

TOWN OF _____
RULES OF PROCEDURE I
INTERESTED PERSON INFORMATION SHEET

Who are interested persons?

Interested persons are those persons who, under Vermont law, have the right to appeal an act or decision of the [insert name of Town] zoning administrator or [DRB/ZBA/PC]. Interested persons include:

- The applicant or, if the applicant does not own the subject property, the person owning title to property.
- A municipality that has a plan or bylaw at issue in an appeal, or any municipality adjoining that municipality.
- A person owning or occupying property in the immediate neighborhood of a property that is the subject of any zoning decision or act who can demonstrate a physical or environmental impact on the person's interest under the criteria reviewed, and who alleges that the decision or act, if confirmed, will violate the municipal plan or bylaw.
- Any ten persons, either voters or landowners, who, by signed petition to the [DRB/ZBA/PC], allege that the decision or act, if confirmed, will violate the municipal plan or bylaw. The petitioners must designate one person to serve as their representative.
- Any department or administrative subdivision of the State owning property within the municipality, and the Agency of Commerce and Community Development.

Why is interested person status important?

Though many members of the public may be interested in a zoning permit application, only statutorily-defined interested persons may appeal a decision of a zoning administrator or [DRB/ZBA/PC]. If an interested person fails to make a timely appeal, all interested persons are bound by the officer's or [DRB/ZBA/PC] decision or act.

Interested persons must participate in a hearing to protect their appeal rights.

Only those interested persons who have participated in a [DRB/ZBA/PC] proceeding may appeal a decision rendered in that proceeding to the Environmental Court. Pursuant to State statute, participation consists of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.

Applicant _____

Application No. _____

Date of Hearing _____

TOWN OF _____
INTERESTED PERSONS RECORD AND SERVICE LIST

Under the 2004 revisions to Chapter 117, the [DRB/ZBA/PC] has certain administrative obligations with respect to interested persons. At any hearing, there must be an opportunity for each person wishing to achieve interested person status to demonstrate compliance with the applicable criteria. 24 V.S.A. § 4461(b). The [DRB/ZBA/PC] must keep a written record of the name, address and participation of each person who has sought interested person status. 24 V.S.A. §4461(b). A copy of any decision rendered by the [DRB/ZBA/PC] must be mailed to every person or body appearing and having been heard by the [DRB/ZBA/PC]. 24 V.S.A. § 4464(b)(3). Upon receipt of notice of an appeal to the environmental court, the [DRB/ZBA/PC] must supply a list of interested persons to the appellant in five working days. 24 V.S.A. §4471(c).

This Interested Persons Record and Service List is intended to be used by the Clerk, or designated staff of the [DRB/ZBA/PC], to record information regarding persons who have sought interested person status. A separate Interested Persons Record and Service List should be used for each application considered by the [DRB/ZBA/PC]. This Interested Person Record and Service List can be used in conjunction with a separate sign in sheet.

Name	Address	Participated in Hearing?	Evidence/Statement of Consent Offered
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____

Name	Address	Participated in Hearing?	Evidence/Statement of Concert Offered
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
_____	_____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____