

TOWN OF DUMMERSTON

PUBLIC NOTICE REQUIREMENTS

- **Conditional Use Permits**
 - **Variances**
 - **Administrative Appeals**
- **Site Plan Reviews (incl. sign permits, etc.)**
- **Planned Residential Developments**
- **Planned Unit Developments**

The following notice procedures are required by Vermont statute (24 VSA 4464) as amended in 2004. The Town will take responsibility where specified below; the applicant will be responsible for meeting all other notice requirements and for filing a certification with the Town prior to the application being considered by the Development Review Board.

1. Notice of Public Hearing published as a legal notice in the newspaper not less than 15 days prior to the hearing (not required for Site Plan Reviews). *The Town will prepare the notice, arrange for publication, and pay for the legal notice.*
2. Posting copies of the public hearing notice at three public places in Town. *The Town will post a copy of the notice at the Town Office, The West Dummerston Post Office and the Dummerston Elementary School.*
3. Posting the public hearing notice information not less than 15 days prior to the hearing at the property for which the application is made. This posting must be within view of the most nearly adjacent public right-of-way. (The notice should be placed at a location that can easily be seen from the road, but care should be used to not create an undue traffic hazard. Typically, the sign could be placed at the front property line next to a driveway.) This posting requirement does not apply for Site Plan Reviews. *About 16-20 days prior to the hearing, the Town will give to the applicant an 11x17 paper notice with the required information. The applicant is responsible for timely mounting the notice on a rigid board, protected with a clear plastic covering, and affixing it to a stake, post or tree at an appropriate location on the property and providing a certificate of posting to the Town. The notice shall remain posted until the appeal time has run following the decision, and then removed in a timely manner.*
4. Written notice of the application to the applicant and to all owners of adjoining property, including those separated by only a right-of-way. The Town's property tax records shall be used to determine adjoining property owners. The notice shall be given not less than 15 days (7 days for Site Plan Reviews) prior to the public hearing. The notice shall be sent by certified mail, return receipt requested, or by written notice hand delivered, or mailed to the last known address and supported by a sworn certificate of service from the applicant or agent. *The Town will provide a copy of the public hearing notice to the applicant 16-20 days prior to the hearing. The applicant is responsible for providing copies of the notice to adjoining property owners and returning the certificate to the Town prior to the hearing.*

**Town of Dummerston Development Review Board
Applicant's Certification of Notice**

Return this completed certification to the Town Zoning Administrator no less than two business days prior to the scheduled public hearing. If not returned, or if notice requirements are not met, the public hearing cannot proceed.

• POSTING NOTICE:

I certify that I personally posted the Public Notice provided by the Town for application

#_____ at the subject property within view of the public right-of-way on

_____ (month) ____ (day), 200___. (Must be no less than 15 days prior to the hearing)

_____(Signature) _____(Date)

• WRITTEN NOTICE TO ADJOINING PROPERTY OWNERS:

I certify that I personally provided a copy of the written notice that the Town provided to me to each adjoining property owner with their address and date of notification as shown on the attached list. The notice must be provided no less than 15 days (7 days for Site Plan Review) prior to the public hearing. I provided this notice by (check method used):

_____ a) Certified Mail, return receipt requested (attach return receipts), or

_____ b) Personal delivery on the date noted for each owner, or

_____ c) Regular mail delivery to the last known address on the date noted for each owner.

_____(Signature) _____(Date)

Town of Dummerston Development Review Board
List of Adjoining Property Owners
Application # _____

Return this completed list of property owners, addresses and date of notification to the Town Zoning Administrator together with your certification no less than two business days prior to the scheduled public hearing. If not returned, or if notice requirements are not met, the public hearing cannot proceed.

Date

Name

Address

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional pages if necessary)