Town of Readsboro

PO Box 187 / 301 Phelps Lane
Readsboro, VT 05350
Phone (802) 423-5652 * Fax (802) 423-5423
www.readsborovt.org

Office of the Zoning Administrator

Victoria Gruden
4 Back Row St.
Adams, MA.01220

RE: Zoning Permit # 2026-17
Parcel ID: T09x600.0

September 23, 2026

Dear Victoria,

I am pleased to inform you that your application for a Zoning Permit for a 26''x30' Single Dwelling Unit has been approved. Please find enclosed the Permit Notice which needs to be displayed on the subject property through October 8, 2026 and it needs to be clearly visible from the public road.

You have 2 years to complete the project listed in the permit and please notify me when the project is completed so we can close out this permit.

Thank You,

(Zoning Administrator)

Application/Parcel .ID#: 2026-17
Date Received: Aug. 20 2026
Date Approved: Sept 2 2026

Administrative Use Only

Permit Fees: $205.00
Check# 197 By whom:
Filing Fees:
Total Fees Paid: $205.00
TaxMapNumber: 11-024

ZONING PERMIT APPLICATION
TOWN OF READSBORO, VERMONT

All sections must be completed. Incomplete applications will not be considered.

1. **APPLICANT:**
Name: Victoria Grudem
Phone: (617) 866-3804
email address: vgrudem1@gmail.com

Mailing Address:
4 Back Row street | Adams | MA | 01220
Street | City | State | Zip

2. **PROPERTY OWNER:**
Name: Victoria Grudem
Phone: (617) 866-3804

Mailing Address:
4 Back Row street | Adams | MA | 01220
Street | City | State | Zip

3. **PROJECT LOCATION:** 111 Shippee Rd

Deed - Book: 87 Page: 110

Tax Map Page: 11 Lot#: 24.1 Parcel ID#: T09X600.0

4. **HOW IS THE PROPERTY USED NOW?**
not currently used - yurt set up for temporary living.

number of dwelling units: 0
residential square feet: 0
non-residential square feet: 0
public assembly/facility square feet: 0

Please describe any accessory structures that are on the property.
animal pen/shed - not used
yurt

5. **WHAT WORK IS PLANNED UNDER THIS PERMIT?** (New construction, addition, subdivision, installation or change of sign, change of use). **Please be specific.** Application must include dimensions, number of stories and square footage of gross floor area for all construction.

New construction - 26' x 30' with 8' deck / JTB 9/17/26
Gross sq ft. = 1,842 sq. ft.
216 sqft. deck
2 stories - upstairs Loft (26' x 14' 10")
Excavated basement (26' x 30') JTB 9/17/26

6. **PLEASE CHECK WORK BELOW THAT APPLIES:**

( ) Accessory structures with up to 100 square feet of floor area
( ) Accessory structures greater than 100 square feet of floor area
(✓) New residential construction single dwelling unit (1 units).
( ) New residential construction duplex dwelling unit (2 units)
( ) New residential construction multi dwelling unit (3 units or more).
( ) Residential addition/alteration/renovation.
( ) Non-residential addition/alteration/renovation.
( ) New Non-residential construction
( ) Subdivision or boundary line adjustment. For applications involving subdivision of land or a boundary line adjustment a survey plat meeting the requirements of 27 V.S.A. §1403 and the rules of the Board of Land Surveyors, stamped by a Registered Land Surveyor licensed to practice in Vermont or equivalent.
( ) Signs.
( ) Change of use: from residential to non-residential or non-residential to residential; or from one non-residential use to another non-residential use.
( ) Conditional Use - Requires Site Plan Review & public hearing with the Development Review Board.
( ) Variance request
( ) Waiver to dimensional requirements request (lot size, setbacks, road frontage)
( ) Home Occupation - Provide Zoning Administrator with description of Home Occupation in writing.

7. **ZONING INFORMATION - may be obtained with assistance from: zoning@readsborovt.org**

a. What zoning district is the property located in? RUR

b. Dimensional Requirements:

	Required	Existing or Proposed	Comments
Lot Size:	5 acres	16 acres (+/-)	
Frontage:	200'	1580'	
Front Setback from Centerline of the highway	75'	340'	from Shippee Rd.
Rear Setback:	40'	280'	
Left Side Setback:	40'	250'	
Right Side Setback:	40'	670'	from Shippee Rd.

8. SIGNATURES AND AUTHORIZATIONS :

Signing of this application authorizes the Zoning Administrator to enter onto the premises for the purpose of verifying information presented in sub section 5 on this permit application.

