

RESIDENTIAL IMPROVEMENTS CHECKLIST: WDB Chapter 20

This checklist must accompany all Administrative Permit applications for improvements within residential structures.

Any interior work on an existing dwelling unit that involves the addition, creation, or relocation of interior walls or the removal or addition of closets to any room requires the approval of an Administrative Permit. Please note that any room with a minimum of 80 square feet, one window, and a closet will be considered a bedroom for the purpose of determining whether there is adequate septic or sewer capacity.

Applicant	Administrator	Administrative Permit applications for residential additions must include drawing that illustrates:
		Interior floor plans for all levels of the structure, showing whether space is to be finished or unfinished, with clear labels (bedroom, kitchen, living, etc.) for each room.
		All walls to be removed, relocated, or created must be labeled with their length.
		If any improvements will result in a change to the size or location of doors or windows on the structure, the applicant must provide a dimensioned drawing of the exterior showing the proposed changes.
Applicant	Administrator	The following standards must be met when an application for a residential improvements will result in an increase in bedrooms:

The addition of a bedroom, whether by new construction or renovation, requires additional wastewater treatment capacity, either as part of an existing or new allocation of sewage treatment plant capacity, or as part of the existing or proposed capacity of an on-site wastewater treatment system.

		Town Sewer. Where the proposed bedroom/s would be served by the town sewerage system, the applicant must submit an allocation form approved by the Department of Public Works.
		On-site Sewer. Where the proposed bedroom/s would be served by an on-site wastewater treatment system the applicant must submit: i) approved final plans showing that an existing system has sufficient capacity, ii) plans for a new system prepared by a licensed designer, or iii) a licensed designer's certification, based on a field investigation, that an existing system for which approved final plans are not available, has sufficient capacity.
Applicant	Administrator	The following standards must be met by the applicant of a residential addition who is located in the VZD:

		In the Village. Additions in the VZD must comply with the Williston Village Historic District Design Review Guide and may be subject to review by the HAAC and DRB. If the project involves the creation of new windows or doors, a Certificate of Appropriateness may be required. Applicants must provide architectural drawings, including elevations, drawn to scale and in sufficient detail to demonstrate compliance with this standard.
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