

# ACRPC ADU Guide Appendices

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# CHECKLIST FOR CREATING AN ADU

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*This is a basic checklist of the topics discussed in this guide. This checklist can be used as a tool to help organize your project as you move through the steps of creating an ADU. You may choose to edit this checklist to fit your needs.*

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- Learn about ADUs (p. 4 - 6)
- Define your ADU project (p. 7 - 8)
  - Determine the type of ADU you're interested in
  - Create a conceptual design
- Create a preliminary design sketch plan of your ADU (p. 9)
- Understand zoning and permitting requirements (p. 10 - 17)
  - Local (Town) Permitting: Speak with your local ZA about (p. 10 - 13)
    - Building/zoning permit applications
    - Review your sketch plan
    - Local water and wastewater permits
    - Parking
    - Local access permits
    - Residential Building Efficiency Standards (RBES)
    - Timeline and Certificates of Occupancy
    - "What else should I know?"
  - State Permitting (p. 13 - 17)
    - Fire safety inspection and permit (p. 13)
    - Lead paint considerations (p. 14)
    - Determine adequate water/wastewater supply (p. 14 - 17)
- Financial Planning (p. 18 - 29)
  - Determine revenue (p. 18 - 19)
  - Determine your construction budget (p. 20 - 22)
  - Determine how you will finance the construction costs (p. 23 - 25)
  - Compile revenue and expenses to create your operating budget (p. 26 - 29)
- Construction (p. 31 - 32)
  - Determine the amount of sweat equity you would like to contribute
  - Collect quotes
  - Choose your contractor(s) and execute a contract
- Lease your ADU (p. 33 - 34)
  - Find and qualify a tenant (p. 33 - 34)
  - Choose a lease or occupancy agreement (p. 34)

# Appendix A: Additional Contact Information

## **Vermont State Housing Authority**

(Rent subsidies and general housing questions)

One Prospect Street, Montpelier 05602

 (802) 828-3295

 [www.vhsa.org](http://www.vhsa.org)

## **Addison County Community Trust**

(Possible source of tenants)

272 Main Street

PO Box 311


Vergennes, VT 05491

Phone: (802) 877-2626

<https://www.addisontrust.org/>

## **Vermont Department of Health**

(Lead and asbestos)


 (800) 439-8550

 [www.healthvermont.gov/environment/asbestos-lead](http://www.healthvermont.gov/environment/asbestos-lead)

## **Vermont Housing & Conservation Board**

(Lead Abatement Program)

East State Street, Montpelier

 (802) 828-5064


 [www.vhcb.org/lead.html](http://www.vhcb.org/lead.html)

[www.leadsafevermont.org/home.htm](http://www.leadsafevermont.org/home.htm)

## **Vermont Center for Independent Living**

(Wheelchair accessibility, etc.)

East State Street, Montpelier 05602


 (802) 229-0501

 [www.vcil.org/](http://www.vcil.org/)

## **Department of Environmental Conservation (DEC)**

(Environmental Commissions: Cover Act 250)

111 West Street, Essex Junction, VT 05452 18


 (802) 879-8614

 <https://dec.vermont.gov/about-dec/locations>

### **Vermont Agency of Natural Resources, Rutland Office**

(Waste and Water Permits)

450 Asa Bloomer State Office Building, 88 Merchants Row, Rutland VT 05701


 (802) 786-5900


 [www.anr.state.vt.us/dec/permits.html](http://www.anr.state.vt.us/dec/permits.html)

### **HomeShare Vermont**

(Matchmaking services for room rentals)

412 Farrell Street, Suite 300, South Burlington, Vermont 05403


 (802) 863-5625


 [info@homesharevermont.org](mailto:info@homesharevermont.org)

### **Vermont Dept. of Public Safety**

(Fire safety, electrical codes)

45 State Drive, Waterbury, VT 05671


 (802) 479-7561

 [joshua.maxham@vermont.gov](mailto:joshua.maxham@vermont.gov)