The undersigned hereby certifies that the information submitted in this application regarding the property is true, accurate and complete and that I (we) have full authority to request approval for the proposed use of the property and any proposed structures. I (we) understand that any permit will be issued in reliance on the above representations and will be automatically void if any are untrue or incorrect

Signature of owner(s) of property: Vina Gardner Date: 7/14/2026

_____ Date: _____

Signatures of applicant(s) other than property owner:

_____ Date: _____

_____ Date: _____

This information must be submitted with a Site Plan (for subdivisions a survey is required that meets the standards set by the State of Vermont) if required, other required forms and an application fee. Your site plan must contain all the information listed below. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

No Zoning Permit Application will be accepted for any new construction without approved State of Vermont Wastewater System & Potable Water Supply Permit and a Road Access Permit for access onto State or Town Roads. Applicants are hereby notified that additional Federal, State, or Local permits may be required including but not limited to VT Dept. of Health Lodging or Food License, Wetlands, Stormwater, or ACT 250. A copy of all required permits must accompany the Zoning Permit Application. Failure of the Zoning Administrator to recognize the need for any Federal, State, or Local permits does not relieve the applicant from the requirements to obtain them.

NOTE: Failure to develop your property in accordance with your application and any conditions of this permit may result in an enforcement action and may affect your ability to sell or transfer clear title to your property.

Applicant is required to provide the names and addresses of adjoining property owners without regard to any public right of way. Information can be found at: https://next.axisgis.com/ReadsboroVT/ and is located at the Town Office.

Name:	**Mailing Address:**
Tulip Land Trust	28 Whiting St. unit 337 MA 02018
Donald Wheeler	74 Shippee Hill Rd, Readsboro VT
Revocable Living Trust - David & Lisa Orcutt	81 Pearl Brook Rd, Southwick MA 01077

→

Name:

Gary Fowle

South Readsboro Community Center

Mailing Address:

P.O. Box 96, Readsboro VT

12 West Hill Dr., Readsboro VT

_____: **Agency of Natural Resources has reviewed the Property in the Flood Plain Area**

Comments: _____

Signature: _____ **Date:** _____

For Administrative Use Only:

Zoning Administrator Action

Application Number: 2026-17

Date Received: Aug. 20 2026

JTB

(initial by Admin. Officer)

Amount of Fee Paid: 205.00

Date Permit Issued: 9-22-26

Zoning Administrator

Development Review Board Action:

Date Received: _____

Notice of Hearing: _____

Date of Hearing: _____

Date of Decision: _____

Decision: _____

(Approved, denied, approved with conditions)

DRB Chair or Clerk

The Zoning Permit shall take effect 15 days after being issued and is valid for 2 years from the date of approval

Important Information
For Applicants Appearing Before the
Development Review Board

The Development Review Board hears all applications brought before the Board by the Zoning Administrator

All applications before the Development Review Board requires Public Hearing notification in the newspaper at least 15 days prior to the hearing (*exception is the application for subdivision which requires 7-day posted public notice but does not need to be posted in newspaper. Applicant will receive 7-day notice prior to the Development Review Board public hearing). *The Applicant will receive a copy of the notice of the Public Hearing at least 15 days prior to the Development Review Board public hearing.

A decision will be issued to the Applicant within 45 days of the date of the final Public Hearing for Variances and Appeals and 45 days of the date of the final Public Hearing for Conditional Uses. A decision from the Development Review Board can be appealed to the Vermont Environmental Court within 30 days of issuance of a decision under Chapter 117, Title 24 of the Vermont Statues Annotated, in accordance with the governing rules of procedure and the rules of the Vermont Environmental Court.

Below, please find additional information that pertains to the different types of hearings.

VARIANCES

In accordance with the Readsboro Zoning Bylaw, the Development Review Board may grant Variances from provisions of a zoning regulation for a structure if findings of fact are found and they are specified in the Development Review Board's decision. The findings of fact are listed below and applicants are expected to address each point at the hearing before the Development Review Board.

Findings of Facts: (*for structures that **are not** primarily a renewable energy resource structures*)

1. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the Zoning Bylaw in the neighborhood or district in which the property is located, AND
2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Bylaw and that the authorization or Variance is therefore necessary to enable the reasonable use of the property, AND
3. That the unnecessary hardship has not been created by the appellant, AND
4. That the Variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, or be detrimental to the public welfare, AND
5. That the Variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the Zoning Bylaw and from the Town Plan.

