stands, riding and boarding stables, nurseries and greenhouses, farm structures, and as an accessory use, the wholesale or retail sale of agricultural products grown on the premises where it is produced. For the purposes of these regulations, agriculture does not include slaughterhouses, canneries, or the raising of fur bearing animals for commercial purposes. See also Required Agricultural Practices, Accessory Dwelling, Farm Structure, Light Industry.

Allowable Use: A use allowed as a permitted or conditional use in a given zoning district.

Alteration: Structural change, change of location, or addition to a building or structure, excluding normal maintenance and repair. Alterations shall include any construction that changes the number of dwelling units, or increases the size of a building or structure in terms of its height, length, width, footprint, or gross floor area. See also Improvement, Substantial Improvement.

Applicant: The owner of land or property proposed to be subdivided and/or developed in accordance with these regulations, and/or his or her duly authorized representative. Any party with a legal interest in land subdivision and/or development may apply in cooperation with the owner of the property.

Approval: A written decision issued by the DRB within the statutory time limit, or in the event of the DRB's failure to act within the specified time limit, a certification of such failure to act issued by the Zoning Administrator, as attached to the permit application and recorded in the land records of the town.

Artist Studio: Workspace for individuals engaged in the application, teaching, or performance of one of the fine arts or an applied art or craft. See also Gallery, Home Occupation, Home Industry.

Automobile Service Station: An enclosed establishment whose principal purpose is the servicing and/or repair of automobiles and other motor vehicles, including car washes, body shops, general vehicle and engine repair, and rebuilding and/or reconditioning shops. The sale of repaired or restored vehicles (not to exceed four on the lot at any time) and/or auto parts may be allowed as an accessory to the principal use. Gas stations are specifically excluded from this definition. See also Gas Station.

Average Density: The number of acres (excluding land area within designated road rights-of-way) in the development divided by the number of single occupancy dwelling units, principal structures, or principal uses. In mixed use or multi-family dwellings, each use or single-family portion of a multi-family dwelling is "1".

Base Flood: The flood having a one percent chance of being equaled or exceeded in any given year (commonly referred to as the "100-year flood").

Basement: Any area of a building having its floor at subgrade (below ground level) on all sides.

Bed & Breakfast (B&B): A single family dwelling occupied by the owner or operator, in which not more than four rooms within the dwelling and/or in an accessory structure located on the same lot, are rented out to provide overnight accommodations to transient travelers. Individual cooking and eating facilities shall not be provided; breakfast shall be the only meal served and shall be limited to overnight guests. The bed and breakfast shall function as a private home with houseguests. See also Inn.

Best Management Practices: Approved activities, maintenance procedures, and other practices to prevent or reduce the effects of impervious surface or cleared area on water quality and natural resources.

Board: The Calais Development Review Board (DRB), as established under the Act, unless otherwise specified.

Boat House: A building at or near the high water mark used only for storage of boats.

Buffer: Any space between adjoining land uses or between a land use and a natural feature, which is intended and designed to reduce the impact of one use on the other use or feature. Buffers may include open space, woodland, landscaped areas, undisturbed vegetated areas, or other types of physical, visual or sound barriers.

Building: (1) A structure used for the shelter or accommodation of persons, animals, goods, chattel or equipment, which has a roof supported by columns or walls; (2) for development within the flood hazard area overlay district, this definition also includes a gas or liquid storage tank that is principally above ground.

Building Envelope: The portion of a building that is visible from the outside, its horizontal and vertical dimensions.

Building Footprint: The physical outline of a structure to its maximum horizontal dimension plus all attached appurtenances including but not limited to sheds, decks, porches, patios, awnings, garages, stairs, or ramps. In the Shoreland Overlay District, Building Footprint includes the physical outline to the extent of the drip line of the structure.

Building Impact Zones: An area on a lot that contains structures, parking areas, and associated site improvements, and the distance from those improvements that impacts the adjacent natural resources. Said distance shall be 150 feet from any building unless the adjacent natural resource is identified as one with special sensitivity in the Calais Town Plan's Natural Resources section, in which case the Required Buffer which is associated with that resource shall be added to the 150 feet to calculate the impact distance.

Building Orientation: The location on a lot of a building or other structure in relation to roads, rights-of-way, parks, and building or street lines.

Building Site: The location of structures, parking areas, and associated improvements on a lot.

Camp: See Seasonal Dwelling.

Camper: Any vehicle used as temporary sleeping, camping or living quarters, which is mounted on wheels, a truck or a camper body, or towed by a motor vehicle. This definition includes recreation vehicles and travel trailers, but specifically excludes mobile homes. See Mobile Home.

Campground: A parcel of land upon which three or more sites are located for occupancy by a camper, travel trailer, recreation vehicle, tent, cabin, lean-to, or similar structure, or for a as temporary living quarters for recreation, education, or vacation purposes. "Primitive" campgrounds are further characterized as campgrounds, which are limited to substantially unimproved campsites intended for tenting use only.

Cemetery: Land used or dedicated to the burial of the dead, which includes as accessory structures mausoleums, columbariums, and maintenance facilities, but specifically excludes crematoriums. An individual or family burial

plot on private land, registered with the Calais Town Clerk in accordance with state law, is exempted from this definition.

Change of Use: A change from one type of permitted or approved use to another, for example, a change from a residential to commercial use, an accessory to a principal use, or a seasonal to year-round use. Change of use also includes a change that would increase the volume of wastewater generated. (see Section 3.3).

Cleared Area: An area where existing vegetative cover, soil, tree canopy, or duff has been permanently removed or altered, except when managed according to the Vegetation Protection Standards. See Appendix D Vermont Shoreland Protection Act.

Commission: The Calais Planning Commission, as created under the Act.

Common Land: Land within a development or subdivision that is not individually owned or dedicated for public use, but which is intended to be held in common, for use, enjoyment, management, and maintenance by the residents of the development or subdivision. Such land may include but not be limited to open space areas, parking lots, pedestrian walkways, utility and road rights-of-way.

Community Care Facility: A residential care facility licensed by the state which provides 24-hour supervision, personal care services, and limited medical services to seven or more individuals who are in need of care, protection and/or assistance to sustain the activities of daily living. See also Group Home.