### **NeighborWorks of Western Vermont**

(VHIP funding, energy audits, weatherization)

110 Marble Street, West Rutland, VT 05777

 (802) 438-2303

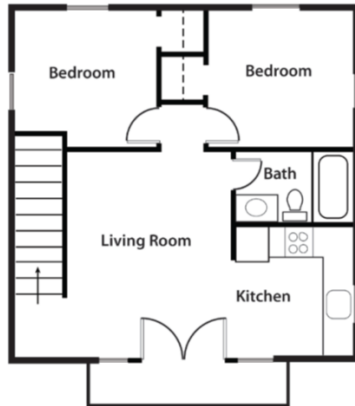
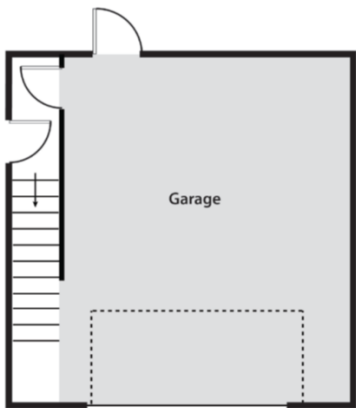
 [info@nwww.org](mailto:info@nwww.org)

## Appendix B: Sample Floor Plans and Sketch Plans

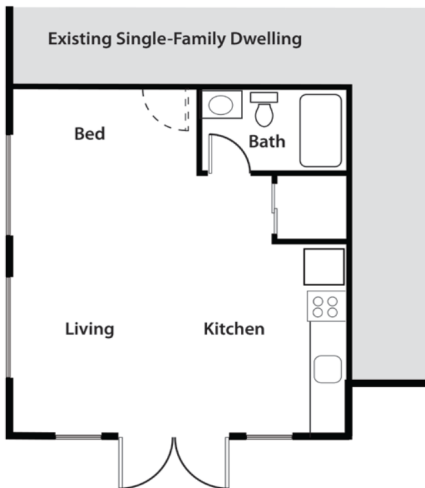


Above: floor plan of a one-bedroom Accessory Dwelling Unit (ADU) above a detached garage.

Left: Image of detached garage with ADU.



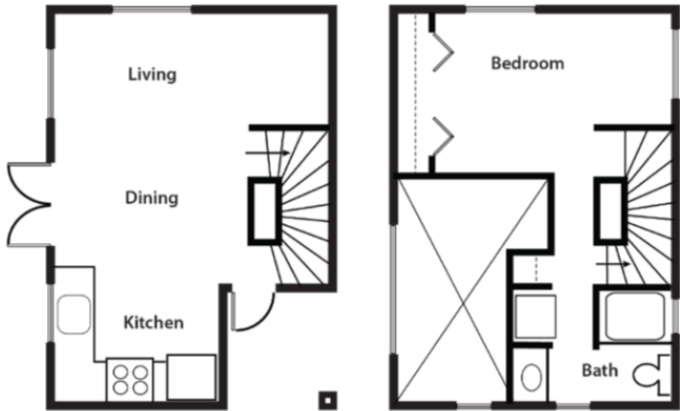
Left: Floor plan for a two-bedroom ADU above a detached garage.



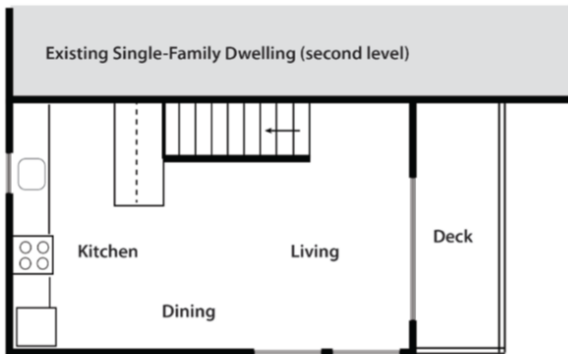
Left: Floor plan for a one-bedroom attached garage conversion ADU.