Findings of Facts: *(for structures that **are** primarily a renewable energy resource structures)*

1. It is unusually difficult or unduly expensive for the appellant to build a suitable renewable energy resource structure in conformance with the regulations; and
2. The hardship was not created by the appellant; and
3. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare;
4. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the zoning regulation and from the plan.

CONDITIONAL USES

Pursuant to the Town of Readsboro Zoning Bylaw, you should be prepared to discuss the following issues by explaining how the proposed conditional use will not adversely affect:

1. The capacity of existing or planned community facilities;
2. The character of the area affected;
3. Traffic on roads and highways in the vicinity;
4. Any land use or land development regulations or ordinances of the Town of Readsboro then in effect;
5. The intrinsic capability of the land to support the use; and
6. Utilization of renewable energy resources.

SITE PLAN

A Site Plan is required if the Applicant is requesting approval for one of the following:

- Construction of a residence
- Addition to a residence (examples: deck, porch, building expansion)
- Construction of a non-residential building
- Addition to a non-residential building
- An accessory building/structure (examples: garage, shed, barn)
- A ground sign
- Conditional Use
- Variance
- Waiver to dimensional requirements
- Subdivision or boundary line adjustment: For applications involving subdivision of land or a boundary line adjustment a survey plat meeting the requirements of 27 V.S.A. §1403 and the rules of the Board of Land Surveyors, stamped by a Registered Land Surveyor licensed to practice in Vermont or equivalent.

The Site Plan must include:

1. Name, address, and signature of the property owner and applicant (if different from property owner); names and address of the owners of record of adjoining lands (including all property that is directly across a road or stream from the land under consideration); name and address of person or firm preparing map

2. Property lines, acreage figures, scale of map, north point, date

3. Existing contours and features, including structures with dimensions, easements and rights of way

4. Proposed site grading and location of proposed structures with dimensions, sewage disposal facilities, water supply and land use areas

5. Proposed layout of roads, driveways, walkways, traffic circulation, parking spaces

6. Existing trees, shrubs, and other vegetation to be preserved on the site

7. Proposed landscaping and screening

8. If the application is for a sign, clear and accurate indication of the size and location of the any size to be removed or installed.

PAID 6/26/23 CK 156

APPLICATION #6-28-23Gr2 REGULAR FEE: $70 RECREATIONAL FEE: $35

OFFICE OF THE SELECTMEN
TOWN OF READSBORO
PO BOX 187
READSBORO, VT 05350

APPLICATION FOR ACCESS/ RIGHT OF WAY PERMIT

Applicant Victoria Grudem Phone # 617-866-3804
Mailing Address 4 Back Row Street, Adams MA 01220
Property Owner Victoria Grudem Phone# 617-866-3804
Mailing Address 4 Back Row Street, Adams MA 01220
Property Lot # 111 Road Name Shippee Rd.

PROJECT DISCRIPTION (SKETCH DRAWING AND LOCATION MAP MUST BE ATTACHED)

New driveway

TEMPORY ACCESS: The applicant shall be required to produce a bond of $_____ to be held in escrow by the town until job is finished, and returned to condition satisfactory to the Selectboard or its agent.

ACCESS (CHECK AT LEAST ONE)

__ construct a new access
- __agriculture
- __commercial
- __industrial
- ✓residential
- __development
- __other_____

__change an existing access
- __agriculture
- __commercial
- __industrial
- __residential
- __development
- __other_____

What is the distance (in feet) of the proposed access to the nearest intersection? (specify the intersection) ~1000 ft to plumb Rd

Has the proposed access been flagged at the site? ✓ Yes _____ No

RIGHT OF WAY

__work in the highway right of way (24.5 feet from road centerline)

__install a fence/stonewall (describe type, dimensions, setback)_____

__install a sign (dimentions)_____

__addition of fill (type, volume and purpose)_____

__change in drainage (estimated volume)_____

__other_____

Has the project been flagged at the site? _____ Yes _____ No

Note: site must be flagged before application will be considered.

The applicant and/ or property owner agree to maintain the said access/ right of way modification and adhere to the directions, restrictions, and conditions forming part of the permit, if issued.

Victoria Grudem 6/26/23

Applicant Date

Victoria Grudem 6/26/23

Property Owner Date

OFFICE OF THE SELECTMEN
TOWN OF READSBORO
PO BOX 187
READSBORO, VT 05350

ACCESS/RIGHT OF WAY PERMIT
Permit #_____

Project Description:_____

Directions, Restrictions, and Conditions:
No culvert Needed Keep entrance Sloped
away From Town Rd.