Community Center: A building owned by a public or nonprofit entity, or a homeowners or similar community association, which is used for recreational and social activities and is intended primarily to serve the population of the community in which it is located.

Community System: Any water or wastewater disposal system other than a municipally owned system which provides potable water to or disposes of wastewater from two or more domestic, commercial, industrial, or institutional uses. Such systems shall include related collection, distribution and treatment facilities.

Contiguous Land: (1) A parcel of land contained within a single, unbroken parcel boundary (a division of land by a town road right-of-way shall not render such land noncontiguous); or (2) two or more parcels which share a common parcel boundary or point.

Cultural Facility: A museum, theater, concert hall, botanical or zoological garden, or other establishment, which offers programs, performances or exhibits of cultural, educational, historical, or scientific interest, and is not operated as a commercial use. See also Community Center, Indoor Recreation, Nature Center.

Curb Cut: A means of access for either entering or exiting any State or Town Highways system [Class 1 through 4 roads]. A curb cut is NOT a driveway.

Day Care Facility: State-registered or licensed day care facilities which do not meet the definition of “home child care”, including nonresidential child and adult day care facilities, and home-based child care facilities that serve more than six children on a full-time basis. See also Home Child Care.

Density: The number of dwelling units, principal uses or structures permitted per area of land, excluding land area within designated road rights-of-way.

Density Averaging: Smaller lot sizes in one part of a subdivision are permitted when offset by common, conserved, or protected land elsewhere. See section 6.10.

Designated Village Center: The core of a traditional settlement, typically comprised of a cohesive mix of residential, civic, religious, commercial, and mixed use buildings arranged along a main street and intersecting

streets that are within walking distance for residents who live within and surrounding the core; and designated as such by the State of Vermont pursuant to 24 V.S.A. Chapter 76A.

Development of Land (Land Development): The division of a parcel into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or other structure, or of any mining, excavation or landfill, or any change in the use of any building or other structure or land or extension of use of land. See also Subdivision.

Disturbed Area: Any man-made changes or disturbances to a site as a result of construction activities including clearing, grading, and excavating, but does not include routine maintenance performed to retain the original line and grade.

Driveway: A portion of a lot that is a type of private road used as a means of travel through any part of a parcel of land which connects with any public highway access [cut]. It may connect to multiple buildings or parcels. See also Road.

Duff or Duff layer: Leaf litter plus small fragments of plants and organic debris that provide a spongy substrate that absorbs the energy of falling water and allows runoff to infiltrate soil.

Dwelling Unit: One or more rooms designed, occupied, or intended for occupancy as separate living quarters, with cooking, sleeping, and sanitary facilities provided within the dwelling unit for the exclusive use of a single family or individual maintaining a household. See also Family, and Accessory, Seasonal, Single Family, Two-Family, and Multi-Family Dwellings.

Easement: The legal authorization given by a property owner to another person or party for the use of any designated part of his or her property for a specified purpose.

Senior Housing: A multiple dwelling in one or more buildings, each unit of which is specifically designed and intended for occupancy by at least one person who is retired and 55 years of age or older. Such housing may include, as accessory structures or uses, congregate dining and recreational facilities, and assisted living services. See also Community Care Facility.

Erosion: The detachment and movement of soil or rock fragments by water, wind, ice or other geological agents. In streams, erosion is a natural process that can be accelerated by poor stream management practices.

Extraction: A use involving the on-site removal of surface and subsurface materials, including soil, sand, gravel, stone or organic substances other than vegetation, from land or water. Customary extraction operations include sand and gravel pits, and accessory operations such as the crushing, screening, and temporary storage of materials on-site (see Section 4.4). Specifically excluded from this definition are the grading and removal of dirt which is associated with and incidental to an approved site plan or subdivision, or an excavation associated with an acceptable agricultural practice (see Section 1.5). See also Quarrying.

Family: A group of two or more persons related by blood, marriage or civil union (as recognized by the State of Vermont), or a group of not more than five persons unrelated by blood, marriage or civil union, living together as a household, or a single person maintaining a household.

Farming:

(A) the cultivation or other use of land for growing food, fiber, Christmas trees, maple sap, or horticultural and orchard crops; or

(B) the raising, feeding, or management of livestock, poultry, fish, or bees; or

(C) the operation of greenhouses; or

(D) the production of maple syrup; or

(E) the on-site storage, preparation and sale of agricultural products principally produced on the farm; or

(F) the on-site storage, preparation, production, and sale of fuel or power from agricultural products or wastes principally produced on the farm; or

(G) the raising, feeding, or management of four or more equines owned or boarded by the farmer, including training, showing, and providing instruction and lessons in riding, training, and the management of equines.

Farm Structure: A building, enclosure, fence or silo for housing livestock, raising horticultural or agronomic plants, or carrying out other practices associated with agricultural or farming practices, including a silo, as “farming” is defined in '6001(22) of Title 10 but excludes a dwelling for human habitation. See also Accessory Dwelling, Agriculture.

Farmers Market: An occasional or periodic market held in an open area or structure where groups of individual sellers offer goods for sale to the public.

FIA: The Federal Flood Insurance Administration.

Financial Institution: A bank, savings and loan, finance, mortgage or investment company that is open to the public. See also Office.

Flood Insurance Study: An examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations.

Flood Proofing: Any combination of structural and nonstructural additions, changes or adjustments to structures which reduce or eliminate flood damage to any combination of real estate or improve real property, water and sanitary facilities, structures, and their contents.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

Forest block: A contiguous area of forest in any stage of succession and not currently developed for nonforest use. A forest block may include recreational trails, wetlands, or other natural features that do not themselves possess tree cover and uses exempt from regulation under subsection 4413(d).

Forestry: The use and management of woodlands for purposes of timber production, harvesting, and management for commercial, wildlife and/or conservation purposes. This definition specifically excludes permanent sawmills, lumber yards and other similar facilities used for the processing and/or manufacturing of wood and wood products; but may include, as accessory uses, portable sawmills and equipment used on-site in association with timber harvesting activities. See also Acceptable Management Practices, Home Industry, Light Industry.

Frontage: That portion of a lot adjacent and parallel to any state highway, town road, right-of-way, or public waters. In the case of corner lots, it includes the total frontage on both roads or rights-of-way. Frontage must be contiguous.