Below: Image of attached garage conversion ADU.

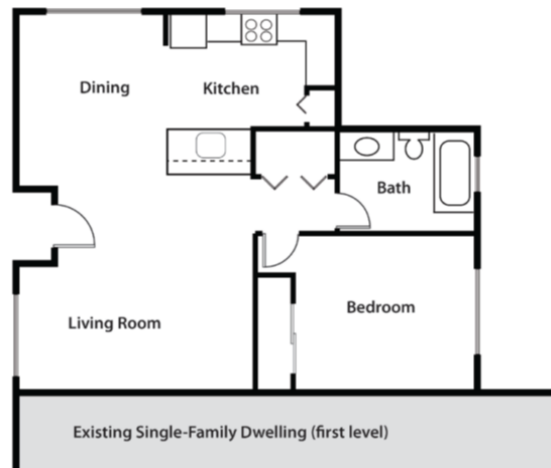
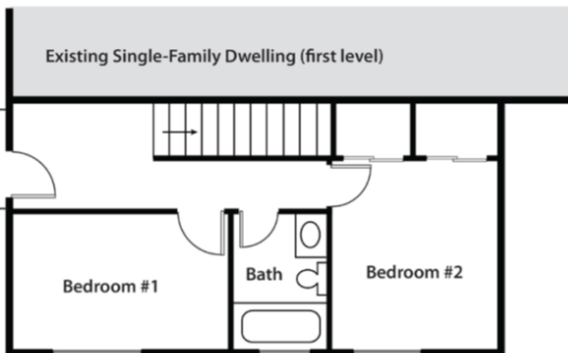


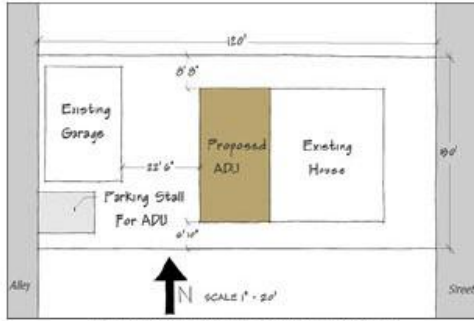


Far left: Floor plan for a detached, two-story ADU.  
 Left: Image of a detached, two story ADU.

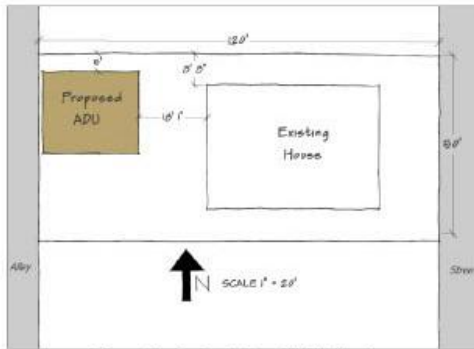


Left: Floor plans for a two story attached ADU.  
 Below: Floor plan for a one-story attached ADU.





