



Electric Vehicle Charging Equipment Municipal Permitting Information

Town of Shelburne

<http://www.shelburnevt.org/>

Contact person

- Director of Planning and Zoning:
 - Dean Pierce
 - dpierce@shelburnevt.org
 - 802.264.5033

Resources

- Planning and Zoning:
<http://www.shelburnevt.org/154/Planning-Zoning>
- Municipal permit application:
<http://www.shelburnevt.org/DocumentCenter/View/2222/Building-and-Zoning-Permit-Application>

STATE PERMIT REQUIREMENTS

The Vermont Department of Fire Safety Division of Fire Safety administers the State Electrical Safety program, which includes permit requirements for EV charging equipment located on commercial or residential multi-family properties. Single family residential installations are exempted. The State electrical work notice form is available at <https://firesafety.vermont.gov/buildingcode/permits>

State environmental permits may be necessary depending on site specific potential environmental impacts (e.g. wetlands, stream crossings). For erosion or sediment control plans to be necessary, the area of disturbance needs to be 1 acre or greater.

Act 250 permits would only be required for larger developments. If a property has an existing Act 250 permit, any construction or change triggers the need for an amendment. This process is streamlined for minor amendments - EVSE could be considered minor depending on the level of construction necessary.

A VTrans highway permit may be necessary if the charging station will be located in the state right-of-way or if construction will encroach on the right-of-way:

<https://vtrans.vermont.gov/planning/permitting>

State permit specialists are available for guidance on what may be required for specific locations:

<https://dec.vermont.gov/environmental-assistance/permits/specialists>

LOCAL PERMIT REQUIREMENTS

Single Family Residential

- a) *Zoning Requirements / Cost / Time / Process*
 - Installation of basic vehicle charging equipment (e.g. equipment hung from an exterior wall) would not require a permit, but other aspects of the project may (such as the expansion of the parking area).
- b) *Permitting Requirements / Cost / Time / Process*

- Only state codes for building codes.

Multi Family / Commercial / Public Charging:

a) Zoning Requirements / Cost / Time / Process

- Zoning permits are required in all cases of land development. Land development includes, “the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any building or other structure ... , and any change in the use of any building or other structure, or land, or extension of use of land.” **This definition includes the installation of EVSE.**
- Site plan approval is required prior to the issuance of a zoning permit.
 - Very minor site plan review applications and requests for minor site plan amendments may be performed administratively. Chapter XIX of the Shelburne Zoning Bylaw section 1900.11 details when an application is eligible for Administrative Review. For example, an accessory structure of less than 500 square feet of building footprint would qualify for Administrative Review.
 - Applications NOT eligible for Administrative Review require approval by the Development Review Board.
- The permit cost to apply to amend a standing site plan approval starts at \$50. New projects qualifying for administrative review cost \$150.
- For administrative site plan approval, plans are typically approved within 1 week of receiving application.
- For site plan approval or amendment requiring review by Development Review Board, plans typically take 5 weeks after receiving application.

b) Permitting Requirements / Cost / Time / Process

- Only state codes for building codes.