

# Town of Dummerston

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## PUBLIC NOTICE REQUIREMENTS

- Conditional Use Permits • Variances, Waivers • Administrative Appeals • Site Plan Review, Sign Plan Review
- Planned Unit Developments, Planned Residential Developments • Right of Way, Permanent Easement Review
- Flood Hazard Area Review • Wireless Telecommunication Facility Review • Land Division Review

The following notice procedures are required by Vermont statute (24 VSA 4464). **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. **The applicant** is responsible for 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. **The Town** will provide a copy of the public hearing notice 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 mail, or by written notice hand delivered, or mailed to the last known address.
5. **The applicant** is responsible returning the certificate of posting 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.