Gallery: An establishment engaged in the display, sale, or loan, of art and craft work, excluding noncommercial museums and art galleries. See also Artist Studio, Cultural Facility.

Garden Center: The use of land, buildings and/or structures for the purpose of selling lawn and garden equipment, furnishings, and supplies. This definition specifically does not include nurseries and greenhouses that are defined by the state as “Agriculture” or “Required Agricultural Practices” and are therefore exempted from these regulations. See also Agriculture, Required Agricultural Practices.

Gas Station: An establishment principally used for the sale of automobile or motor vehicle fuels, lubricants, and related motor vehicles products, and/or which has facilities for fueling motor vehicles. This definition specifically excludes automobile and motor vehicle repair services and sales, and the sale of food and unrelated convenience or grocery items. See also Automobile Service Station, Mixed Use.

Group Home: A state licensed residential care home serving not more than 8 persons who are developmentally disabled or handicapped. A group home shall be considered by right to constitute a permitted single-family residential use of property, except that no such home shall be so considered if it locates within 1,000 feet of another group home.

Health Clinic: A building or part thereof used for the medical, dental, surgical, or therapeutic treatment of human beings, but does not include a public or private hospital or a professional office of a doctor located in his or her residence. See also Home occupation.

Height: The elevation of a building or structure as measured vertically from the average of the lowest finished grade at the foundation or base to the highest point on top of the building or structure (see Section 3.5).

Historic structure: Any structure that is: (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (i) by an approved state program as determined by the Secretary of the Interior or (ii) directly by the Secretary of the Interior in states without approved programs.

Home Child Care: A state registered or licensed child care home serving six or fewer children on a full-time basis, and up to four additional children on a part-time basis, Home Child Care shall be considered to constitute a permitted single-family residential use of property but may require site plan approval based on local zoning requirements. See also 24 V.S.A. § 4412(5) (defining “family child care home”), Day Care Facility, Home Occupation.

Home Industry: See Section 4.2. See also Home Occupation, Light Industry.

Home Occupation: See Section 4.2. See also Child Care Home, Home Industry.

Impact Sensitivity: The degree to which a natural resource will be compromised or destroyed by adjacent building, roads, or human activity. These regulations will only consider the impact sensitivity of resources identified as having a high priority in the Calais Town Plan’s “Natural Resources” section.

Impervious Surface: Human-made surfaces, including paved and unpaved roads, parking areas, roofs, driveways, and walkways, from which precipitation runs off rather than infiltrates.

Improvement: Any physical addition to real property, or any part of such addition, including but not limited to any building, structure, parking facility, wall, fencing, or landscaping. See also Substantial Improvement.

Inn: A building or group of buildings on a single parcel which contain up to fifteen guest rooms which are rented out to provide overnight accommodations to transient travelers on a short-term basis of less than one month average, which may offer dining facilities for guests, and for hosting special events such as weddings. See also Bed & Breakfast.

Junk Yard: See Salvage Yard.

Kennel: The boarding, breeding, raising, grooming, or training of five or more dogs, cats, or other household pets of any age for a commercial use and/or which are not owned by the owner or occupant of the premises. See also Home Industry, Veterinary Clinic.

Land set aside permanently from development: Land that is protected from development (including but not limited to subdivision or change of use) by deed restriction. This can include conserved land, common land, land that (with the acceptance of the Selectboard) is deeded to the Town, or land that has a portion set aside for protection of a community use or an identified natural resource.

Lawn: An area of land maintained in continuous plant coverage of grasses and similar plants that are closely and regularly mowed, including meadow or pasture on nonagricultural land. “**Lawn**” does not include pasture cropland, land used to grow sod, or similar land used for agricultural production.

Light Industry: The manufacture, processing, or fabrication of products, except where ancillary or accessory to another allowed use, which meets all applicable requirements of these regulations (see Section 4.3). This definition does not include the processing of agricultural goods raised on the premises, which falls under the definition of agriculture. See also Agriculture, Home Industry.

Lot: (1) Land occupied or to be occupied by a principal structure or use and its accessory structures and/or uses, together with required open spaces, having not less than the minimum area required for a lot in the district in which such land is situated, having frontage on a road, or other means of access as may be approved by the DRB; (2) a portion of land in a subdivision or plat that is separated from other portions by a property line (see also Contiguous Land).

Lot Area: The total land area within the boundaries (lot lines) of a lot, exclusive of any land area designated for a road as measured to the boundary of such right-of-way or easement.

Lot Coverage: That portion (percentage) of a lot area which is covered by buildings, structures, and other human-made improvements, such as parking and loading areas, access roads, service areas, tennis courts, and other impermeable surfaces, which prevent the infiltration of stormwater. Lawn areas are specifically excluded from this definition.

Lot Depth: The mean horizontal distance from the street line of the lot to its opposite rear line measured at right angles to the building front line.

Lot Width: Width measured at right angles to lot depth, at the required building front line.

Lowest Floor: The lowest floor of the lowest enclosed area (including basement). An unfinished floor or flood resistant enclosure, used solely for parking vehicles, building access, or storage in an area other than a basement area is not considered a building’s lowest floor, provided that such enclosure is not built so as to render the structure in violation of applicable federal (Section 60.3) non-elevation design requirements.

Major Subdivision: All subdivisions other than minor subdivisions, including but not limited to a subdivision and/or subsequent re-subdivision of parcels to create four or more lots within any 10-year period (3,652 days), regardless of a change in ownership; the creation of a landlocked (nonfrontage parcel); and all planned unit developments. See also Lot, Minor Subdivision, Subdivision.

Manufactured Home: A single-family dwelling, transportable in one or more sections, which is built on a permanent foundation and is connected to required utilities. For floodplain management purposes, the term “manufactured home” also includes park trailers, travel trailers, and other similar vehicles placed on the site for more than 180 consecutive days. For insurance purposes, and the other provisions of these regulations, the term “manufactured home” does not include park trailers, travel trailers, and other similar vehicles. See also Single-Family Dwelling, Mobile Home.

Marina: An establishment having lake or river frontage provides launching, docking and/or mooring sites, and which may rent boats and boating accessories, and/or associated services such as boat storage and repair. This definition specifically excludes the sale of food and unrelated convenience or grocery items, which may otherwise be allowed subject to review as a mixed use. See also Mixed Use.