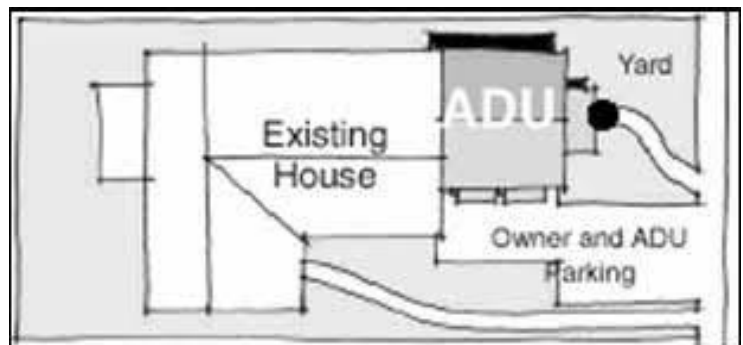
Example of an attached ADU site plan



Example of a detached ADU site plan

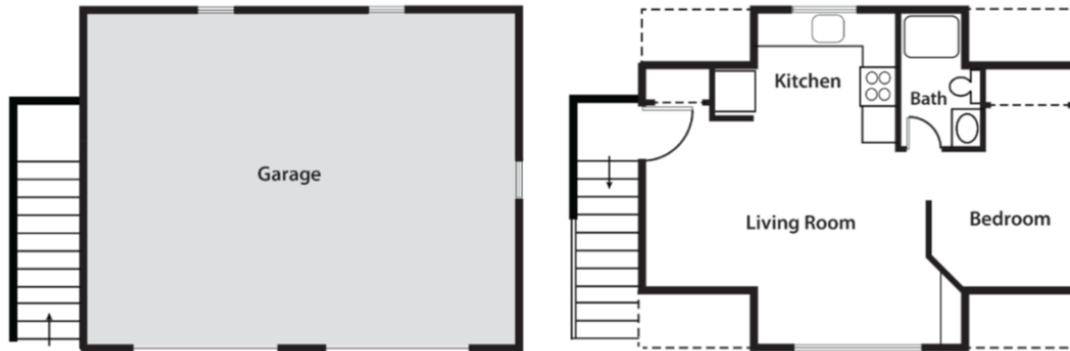
Left and below: Site plans should be drawn to scale and indicate the location and size of the ADU as well as front, back and side yard setbacks. Entrances and parking should be labeled on the plan.

The site plan below indicates entrances but does not show needed dimensions.