Notice: It is the determination of the Readsboro Board of Selectmen that all conditions, restrictions, and specifications described in the Notice to Proceed have been complied with and are herby incorporated into the issuance of this permit. All conditions, specifications, and restrictions of the permit will remain in force as long as the present use continues. Any change in the present land use will require a new permit.

This permit is issued in accordance with Title 19, Section 1111, V.S.A. relative to all highways within the control and jurisdiction of the Town of Readsboro. The issuance of this Notice does not release the applicant from any requirements of statutes or ordinances ruled by other local, regional, or state agencies. Violations to the permit are subject to the penalties set forth in Title 19, Section 1111, V.S.A. of fines not less than $100 nor more than $10,000 for each violation. Any damage caused to the town highway resulting from an activity authorized by the issuance of this permit is the responsibility of the applicant to repair as set forth in Title 19, Section 1111, V.S.A. Repairs must meet the minimum standards defined by the Public Works Supervisor.

Final Permit Approval issued on:_____ 20____

Selectmen/Agent Selectmen/Agent Selectmen/Agent

Selectman/Agent Selectman/Agent

VERMONT

State of Vermont
Department of Environmental Conservation

Agency of Natural Resources
Drinking Water and Groundwater Protection Division

WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT

LAWS/REGULATIONS INVOLVED
10 V.S.A. Chapter 64, Potable Water Supply and Wastewater System Permit
Wastewater System and Potable Water Supply Rules, Effective April 12, 2019

Permittee(s): **Victoria Grudem**
4 Back Row Street
Adams, MA 01220

Permit Number: WW-2-7122

This permit affects the following property/properties in Readsboro, Vermont:

Lot	Parcel	SPAN	Acres	Book(s)/Page(s)#
1	T09X600.	513-161-10692	16.00	Book:87 Page(s):110

This application, for a proposed onsite drilled bedrock well and mound wastewater disposal system to serve a proposed 2-bedroom single-family residence on an existing +/-16 Acre lot with a vacant 4-bedroom house that the applicant is proposing to raze and existing utilities to be abandoned, located at 111 Shippee Road in Readsboro, Vermont, is hereby approved under the requirements of the regulations named above subject to the following conditions. Any person aggrieved by this permit may appeal to the Environmental Court within 30 days of the date of issuance of this permit in accordance with 10 V.S.A. Chapter 220 and the Vermont Rules of Environmental Court Proceedings.

1. GENERAL

1.1 The permittee is responsible to record this permit in the Readsboro Land Records within 30 days of issuance of this permit and prior to the conveyance of any lot subject to the jurisdiction of this permit.

1.2 The permittee is responsible to record the design and installation certifications and other documents that are required to be filed under these Rules or under a permit condition in the Readsboro Land Records.

1.3 Each assign or successor in interest shall be shown a copy of the Wastewater System and Potable Water Supply Permit and the stamped plan(s) prior to the conveyance of a lot.

1.4 The wastewater system includes the use of an Innovative/Alternative component. Each prospective owner of a lot that utilizes an Innovative/Alternative component shall be shown a copy of the **Innovative/Alternative System Approval #2010-01-R6 for the Infiltrator® ARC Series Chambers** prior to conveyance of the lot.

1.5 By acceptance of this permit, the permittee agrees to allow representatives of the State of Vermont access to the property covered by the permit, at reasonable times, for the purpose of ascertaining compliance with the Vermont environmental and health statutes and regulations, and permit conditions.

1.6 This permit does not relieve the landowner from obtaining all other approvals and permits from other State Agencies or Departments, or local officials prior to construction.

2. CONSTRUCTION

2.1 Construction shall be completed as shown on the plans and/or documents prepared by John E. Dupras, with the stamped plans listed as follows:

Title	Sheet	Plan Date
Prepared for Victoria Grudem, 111 Shippee Road, Town of Readsboro, Vermont	C-1	12/23/2022
Prepared for Victoria Grudem, 111 Shippee Road, Town of Readsboro, Vermont	C-2	12/23/2022

2.2 Construction of wastewater systems or potable water supplies, or buildings or structures (as defined by the Wastewater System and Potable Water Supply Rules), or campgrounds, not depicted on the stamped plans, or identified in this permit, is not allowed without prior approval by the Drinking Water and Groundwater Protection Division.