Mean Sea Level: The standard datum to which base flood elevations shown on Flood Insurance Rate Maps, and typical contour elevations, are referenced.

Mean Water Level: The elevation, measured in feet above sea level, as referenced to National Geodetic Vertical Datum of 1929 (NGVD 29), of the spillway or low point in a natural outlet of the lake or pond plus the mean depth of flowage over it as measured during the period from June 1 – September 15, or as established by the Vermont Agency of Natural Resources. Shoreland homeowners can estimate the MWL using observations of the extent of the terrestrial plant growth along the shoreline during the summer season.

Minor Subdivision: (1) Lot line or boundary adjustments between pre-existing lots which do not create new or nonconforming lots, (2) the subdivision land or the resubdivision of a previously subdivided parcel, that results in the creation of three or fewer lots within any 8-year period regardless of any change in ownership, each of which meets the requirements for the zoning district in which it is located, or (3) amendments to an approved subdivision (including a the resubdivision of a subdivided parcel) which do not substantially alter the nature of the approved subdivision, result in the creation of a total of more than three lots within any 8-year period, or nonconforming or nonfrontage lots, or violate the original conditions of approval. See also Lot, Major Subdivision, Subdivision.

Mitigation: An action required of a property owner designed to compensate for lost Buffer area by Shoreland or streams; increased impervious surface area above 20%; cleared area greater than the 40% allowed in the Shoreland Overlay District; the effects of potential erosion as a result of new construction of driveways or new impervious surfaces in all districts. Examples include, but are not limited to, runoff capture, infiltration features, rain barrels, more shoreland vegetation, or other similar approaches.

Mixed Use: A building or parcel containing two or more uses which are otherwise allowed as permitted or conditional uses within the district in which the building or parcel is located (see Section 3.15). See also Accessory Use.

Mobile Home: A prefabricated dwelling unit, which is (1) designed for continuous residential occupancy; and (2) is designed to be moved on wheels, as a whole or in sections. A mobile home shall be considered a single-family dwelling and cannot be excluded from a zoning district except on the same terms and conditions as conventional housing is excluded. See also Single-Family Dwelling.

Mobile Home Park: A parcel of land under single or common ownership or control, which contains, or is designed, laid out or adapted to accommodate two or more mobile homes.

Multi-Family Dwelling: A building housing three or more dwelling units, including apartments or attached town houses. See also Dwelling Unit.

Municipal Land Use Permit: A permit or approval issued by the municipality, including: (1) final zoning, subdivision, site plan or building permits or approvals relating to subdivision and land development; (2) final official minutes of meetings which relate to permits or approvals, which serve as the sole evidence of such permits or approvals; and (3) any amendments to the previously listed permits and/or approvals.

Natural Ground Cover: Any herbaceous plant, woody seedling or shrub less than three feet in height. Natural Ground Cover shall also include naturally occurring soils, leaf or needle litter, stumps, decaying woody debris, stones, and boulders. Natural Ground Cover shall not include lawns, landscaped areas, gardens, invasive species, exotic species, imported organic or stone mulches, or other artificial materials.

Nature Center: A scientific or educational facility open to the public that provides facilities, services, research, materials, educational programs, exhibits and/or displays promoting the management and protection of the natural environment.

Necessary wildlife habitat: A concentrated habitat which is identifiable and is demonstrated as being decisive to the survival of a species of wildlife at any period in its life including breeding and migratory periods.

Nonconforming Lots or Parcels: lots or parcels that do not conform to the present bylaws covering dimensional requirements but were in conformance with all applicable laws, ordinances and regulations prior to the enactment of the present bylaws; including a lot or parcel improperly authorized as a result of error by the administrative officer.

Nonconforming Structure: A structure or part of a structure that does not conform to the present bylaws but was in conformance with all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws. Nonconforming structure also includes a structure improperly authorized as a result of error by the Zoning Administrator prior to enactment of these bylaws on January 3, 2005.

Nonconforming Use: A use of land that does not conform to present bylaws but did conform to all applicable laws, ordinances, and regulations prior to the enactment of the present bylaws. Nonconforming use also includes a use improperly authorized as a result of error by the Zoning Administrator prior to enactment of these bylaws on January 3, 2005.

Office: A room, suite of rooms or building principally used for conducting the affairs of a business or profession. This definition specifically excludes office space, which is associated with home occupations, or is clearly accessory to another allowed principal use. It also specifically excludes the on-premise retail sale of goods and services. See also Home Occupation.

Overlay District: Special districts created to supplement or modify the zoning requirements otherwise applicable in underlying districts to protect or guide development in areas identified as requiring special consideration such as shorelands and flood hazard areas as allowed in 24 V.S.A. §4414(2).

Open Space: Land not occupied by structures, buildings, roads, rights-of-way, recreational facilities, and parking lots. Open space may or may not be held in common.

Parking Facility: A separate, off-street parking area, garage or similar structure that is the principal use of a lot.

Parking Space: An on- or off-street area, other than a loading or service area, which is to be used exclusively as a temporary storage space for one licensed private motor vehicle (see Section 3.10). A parking space shall be at least nine feet wide, and twenty-two feet long, not including associated access and maneuvering space, and shall have access onto a public or private road.

Person: Any individual, partnership, corporation, association, unincorporated organization, trust, or any other legal or commercial entity, including a joint venture or affiliated ownership, which owns or controls land or other property to be subdivided and/or developed under the provisions of these regulations. The word “person” shall also include any municipality or other government agency.

Personal Service: A business that provides services of a personal nature, including but not limited to: laundry and dry cleaning, beauty and barbershops, shoe repair, funeral services, and photographic studios.

Place of Worship: A building used solely for purposes of assembly and worship by a legally established and recognized religious institution. This definition also includes such customary accessory structures such as parish houses.

Planned Unit Development (PUD): One or more lots, tracts or parcels of land to be developed as a single entity, the plan for which may propose any combination of density or intensity transfers, density or intensity increases, or the mixing of land uses, and which need not correspond to bylaw requirements that are otherwise applicable to the area in which it is located with respect to lot size, bulk, or type of dwelling or building, use density, intensity, lot coverage, parking, required common open space, or other standards. See also Major Subdivision,.