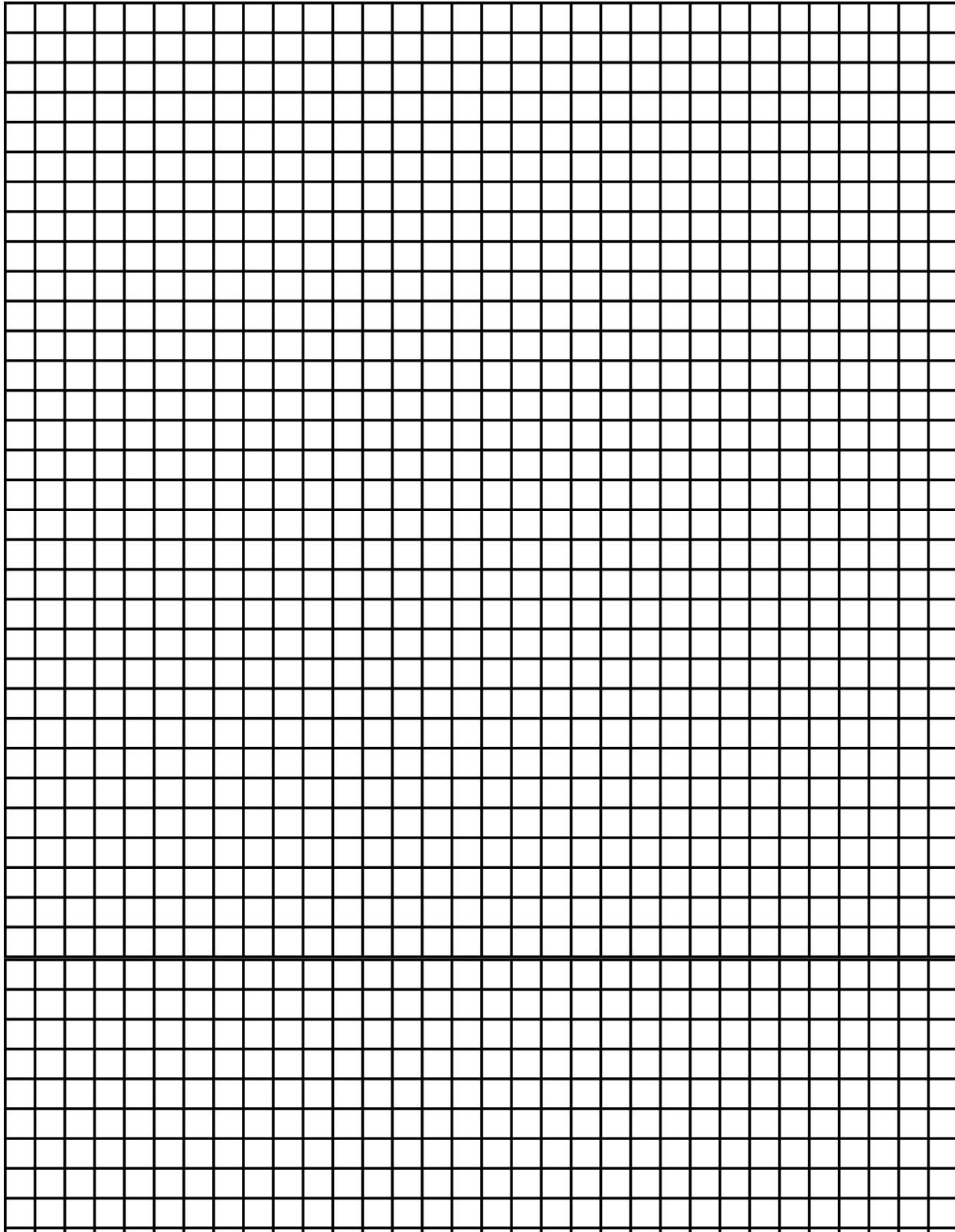


## Accessing and Utilizing the Vermont Planning Atlas

An easy way to create a site plan showing your existing property, including estimations of your boundary lines is using the Agency of Natural Resources Atlas [here](#). The initial webpage shows a photo of Vermont. Move your cursor over the map to find your town then doubleclick or use the + sign provided on the site to scroll into the map to reveal detail about your town and ultimately, your parcel. Once you have found your property, scroll in to magnify it as high as you can, then click on "quick tools" and again on "printable maps". You can create a PDF or print an orthophoto of your property, including its boundaries highlighted (Please note these are estimated boundaries, not surveys. They may not be perfect for your property. Also, the map may be difficult to scale).







## Appendix C: Typical Amenities

- Fire safety (smoke detectors, means of egress, access to electrical panel)
- Water and wastewater specifics
- Separate entrance
- Internet/cable/phone
- Heat/Hot water (gas, electric, wood, etc.)
- Separate parking/allotted parking/garage access
- Yard access
- Dishwasher
- Washer and dryer
- Air conditioning
- Microwave
- Furnished
- Balcony
- Walk-in closet

# Appendix D: ADU Zoning Regulations and Contact Information

Page numbers are in terms of the PDF, not the physical document.

<p><a href="#">Addison</a> 65 VT Route 17 W, Addison, VT 05491 802-759-2020</p>	<p>Section 4.1: Accessory Apartment -p. 39 Article 2: Zoning Districts -pp. 7-23</p> <p>Zoning permit link is broken. Visit or call the town clerk for more information.</p>
<p><a href="#">Bridport</a> 82 Crown Point Rd, Bridport, VT 05734 802-758-2483</p>	<p>Section 501A: Accessory Dwellings -pp. 32-33 Article IX: Zoning Districts -pp. 50-59</p> <p>You can pick up a zoning permit application (in triplicate) at the town office or they can mail it to you. More information on permit filing and fees can be found on your town's <a href="#">website</a>.</p>
<p><a href="#">Bristol</a> 1 South St, Bristol, VT 05443 (802) 453-2410 x2 for ZA Kris Perlee <a href="mailto:zoning@bristolvt.org">zoning@bristolvt.org</a></p>	<p>Article II: Establishment of Zoning Districts and Zoning Map -pp. 13-32 Section 404: Accessory Dwelling Unit -p. 52</p> <p>Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Cornwall</a> 2629 Route 30, Cornwall, Vermont 05753 802-462-3669 for ZA Gary Barnett</p>	<p>Article II: Establishment of Zoning Districts and Zoning Map -pp. 5-11 Section 404: Accessory Dwelling Unit -p. 27</p> <p>Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Ferrisburgh</a></p>	<p>Article III: Zoning Districts and Zoning Map</p>

