

Long Point Corporation

Permit Guidelines for New Construction, Renovations, Land Alteration, and Wastewater Systems

P.O. Box 58, North Ferrisburgh, VT 05473
(802) 545-2067 / longpointcorp@gmavt.net

The LPC Board welcomes property improvements and is committed to help you navigate the permit process as efficiently and smoothly as possible. Please read the following in its entirety before completing the [Request for a Building Permit \(LPC-4\)](#).

The applicant must be the current owner of the dwelling, not a prospective buyer. You must have a valid and current Long Point lease.

Recent State regulations addressing shoreland protection and lake encroachment have introduced a number of additional factors for shoreline communities to consider when seeking modifications or improvements to existing properties. The following Long Point Corporation permitting guidelines have been updated to help you understand and comply with these regulations.

The LPC permit cost is \$50. Send all supporting documents along with your check to Long Point Corporation at the above address.

We encourage you to contact a member of the Long Point Board to help you through the permitting process.

Do I need a permit?

The following projects require an LPC permit:

- Addition of a new structure, including sheds, garages, or gazebos.
- Alteration of an existing structure, including changing the slope or height of a roof; adding a dormer, deck or bedroom; adding square footage or expanding or altering the footprint of the structure; or tearing down and rebuilding any part of a structure.
- Erosion control between lake and land, including shoreline repairs and retaining walls.
- Site work on property that adds walls or makes major changes to the pitch of the land to affect water run-off. This includes installation and repair of permanent cement docks.

- Wastewater/septic repairs or upgrades to remedy a recurring or major system failure or projects that require entering the leach field.

The following projects do *not* require a permit:

- Replacement of siding or roofs (unless altering roof pitch or height).
- Replacement or addition of doors or windows.
- Internal changes that do not involve the addition of bedrooms.
- Normal lawn repairs.
- Replacement of an existing pump on a wastewater system or well currently in active service.

There is a moratorium on new wells at Long Point.

Projects requiring an LPC permit will also require a wastewater system inspection by a Vermont-certified site tech B or a professional engineer. (See [LPC Wastewater Policy](#).) Projects may also require a permit from the Town of Ferrisburgh and, in some cases, other government agencies.

What does the Long Point Board need in order to consider my building application?

In order for the Long Point Board to consider your building application, the following must be included:

- [Request for a Building Permit \(LPC-4\)](#).
- This application shall include:
- Dimensional lot plan with existing structures located on lot.
 - Detail of new construction located on lot.
 - Four elevation views of construction with reference to elevation of neighbor buildings. In some cases, fewer than four elevations may be sufficient. Check with a member of the Board.
 - Floor plan of new internal construction showing total number of bedrooms and bathrooms, both pre-existing and planned after renovation.

– Distance of proposed construction from mean water level (95.5 feet above mean sea level).

– Written acknowledgement and any comments regarding applicant's plans from immediate neighbors or any persons impacted by the construction. We urge those opposed to construction to submit reasons for their disapproval. Adverse comments by neighbors will be considered by the LPC Board but will not, by themselves, cancel an application.

- [Inspection of Wastewater Disposal System form \(LPC-2\)](#).

Wastewater certification must be signed by a Vermont-certified site tech B or a professional engineer stating that the system is functional, including septic and a discharge system, suitable to the terrain, that does not pose an active pollution hazard. Waste system must be confirmed not guessed! Holding tanks are acceptable wastewater disposal system at Long Point, but they require LPC Board approval.

An [LPC-2](#) is not necessary when applying for a permit to upgrade a wastewater/septic system according to plans developed and certified by a Vermont-licensed site tech B or a professional engineer.

Instead, submit a system plan certified by a Vermont-licensed site tech B or a professional engineer to the LPC Board before submission to the State.

In any case, certification is not required if the system has been inspected within the past three years by a site tech B or a professional engineer and is functioning properly.

- Lot line certification.

Lot lines will be reviewed and verified by LPC Lot Line Committee.

- Completed permit application from any government agency having jurisdiction over proposed construction.

- A \$50 fee for all approved building applications, which must be paid before the start of construction.

What guidelines does the Long Point Board consider when reviewing a building application?