Plat: A map or representation on paper, Mylar, or other accepted material, of a piece of land subdivided into lots and roads, drawn to scale.

Pollution: The contamination of air, water, or soil by substances that cause harm.

Pre-existing: A lot, use or structure that was legally in existence as of the effective date of these regulations.

Principal Structure: A building or structure in which is conducted the main or principal use of the lot on which the building is located. See also Accessory Structure, Structure.

Private Club: A corporation, organization, or association or group of individuals existing for fraternal, social, recreational, or educational purposes, for cultural enrichment or to further the purposes of agriculture, which owns, occupies, or uses certain specified premises, which is not organized or operated for profit, and the benefits of which are available primarily to members only.

Public: Owned, leased, held, used, and/or controlled exclusively for public purposes by the Town of Calais, or any other department or branch of government, or publicly regulated utility.

Public Improvement: Any improvement which shall be owned and/or maintained by the Town of Calais or other department or branch of state or federal government.

Public Facility/Utility: A building, utility or other facility other than a public recreation facility, owned, leased, held, used, and/or controlled exclusively for public purposes by a municipal, state or federal government, regulated utility or railroad. Such facilities include but may not be limited to: municipal buildings and garages, water and wastewater facilities, power generation and transmission facilities, reservoirs, solid and hazardous waste management facilities, institutional facilities, and telephone, cable and electrical distribution lines. Public facilities and utilities, including distribution and service lines to individual uses, are allowed within all zoning districts unless otherwise specified, or specifically excluded, under district standards (see Section 4.10). See also Public Improvement, Public Park, School, and Telecommunications Facility.

Public Park: An outdoor recreational, educational or resource management facility owned, leased, held, used, and/or controlled exclusively for public purposes by the Town of Calais, or any other department or branch of state or federal government.

Public Road: A road (street, highway), which is constructed within the boundaries of an officially deeded and municipally accepted public right-of-way (town highway), or a designated state road. See also Road.

Public water access: A state or town-owned access to a lake or river that, except for toilet facilities, shall not include any structures.

Quarrying: The removal of rock by means of open excavation to supply material for construction, industrial or manufacturing purposes, and related operations such as blasting, crushing and the temporary storage of materials on site (see Section 4.4). See also Extraction.

Reasonable Use: A use of real property which is allowed within the district in which the property is located, which provides some (but not necessarily all potential) benefit to the owner, and which does not lead to unreasonable interference with another's use of property, or with the natural flow of water. Reasonable use does not mean highest and best use; nor does it include accessory uses, structures, or additions which may be customary, but are not necessary, to the existing or intended principal use (e.g., a garage or swimming pool).

Reconstruct: To replace or rebuild a building or structure which has been substantially destroyed or demolished without regard to cause.

Recreation, outdoor: A place designed for active or passive recreation, including park, playing fields, or trails, and does not include a structure or building.

Recreation Facility:

Indoor Recreation Facility A building or structure designed, equipped and used for sports, leisure time, and other recreational activities, except for such facilities, which are accessory to an approved educational facility or a residential use. This includes, but may not be limited to bowling alleys, movie theaters, pool halls, skating rinks, gymnasiums, and indoor swimming pools. See also Community Center, Cultural Facility.

Outdoor Recreation Facility: A facility for outdoor recreation, including but not limited to day camps, tennis courts, golf courses, athletic fields, swimming pools, and trails for hiking, horseback riding, bicycling, snowmobiling, and cross-country skiing; except for such facilities which are accessory to an approved educational facility or a residential use. See also Public Park.

Restaurant: A commercial establishment where food and drink are prepared, served, and consumed primarily within the principal building. This definition includes taverns, but specifically excludes entertainment clubs.

Retail Store: Premises where goods or merchandise are offered for retail sale to the general public for personal, business, or household consumption and services incidental to the sale of such goods are provided. This definition specifically excludes the retail sale of gasoline and automobiles.

Ridgeline: The uppermost point of a ridge, hill, cliff, slope, or face. It may coincide with the top (highest elevation) of a rock cliff or, where the bedrock is not exposed, the most obvious break in slope associated with the underlying bedrock. The term does not include intermediate terraces, steps, or elevations along the face of a slope.

Right-of-Way (as used in 1.4B-7; Table 2.2; 3.2A; and 9.2): An easement granted or reserved over the land for transportation purposes.

Road: A right-of-way that provides access to four or more parcels. The word "road" shall mean the entire right-of-way. See also Driveway, Public Road.

Salvage Yard: A facility or area for storing, keeping, selling, dismantling, shredding, or salvaging of discarded material or scrap metal. This definition includes but is not limited to "junkyards" as defined by the state.

School: A public, private, or parochial institution licensed by the State of Vermont to provide educational instruction to students. Such facilities may also include accessory recreational and dining facilities, and be used as officially designated, temporary emergency shelters.

Screening: The use of planted vegetation, fencing, walls, natural topography or earthen berms to visually shield or obscure a structure or use from neighboring structures, properties, rights-of-way, and/or designated public vantage points.

Seasonal Dwelling: A detached dwelling unit, which is not the primary residence of the owner or occupant and/or is occupied only on a part-time or seasonal basis, such as a hunting or summer camp. This definition shall include, but may not be limited to: 1) a dwelling which lacks one or more of the basic amenities, services or utilities required for year-round or all weather occupancy, including but not limited to a winterized plumbing system, insulated walls and roof, heating source, or adequate water or wastewater disposal systems, 2) a dwelling which is occupied no more than 180 days during any one year period; 3) a dwelling which is listed as a vacation dwelling (V1 or V2) on the Calais Grand List as of the effective date of these regulations; and/or 4) a dwelling that has been specifically permitted as a seasonal dwelling. See also Dwelling Unit, Single Family Dwelling.

Setback: The horizontal distance from a road, lot line, boundary or other delineated feature (e.g., a stream bank, shoreline, or wetland area), to the nearest part of a building, structure, or parking area on the premises. In the case of a road, the distance shall be measured from the road centerline. In the case of a corner lot, 'Front Setback' requirements shall be met from each road or right-of-way.

