

**From:** [Andrew Strniste](#)  
**To:** [Allen E. Simard](#)  
**Subject:** RE: United Church of Underhill - Affordable Housing Project  
**Date:** Friday, March 05, 2021 11:09:54 AM

---

Good morning Allen,

I want to apologize for my delayed response in getting back to you. At this stage of the process, estimating the cost is somewhat challenging given that the project is more or less in the conceptual stage; however, I will do my best in trying to help navigate through the costs:

- You'll receive an access permit as part of the Development Review Board process, which approve the road layout and each one of the driveways. The cost of the permit itself is \$50.00, a \$15.00 posting fee, as well as \$15.00 per page of recording. The number of pages being recorded is a bit of a wildcard here, as it could potentially be recording the plan relating to the road and then one for each driveway. It will depend on how the site is designed and depicted on the plans.
- You'll be able to calculate the cost of building permits for the structures by referring to the Town's fee schedule (please click [here](#)). The main takeaway of the fee chart is that all living space and attached garages are \$0.50 per square foot, while attached structures like decks and porches are \$0.25 per square foot.
- There are also costs associated with the DRB's applications, such as application fees, notices to the neighbors etc. The application fees can be found within fee schedule itself using the link above. Notice to the neighbors is certified mail, return receipt, which runs around \$7.00 per mailing. Since an application will likely be considered a re-subdivision, there will be somewhere around 30 mailings. There will be posting fees for the hearing itself, the decision, and then every permit issued for the construction at each lot (\$15.00). Additionally, the Burlington Free Press notice runs somewhere between \$200.00 and \$250.00. The decision and associated permits will need to be recorded at \$15.00.
  - As you may be aware, the Development Review Board will be seeking a masterplan as it relates to the subdivision of land in the field. As a result, this may lead to a longer decision due to a greater number exhibits to review. Our subdivision decisions typically range of 15-18 pages; however, given the nature of the project, I envision the decision being between 20 and 22 pages, perhaps longer.

I am not sure if that covers everything you are looking for; however, please be sure to tell me if it does not and I can provide some more insight.

Thank you and kind regards,

***Andrew Strniste***

Planning Director  
Zoning Administrator  
Town of Underhill  
P.O. Box 120  
Underhill, VT 05489  
Phone #: (802) 899-4434 x6  
Fax #: (802) 899-2137  
[astrniste@underhillvt.gov](mailto:astrniste@underhillvt.gov)

---

**From:** Allen E. Simard <alsimard@eselectriccompany.com>  
**Sent:** Saturday, February 27, 2021 10:56 AM  
**To:** Andrew Strniste <astrniste@underhillvt.gov>  
**Cc:** Sandy' via Jacob's Property Committee <land@ucu.church>; David Mullin <dmullin@vermonthabitat.org>; Catherine Stevens <cstevens@vermonthabitat.org>  
**Subject:** United Church of Underhill - Affordable Housing Project

Hello Andrew,

How are you? My name is Al Simard, and you might remember me from my Beartown Road house that was built a few years ago. I have been involved in an affordable housing project with the United Church of Underhill. I believe you have been talking to Sandy Wilmot about this project.

So you know, we are applying for a VCDP Planning Grant to help offset costs for the next stage of the project. As part of this Grant application, I need to include some backup details for our project budget. Could you tell me what we should plan for in regard to fees that we would be paying as part of the review phase to this project? This Grant is only to cover the planning portion of the project. Things like the building and driveway permits would not be part of this Grant application. Having built a single home I remember there were some fees to submit plans for review. I suspect a 7 lot project might have larger fees for the review process, but I am not sure what to expect.

Thank you for your help,

Al Simard



Allen E. Simard

50 Beartown Road

Underhill, VT 05489

(802) 316-6818 (Cell)

(802) 448-3485 ext.106

## Town of Underhill Fee Schedule

Adopted May 8, 2008

Amended: 11-11-10, 3-15-12, 7-2-19

	FEE
<b>OFFICE FEES</b>	
Lister Cost Sheet and Drawing	\$1 / page
Grand List and Checklist on CD	\$5
Grand List and Checklist - Paper	\$0.15 / page
Recorded document copies	\$1 / page
Vault Time	\$4 / hour
Landowner copies - 1st copy of deed., tax bill, discharge or release	Free / after 1st copy all fees apply
All other copies	\$0.25 / page
<b>Recording</b>	
Documents - include all items in the land record except PTTR	\$15 / page
Multiple assignments or releases on one document	\$15 / assignment or release
PTTR (Property Transfer Tax Return)	\$15 / document
Survey Plat	\$25 each
<b>TOWN HALL RENTAL</b>	
Municipal / State Government Entity	No fee
Others	
Full day	\$150
Half day	\$75
Hourly Rate	\$25
<b>REGULATIONS</b>	
Unified Land Use and Development Regulations	
Landowner	\$0 (first copy only)
Non-landowner / Additional copies	\$25 paper, \$5 CD
Tax Map	\$5 (free to landowners)
<b>ZONING FEES - All permits and certificates require an additional posting and recording fee.</b>	
<b>Residential</b>	
Dwelling (incl. attached structures, finished basements), camp*	\$0.50 / sq ft
Addition	\$0.50 / sq ft
Conversion / Change of Use*	\$0.25 / sq ft
Unfinished Space (including basements)	\$0.25 / sq.ft.
Outbuildings (detached garages, sheds, barns, etc.), decks, porches	\$0.25 / sq ft, min. \$15
Carports, Roofs (no add'l living space), Pergolas	\$0.10 / sq ft, min. \$10
Tennis court	\$150
Non-exempt fences, walls	\$15
In-ground swimming pool	\$100
<b>Pond*</b>	
Construct, Reconstruct, Expand	\$150
Discontinue, Remove, Deconstruct	\$50
Commercial (new construction, additions, accessory structures)	\$0.50 / sq ft
Group Home*	Posting & recording fees
<b>Home Business</b>	
Issued by DRB	See Conditional Use
Issued by ZA	\$50
Home Child Care*	Posting & recording fees
Signs (permanent)	\$25
Temporary structure / use	\$50
Encroachments (Riparian or Wetland Buffer, Development in SFHA)*	\$75
Boundary Line Adjustment (Administrative)	\$100
Permit Renewal / Extension	\$50
Permit After Construction	2x permit fees
Certificate of Occupancy/Compliance	\$75
<b>DRB Hearings (See Zoning Administrator for additional cost information)</b>	
Site Plan Review, Conditional Use, Waiver/Variance, Appeals of ZA	\$150 + costs
<b>Subdivision, PUD/PRD</b>	
Sketch Plan	\$100 + costs
Preliminary	\$100/new lot + costs
Final	\$300 + \$100/new lot + costs
DRB Subdivision Amendments	\$300 + costs
Administrative Subdivision Amendments	\$150
Independent Consultant Review (As required by DRB)	Fees to be paid by Applicant
<b>SELECTBOARD FEES</b>	
Access/Right-of-Way Permit	\$50 + recording fees
Salvage Yard Certificate of Approved Location	\$25 + hearing fees

\*May require additional review by the Development Review Board.