<p>3279 Route 7,          Ferrisburgh, VT 05456          802-877-3429  <a href="mailto:Steven.True@Ferrisburghvt.org">Steven.True@Ferrisburghvt.org</a> for ZA Steven True</p>	<p>-pp. 16-24          Section 2.2: Specific Definitions (Accessory Dwelling Unit)          -p. 6          Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Goshen</a>          50 Carlisle Hill Road,          Goshen, Vermont          05733          (802) 247-6151 for ZA Marci Hayes  <a href="mailto:zoning@goshenvt.org">zoning@goshenvt.org</a></p>	<p>Goshen's zoning bylaws document is just a PNG of the cover page; the actual bylaws are not on the website          Contact the town office for zoning permit information.</p>
<p><a href="#">Leicester</a>          44 Schoolhouse Road,          Leicester, VT 05733          (802) 465-8098 for ZA Keith Arlund  <a href="mailto:zoning@leicestervt.gov">zoning@leicestervt.gov</a></p>	<p>Article II: Zoning Districts          -pp. 9-19          Section 5.1: Accessory Dwelling Units          -p. 47          Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Lincoln</a>          62 Quaker St. Lincoln,          VT 05443          (802) 453-2980 for ZA Steve Gutowski  <a href="mailto:zoningadmin@lincolnvermont.org">zoningadmin@lincolnvermont.org</a></p>	<p>Article III: Establishment of the District and District Regulations          -pp. 9-18          Section 800: Definitions (Accessory Dwelling Unit)          -p. 61          Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Middlebury</a>          77 Main Street,          Middlebury, VT 05753          802-388-8100 x210  <a href="mailto:dwetmore@townofmiddlebury.org">dwetmore@townofmiddlebury.org</a> for AZA David Wetmore</p>	<p>Article VI: District Regulations          -pp. 66-102          Section 736: Accessory Apartment Unit          -p. 110          Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Monkton</a></p>	<p>Article II: Establishment of Zoning Districts and Zoning Map</p>

<p>92 Monkton Ridge North Ferrisburgh, VT 05473 802-453-3800 <a href="mailto:zoning@monktonvt.com">zoning@monktonvt.com</a> for ZA Kris Perlee</p>	<p>-pp. 20-29 Section 503: Accessory Dwelling Unit -p. 56  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">New Haven</a> 78 North Street New Haven, Vermont 05472 802 453-3516 x14 for ZA</p>	<p>Article X: Zoning Districts -pp. 42-49 Section 565: Accessory Dwelling Units -p. 33  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Orwell</a> 436 Main Street, P.O. Box 32 802-948-2032 townclerk@townoforwellvt.org</p>	<p>Article 3: Zoning Districts (Article 2 in table of contents) -pp. 11-25 Section 6.1: Accessory Apartment (Section 5.1 in table of contents) -p. 46  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Panton</a> 3176 Jersey Street, Panton, VT 05491 802-475-2336 for ZA David Martini <a href="mailto:pantonzoning@pantonvt.us">pantonzoning@pantonvt.us</a></p>	<p>Article X: Zoning Districts -pp. 55-62 Section 503: Accessory Apartments -pp. 26-27  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Ripton</a> 1311 VT Route 125, Ripton, VT 05766 (802) 388-2266 <a href="mailto:zoning@riptonvt.org">zoning@riptonvt.org</a> for ZA Jonathan Heppell</p>	<p>Article II: Establishment of Zoning Districts and Zoning Map -pp. 7-14 Section 596: Accessory Dwelling Units -p. 36  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Salisbury</a></p>	<p>Article II: Zoning Districts</p>