Shoreland Vegetative Buffer Zone: The portion of the Shoreland Overlay District surrounding the lake as measured horizontally 100 feet from the mean water level. See Section 2.4 (G) (4) and Section 3.14 (F). The Shoreland Buffer Zone shall exceed 100 feet if it includes a bluff or slope greater than 15% incline, in which case, the Shoreland Buffer Zone shall include the entire bluff and/or slope and all land located at least 25 feet from the edge of the bluff or slope. See 10 V.S.A. § 1442

Shoreland Protection Act: Vermont law, Chapter 49A of Title 10, 10 V.S.A. § 1441 et seq.), which establishes state regulations for guiding development within 250 feet of the mean water level, including vegetative buffer management requirements and impervious surface standards.

Shoreland Upland Zone: The Shoreland Upland Zone is the land between the outer edge of the 100-foot buffer zone from the mean water level [the edge of the Shoreland Buffer Zone] to the overlay district boundary.

Sign: Any structure, display, device, or representation, which is designed or used to advertise, direct to, or call attention to anything, person, business activity or place, and is visible from any public highway or other public vantage point. This definition does not include the flag, pennant, or insignia of any nation, state, or municipality (see Section 3.11).

Silviculture: See Forestry.

Single-Family Dwelling: A building housing one principal dwelling unit designed and intended for year-round use. See also Accessory Dwelling, Dwelling Unit, Group Home, Mobile Home, Manufactured Home, Seasonal Dwelling.

Small-Scale Telecommunication Facility: A wireless telecommunications facility that is installed on the ground and does not exceed 20 feet in elevation or that is installed on an existing building or structure and does not extend more than 20 feet from the building or structure.

Stream: Any surface watercourse in the Town of Calais as depicted by the U.S. Geological Survey on topographic maps or as identified through site investigation; excluding artificially created irrigation and drainage channels. See also Stream Channel.

Stream Channel: A defined area that demonstrates clear evidence of the permanent or intermittent passage of water and includes, but may not be limited to bedrock channels, gravel beds, sand and silt beds, and swales. A stream bank may define the usual boundaries, but not the flood boundaries, of a stream channel. Artificially created watercourses such as irrigation and drainage ditches are specifically excluded from this definition. See also Stream.

Storage Facility (Warehouse): One or more structures used for the storage of goods and materials, and not as a primary location or outlet for retail uses.

Stormwater management: The use of structural or non-structural practices that are designed to reduce stormwater runoff and mitigate its adverse impacts on property, natural resources, and the environment. Structural practices involve construction of systems that provide short-term storage and treatment of stormwater runoff. Non-structural techniques use natural measures to reduce pollution levels. Management practices do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

Stormwater Runoff: Precipitation or snowmelt that does not infiltrate into the soil, including material dissolved or suspended in it, but does not include discharges from undisturbed natural terrain or wastes from combined sewer overflows.

Stream: The full length and width, including the bed and banks, of any watercourse, including but not limited to, bodies named creek, brook, river, branch, and kill as depicted by the Calais Interactive Map or as identified through site investigation. Artificially created watercourses such as irrigation, drainage channels, and swales are specifically excluded from this definition. See also Channel.

Stream Banks: Physiographic features that normally contain streams within a channel. The bank is distinct from the streambed, which is normally wetted and provides a substrate that supports aquatic organisms.

Structure:

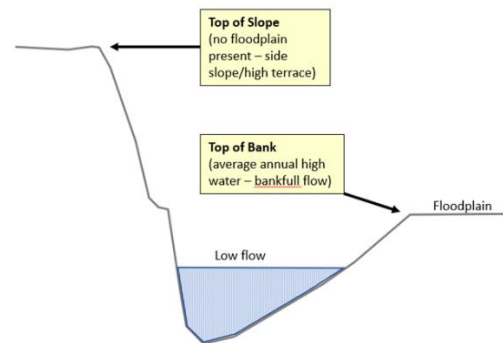
An assembly of materials on the land for occupancy or use, including but not limited to a building, mobile home or trailer, sign, wall or fence, which necessitates pilings, footings, or a foundation attached to the land (see Exemptions under Section 1.5).

Subdivision: A type of development in which a parcel of land is divided into two or more parcels, for the purpose of immediate or future sale, transfer, lease, or development; with the exception of parcels to be leased for agricultural or forestry purposes, where no permanent new roads are created. The term includes lot line adjustments, amended subdivisions, resubdivisions, and the division of land held in common among several owners; and shall also include the development of a parcel as a planned unit development. See also Major Subdivision, Minor Subdivision.

Surface Water: Any body of water above the ground including all rivers, streams, creeks, brooks, reservoirs, ponds, and lakes. (For the purpose of these bylaws wetlands and vernal pools are defined separately).

Telecommunications Facility: A support structure which is primarily for communication or broadcast purposes and which will extend vertically 20 feet, or more, in order to transmit or receive communication signals for commercial, industrial, municipal, county, state or other governmental purposes, and/or associated telecommunications equipment and ancillary facilities that provide access and/or house equipment (see Section 4.11).

Temporary Telecommunication Facility: A wireless telecommunications facility that is to be used for up to 30 days and whose height is no more than 50 feet from grade.



Town Highway: See Public Road.

Two Family Dwelling (Duplex): A building housing two principal dwelling units. See also Accessory Dwelling, Dwelling Unit.

Unsafe Trees: A tree that has defects in the roots, stem, or branches that may cause the tree or tree part to fail structurally, where such failure may cause property damage or personal injury.

Tree Defects: can be of two kinds:

- i Injury or disease that seriously weakens the stems, roots, or branches of trees, predisposing them to fail or
- ii Structural problems arising from poor tree architecture, including V-shaped crotches in stems and branches that lead to weak unions, shallow rooting habits, inherently brittle wood, or other defects that may make a tree unsafe.

Use: The purpose for which a building, structure, or parcel of land is designed, intended, occupied or used.

Variance: Permission to depart from the literal requirements of these regulations. Such permission is limited to departures from zoning requirements relating to dimensional frontage, setback, yard, coverage and height requirements. See also Noncomplying Structure, Nonconforming Use.

Vegetative cover: Mixed vegetation consisting of trees, shrubs, groundcover and duff. Does not mean grass lawns, noxious weeds, or nuisance plants.