- All plans must conform to current Town of Ferrisburgh Zoning Bylaws and Regulations for Conservation and Shoreline Districts and any other pertinent laws, rules, and regulations of Ferrisburgh, the State of Vermont, and any other local or Federal government agency with jurisdiction over the proposed use or construction. This includes plans for temporary buildings, porches, and decks.
 - The application must demonstrate that all provisions and conditions of Long Point wastewater regulations and all other applicable regulations have been met.
 - The size, scale, style, design, and materials of any alteration, expansion, or construction, including facade openings such as windows and doors, shall be consistent and harmonious with the aesthetic characteristics of the area and in harmony with the general character of the neighborhood and adjacent lands.
 - The building footprint, including covered porches and uncovered decks, shall not exceed 75% of the area of the lot.
 - Alteration, expansion, or repair shall be no closer to shoreline than existing structure, excluding open decks.
 - No alteration, expansion, or repair shall cause the structure to exceed 25 feet in height from ground to peak, where “ground” is defined as being the highest elevation of the ground or rock under the exterior wall/perimeter of the building. If the elevation of a lot is below 105 feet above sea level, an exception will be made as follows: The bottom of the first-floor joists may be a maximum of 105 feet above sea level, with visual shielding or skirting extending from the bottom of the exterior walls to the ground. The 25-foot height limit would then be measured from the bottom of the joists. In these cases, the joist elevation must be certified by a licensed surveyor at the lot owner’s expense.
- To raise an existing structure on a lot that is below 105 feet, submit a [Request for a Permit to Raise a Structure \(LPC-4a\)](#) to the Long Point Board.
- Existing vegetation with trunks two inches or more in diameter growing between the structure and the shoreline

shall be preserved and maintained. The elimination of purple loosestrife and poison ivy is encouraged.

- The natural features of the area must be identified and respected. Proposed construction must not adversely impact wetlands, rare plants, or animal habitat, or impede lake views or scenic vistas.
- No soil erosion shall occur because of any modification.

In addition to a permit from the Long Point Corporation, will I need a permit from any government agencies?

Probably.

You will need a permit from the Town of Ferrisburgh for construction, renovation, or conversion of any structure. The town also requires a permit for any excavation or landfill. For further information regarding the Ferrisburgh permit process call the Town Zoning Administrator at (802) 877-3429 or visit www.ferrisburghvt.org and follow the Zoning Board link to permit information.

In some cases, you will also need a permit from the Vermont Department of Environmental Conservation.

Much of Long Point land along Bay and South Roads is close to wetlands. For information about building and land alterations near wetlands, follow the link to permit information at dec.vermont.gov/watershed/wetlands.

In 2014 Vermont enacted the Shoreland Protection Act, which establishes State regulations that guide development within 250 feet from the mean water level of all lakes greater than 10 acres in size. While the act provides some exemption for existing property, permits or registration may be required from the Shoreland Protection Permit Program of Vermont’s Department of Environmental Conservation. More information is available at www.ferrisburghvt.org. Follow the Zoning Board link to the Shoreland Protection Act.

Some repair work on permanent docks and other lake encroachments may require approval from the State of Vermont pursuant to the Lake Encroachment Act. Go to dec.vermont.gov/watershed/wetlands and follow the Watershed Management link to Lakes and Ponds Permitting. Or contact Kevin Burke at (802) 490-6165 or kevin.burke@state.vt.us.

All excavations, fill, sand, rocks, and concrete below 98 feet above sea level require an Army Corps of Engineers permit. Contact Angela Repella at (802) 872-2893 or angela.c.repella@usace.army.mil.

Contact a member of the LPC Board for assistance in working with State or Federal offices.

What should I do before filing a permit application with a government agency?

If you need a permit from any government agency for your proposed project, you must obtain written permission from the Long Point Board before you file your application for the permit.

In addition, the Long Point Board must review the application and supporting documents before submission.

The Town of Ferrisburgh will not consider any building application without authorization from the Long Point Corporation.

Is there anything else I need to know?

You will need a certificate of occupancy. No lessee will be able to use, occupy, or permit the use or occupancy of the structure unless a representative of the Long Point Board of Directors states that the structure conforms to the provisions set forth in the permitting process. A member of the Board must inspect the site at the time the footings are in place and again during all phases of construction and when the structure is completed. Upon completion, LPC will inform the Town of Ferrisburgh of findings for issuance of certificate of occupancy.

Any building permits issued by Long Point Corporation are valid for one year only and must be renewed by the LPC Board. Application for renewal must be made to the Board before the expiration date.

Any changes or alterations of building plans must be brought in writing to the attention of the LPC Board immediately. Continuing construction without informing LPC of changes could result in not receiving a certificate of occupancy from either Long Point or the Town of Ferrisburgh. Unauthorized construction or unauthorized deviations will be ordered to come down. Requests for permit changes must be approved by LPC before town approval.