<p>25 Schoolhouse Rd, P.O. Box: 66, Salisbury, VT 05769 802-352-4228, 802-352-9390 for ZA Mark Wilch <a href="mailto:salisburyza@gmail.com">salisburyza@gmail.com</a></p>	<p>-pp. 15-28 Section 5.1: Accessory Dwelling Units -p. 71  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Shoreham</a> 297 Main Street, Shoreham, VT 05770 802-897-5841</p>	<p>Article II: Zoning Districts &amp; District Standards -pp. 11-21 Section 4.1 -p. 33  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Starksboro</a> 2849 VT Route 116, Starksboro, VT 05487 PO Box 91 802-453-8117 for ZA Rebecca Elder <a href="mailto:zoning@starksborovt.org">zoning@starksborovt.org</a></p>	<p>Part 2: Zoning Districts -pp. 16-41 Section 340: Accessory Dwellings -p.70  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Vergennes</a> 120 Main Street Vergennes, VT 05491 PO Box 35 802-377-9257 for ZA Peter Garon <a href="mailto:pgaron@vergennes.org">pgaron@vergennes.org</a></p>	<p>Article XVI: Zoning District Regulations -pp. 109-153 Section 402: Accessory Dwelling Units -p. 29  Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Waltham</a> 2053 Maple Street, Waltham, VT P.O. Box 175, Vergennes Vt 05491</p>	<p>Article II: Establishment of Zoning Districts and Zoning Map -pp. 9-27 Article XI: Definitions -p. 73</p>

<p>802-877-3641  <a href="mailto:wheeling@gmavt.net">wheeling@gmavt.net</a>  for ZA Ken Wheeling</p>	<p>Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Weybridge</a>  1727 Quaker Village  Road, Weybridge, VT  05753  802-545-2450  <a href="mailto:dorseycoale@gmail.com">dorseycoale@gmail.com</a>  for ZA Dorsey Coale</p>	<p>Article II: Zoning Districts and District Standards  -pp. 7-19  Section 401A: Accessory Dwelling Unit  -p. 27    Zoning permit information can be found <a href="#">here</a>.</p>
<p><a href="#">Whiting</a>  29 S. Main St., Whiting,  VT 05778  802-465-8098 for ZA  Keith Arlund</p>	<p>Article 2: Zoning Districts and the Zoning Map  -pp. 9-14  Article 10: Definitions  -p. 56    Contact the ZA for zoning permit information.</p>

## Appendix E: Construction Budget Sheets

Please download these files for your own editing.

[Labor and Materials](#)

[Cost per Square Foot](#)

## Appendix F: Contractors

Tim Cook\*

Young Forest Homes LLC

Vergennes, VT 05491

802.338.7826

timbertymt@gmail.com

Russell Cox \*

632 Case Street

Middlebury, VT 05753

email: [cox.russellb@gmail.com](mailto:cox.russellb@gmail.com)

802-349-8468

## Appendix G: Operating Budget

[Operating Budget Directions and Spreadsheet](#)

## Appendix H: Sample Construction Contract

[Sample construction contract](#)

## Appendix I: Sample Lease

[Sample lease](#)



# Appendix J: Reference Links

## Chapter 2: Defining Your Project

[State statute on ADUs](#)

[Permit Navigator](#)

[Wastewater Permit Search](#)

[Rutland Wastewater Office](#)

[Class 1 Water Wastewater Engineers](#)

[Rutland Office- Division of Fire Safety](#)

[Fire Safety Information](#)

[Lead Poisoning Prevention Law Info](#)

[Lead Contractor Listing](#)

[EPA Lead Paint Disclosure](#)

[Lead Information Pamphlet for Tenants](#)

## Chapter 3: Market Analysis and Revenue Projections

[HUD Fair Market Rent](#)

[Addison Independent Classifieds](#)

[VT Craigslist- Housing](#)

[Trulia- VT](#)

[Apartments.com- VT](#)

## Chapter 5: Financing Construction Costs

[VHIP Grant Program](#)

[Energy Loan Program](#)

[National Bank of Middlebury Calculators](#)

[NeighborWorks HEAT Squad](#)

[Efficiency Vermont](#)