Vegetative Protection Standards: The criteria used to maintain healthy a shoreland. Available online at: http://dec.vermont.gov/sites/dec/files/wsm/lakes/docs/Shoreland/lp_AppendixDVMPPGuidance.pdf

Vernal Pools: A small wetland in a shallow natural depression that typically fills with water during the spring and/or fall and may dry during the summer.

Veterinary Clinic: A building or part thereof used for the care, diagnosis, treatment and temporary boarding of animals. See also Kennel.

Warehouse: See Storage Facility.

Wetland: Those areas of the State that are inundated by surface or groundwater with a frequency sufficient to support vegetation or aquatic life that depend on saturated or seasonally saturated soil conditions for growth and reproduction, **as identified on current Vermont Significant Wetland Inventory (VSWI) Maps, Calais Natural Resource Inventory Map, or otherwise determined to be a significant wetland as defined at 10 V.S.A. § 902(11).** Such areas include marshes, swamps, sloughs, potholes, fens, river and lake overflows, mud flats, bogs, and ponds, but exclude such areas as grow food or crops in connection with farming activities. Wetlands are identified on current Vermont Significant Wetland Inventory (VSWI) Maps, and Calais Natural Resource Inventory Map.

Wireless Telecommunication Facility: Any equipment that broadcasts or receives radio frequency waves carrying Wireless Telecommunication Services, including any tower or structure upon which such equipment may be installed, and any accompanying structure, building, access road, or service utility (see Section 4.11).

Wireless Telecommunications Service: Any commercial mobile service, wireless service, common carrier wireless exchange service, cellular service, personal communication service, specialized mobile radio service, paging service, wireless data service, or public or private radio dispatch service.

Yard: The area defined by a front, side, or rear setback distance.

Yard Sale: The casual sale of personal property open to the general public and generally denoted by the terms “garage sale”, “attic sale”, “lawn sale”, “flea market”, “barn sale”, or similar phrase.

Zoning Administrator: Administrative Officer appointed and empowered in accordance with the Act.

FLOOD HAZARD AND RIVER CORRIDOR OVERLAY DEFINITIONS

Associated transportation and utility networks: Those transportation and utility networks connected to a bridge, culvert, or utility for the purpose of crossing a river or stream and do not include transportation or utility networks within the river corridor that merely run parallel to a river or stream.¹³

Base Flood: The flood having a one percent chance of being equaled or exceeded in any given year (commonly referred to as the “100-year flood”).

Base Flood Elevation (BFE): The elevation of the water surface elevation resulting from a flood that has a one percent chance of equaling or exceeding that level in any given year. On the Flood Insurance Rate Map the elevation is usually in feet, in relation to the National Geodetic Vertical Datum of 1929, the North American Vertical Datum of 1988, or other datum referenced in the Flood Insurance Study report, or the average depth of the base flood, usually in feet, above the ground surface.

Channel: A defined area of a stream that demonstrates clear evidence of the permanent or intermittent passage of water and includes, but may not be limited to bedrock channels, gravel beds, sand and silt beds. Artificially created watercourses such as irrigation and drainage ditches and swales are specifically excluded from this definition. See also Stream.

Critical facilities: facilities that are vital to public health and safety, including police stations, fire and rescue facilities, hospitals, shelters, schools, nursing homes, water supply and waste treatment facilities.¹⁴

Development for purposes within FHO and RCO: Any human-made change to improved or unimproved real estate, including but not limited to the construction, re-construction, conversion, structural alteration, relocation, or enlargement of any building or other structure, mining, dredging, filling, grading, paving, excavation or drilling operations, earth moving, tree, shrub, or ground cover removal, storage of equipment or materials, or the extension of use of land¹⁵.

Encroachment: Activities or construction including fill, substantial improvements, and other development that may cause an increase in flood levels.

Equilibrium condition: The width, depth, meander pattern, and longitudinal slope of a stream channel that occurs when water flow, sediment, and woody debris are transported by the stream in such a manner that it generally maintains dimensions, pattern, and slope without unnaturally aggrading or degrading the channel bed elevation.

¹³ 1 These do not include state transportation networks or power generation and transmission utility networks subject to the Public Utility Commission jurisdiction, as those are exempt from municipal regulation and are regulated under the State Flood Hazard Area & River Corridor Rule; <http://dec.vermont.gov/sites/dec/files/documents/wsmd-fha-and-rc-rule-adopted-2014-10-24.pdf>

¹⁴ 2 A community may opt to expand the definition to include other structures as essential to the health and welfare of the population and that are especially important during and after a disaster. For example, the type and location of a business may raise its status to a critical facility, such as a grocery store or gas station.

¹⁵ Note this definition is required by the National Flood Insurance Program and differs from “land development” defined in 24 V.S.A. Chapter 117.

Fill: Any placed material that changes the natural grade, increases the elevation, redirects the movement of flood water, or diminishes the flood storage capacity at the site. Temporary storage of material for less than 180 days is not considered fill.

Flood: (a) a general and temporary condition of partial or complete inundation of normally dry land areas from: the overflow of inland waters; the unusual and rapid accumulation or runoff of surface waters from any source; and mudslides which are proximately caused by flooding and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current; (b) the collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or by some similarly unusual and unforeseeable event which results in flooding.

Floodplain or flood-prone area: Any land area susceptible to being inundated by water from any source (see definition of “flood”)

Flood hazard: Those hazards related to damage from flood-related inundation or erosion. “Flood hazard area” shall have the same meaning as “area of special flood hazard” under 44 C.F.R. § 59.1.

Flood Insurance Rate Map (FIRM): An official map of a community, on which the Federal Insurance Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community. In some communities the hazard boundaries are available in paper, pdf, or Geographic Information System formats as a Digital Flood Insurance Rate Map (DFIRM).

Flood Insurance Study: An examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation, and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards

Flood Proofing: Any combination of structural and nonstructural additions, changes or adjustments to structures which reduce or eliminate flood damage to any combination of real estate or improve real property, water and sanitary facilities, structures, and their contents.

Flood Storage: The volume (area and depth) of floodwater at the site above grade and below the Base Flood Elevation.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point. Please note that flood hazard areas and floodways may be shown on separate map panels.

Fluvial erosion: The erosion or scouring of riverbeds and banks during high flow conditions of a river. Fluvial erosion is most likely to occur within the river corridor.

Functionally dependent use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water.

Grading: Any stripping, cutting, filling, or stock piling of earth or land, including that land in its cut or filled condition, to create new grades. If new material is brought from outside the hazard area and such new material is not offset with an equal or greater removal of material from the portion of the site within the hazard area, the new material shall be considered “fill” and shall not be considered grading.

Historic structure: Any structure that is: (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior

as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (i) by an approved state program as determined by the Secretary of the Interior or (ii) directly by the Secretary of the Interior in states without approved programs.

Letter of Map Change (LOMC): A letter issued by FEMA officially removing a structure or lot from the flood hazard area based on information provided by a certified engineer or surveyor. This is used where structures or lots are located above the base flood elevation and have been inadvertently included in the mapped special flood hazard area. A LOMC can include a Letter of Map Amendment (LOMA), Letter of Map Revision (LOMR), Letter of Map Revision based on Fill (LOMR-F), or a Letter of Map Revision for a Floodway (LOMR-FW).

Lowest Floor: The lowest floor of the lowest enclosed area (including basement).

Manufactured Home (or Mobile home): A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle

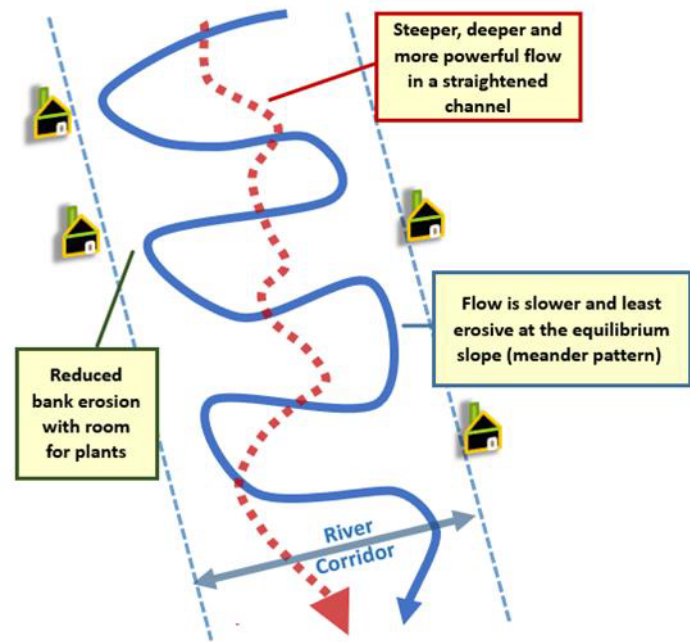
New construction: For regulatory purposes related to Table 2.7, Flood Hazard and River Corridor Overlays, “new construction” means structures for which the start of construction commenced on or after the effective date of this bylaw and includes any subsequent improvements to such structures.

Recreational vehicle: A vehicle which is: (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) designed to be self-propelled or permanently towable by a light duty truck; and (d) designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

River: The full length and width, including the bed and banks, of any watercourse, including rivers, streams, creeks, brooks, and branches which experience perennial flow. “River” does not mean constructed drainageways, including water bars, swales, and roadside ditches.(10 V.S.A. § 1422).

River Corridor: The land area adjacent to a river that is required to accommodate the dimensions, slope, planform, and buffer of the naturally stable channel and that is necessary for the natural maintenance or natural restoration of a dynamic equilibrium condition and for minimization of fluvial erosion hazards, as delineated by the Vermont Agency of Natural Resources in accordance with river corridor protection procedures. (10 V.S.A. § 1422). This includes the area within 50 feet of the top of bank along streams with a watershed size greater than half a square [.5] mile-2 miles.

Special Flood Hazard Area: The land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. For purposes of this bylaw, the term “area of special flood hazard” is synonymous in meaning with the phrase “special flood hazard area.” This area is usually labeled Zone A, AO, AH, AE, or A1-30 in the most current flood insurance studies and on the maps published by FEMA. Maps of this area are available for viewing in the municipal office or online from the FEMA Map Service Center: msc.fema.gov. Base flood elevations have not been determined in Zone A where the flood risk has been mapped by approximate methods. Base flood elevations are shown at selected intervals on maps of special flood hazard areas that are determined by detailed methods.



Start of construction: The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footing, piers, or foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Storage: The aggregation of materials, items, or objects whether natural or human-made; that is kept as a stockpile, collection, or inventory; where individual materials from the stockpile, collection or inventory may change, but where the general footprint of the stored materials continues to be used for the same purpose; whether set upon the land or within a container, structure, or facility; and that would not otherwise be in compliance with these development standards.

Structure Within FHO and RCO Overlays: A walled and roofed building, as well as a manufactured home, including gas or liquid storage tanks.

Substantial damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged conditions would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement:

Any repair, reconstruction, rehabilitation, addition, or other improvement of a structure after the date of adoption of this bylaw, the cost of which, over three years or over the period of a common plan of development, cumulatively equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either: (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been previously identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or (b) Any alteration of an “historic structure,” provided that the alteration will not preclude the structure’s continued designation as an “historic structure.”

Top of bank: The point along a streambank where an abrupt change in slope is evident, and where the stream is generally able to overflow the banks and enter the adjacent floodplain during flows at or exceeding the average annual high water stage.

Top of slope: A break in slopes adjacent to steep-banked streams that have little or no floodplain; or a break in slope where the side slopes adjacent to an incised, or deeply cut, channel meet floodplains that have been abandoned or are undergoing abandonment.

Violation: The failure of a structure or other development to be fully compliant with FOH, Table 2.7 and ROC Table 2.8 bylaws. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in 44 C.F.R. § 60.3 is presumed to be in violation until such time as that documentation is provided.

Wet Floodproofing: means permanent or contingent measures applied to a structure that prevent or provide resistance to damage from flooding by allowing water to enter the structure in accordance with Technical Bulletin 7 published by FEMA. <https://www.fema.gov/media-library/assets/documents/3503>.

Zone AE: a zone where the 100 year floodplain and base flood elevation have been established by the National Flood Insurance Program (NFIP)