2.3 No buildings, roads, earthwork, re-grading, excavation, or other construction that might interfere with the operation of the wastewater system or potable water supply are allowed on or near the site-specific wastewater system, wastewater

RECEIVED & RECORDED
ON 1/31/2023
AT 10:05 AM
BOOK 87 PAGE 423
TOWN CLERK READSBORO, VT

replacement area, or potable water supply depicted on the stamped plans. Adherence to all isolation distances that are set forth in the Wastewater System and Potable Water Supply Rules is required.

3. INSPECTIONS

3.1 No permit issued by the Secretary shall be valid for a substantially completed potable water supply and wastewater system until the Secretary receives a signed and dated certification from a qualified Vermont Licensed Designer (or where allowed, the installer) on a Secretary-approved form that states: *"I hereby certify that, in the exercise of my reasonable professional judgment, the installation-related information submitted is true and correct and the potable water supply and wastewater system were installed in accordance with the permitted design and all permit conditions, were inspected, were properly tested, and have successfully met those performance tests"* or which satisfies the requirements of §1-311 of the referenced rules.

3.2 Prior to the use of the potable water supply, the permittee shall test the water for Arsenic, Escherichia coli (E. coli), Fluoride, Lead, Manganese, Nitrate as N, Nitrite as N, Total Coliform Bacteria, Uranium, Adjusted Gross Alpha Particle Activity, Chloride, Sodium, Iron, Odor and pH. All water quality tests shall be conducted at a laboratory certified by the Vermont Department of Health (a list of which can be found on the VDH website). Results of the water tests shall be submitted to the Vermont Department of Health prior to use or within 60 days of the submission of the Installation Certification required in Condition 3.1, whichever comes first.

4. DESIGN FLOW

4.1 Lot use and design flows (gpd) shall correspond to the following:

Lot	Building	Building Use / Design Flow Basis	Wastewater	Water
1	1	2-bedroom single-family home for up to 4 occupants	280	280

5. WASTEWATER SYSTEM

5.1 Prior to the construction or site work, a designer shall flag the proposed leachfield, and the owner shall maintain the flags until commencement of construction of the system.

5.2 Should a wastewater system fail and not qualify as a minor repair or for an exemption, the landowner shall engage a qualified Licensed Designer to evaluate the cause of the failure and submit an application to the Drinking Water and Groundwater Protection Division, and obtain approval thereof, prior to correcting the failure.

5.3 Should the wastewater system approved in this permit experience future performance issues, including but not limited to failure, the landowner shall engage a qualified Licensed Designer who will contact one the technology's listed Service Providers regarding the performance issue and permit the Service Provider to inspect the site to ensure reporting requirements of the Innovative/Alternative Approval may be met.

5.4 This permit does not relieve the permittee of the obligations of Title 10, Chapter 48, Subchapter 4, for the protection of groundwater.

6. POTABLE WATER SUPPLY

6.1 Prior to construction or site work on the lot, a designer shall flag the center of the proposed potable water source and the owner shall maintain the flag until commencement of construction of the source.

6.2 Should a potable water supply fail and not qualify as a minor repair or for an exemption, the landowner shall engage a qualified licensed Designer to evaluate the cause of the failure and submit an application to the Drinking Water and Groundwater Protection Division, and obtain approval thereof, prior to correcting the failure.

Julia S. Moore, Secretary
Agency of Natural Resources

By _____ Dated January 26, 2023
Jeff Svec, Regional Engineer
Springfield Regional Office
Drinking Water and Groundwater Protection Division

Enclosure: I/A Approval Letter

cc: John E. Dupras

Readsboro Vermont
Clerks Office
Received for Record 1/31/2023
at 10:04 A m of which the
foregoing is a true copy.
Attest: _____, Clerk

Town of Readsboro

PO Box 187 / 301 Phelps Lane
Readsboro, VT 05350
Office (802) 423-5652 – Fax (802) 423-5423
admin@readsborovt.org
www.readsborovt.org

Board of Selectmen

Raymond Eilers, Chair
Omar Smith
Nathan Kurz

Karen Boisvert, Town Administrative Assistant
(802) 423-5652

July 6, 2023

To Whom It May Concern:

On behalf of the Readsboro Selectboard, enclosed is your copy of your application for Application for Access/Right of Way Permit along with your notice of approval to proceed.

After your work is completed it will be inspected by the Selectboard or its agent to ensure the project is satisfactory to the Town. If satisfactory, the final Access/Right of Way Permit will be signed and forwarded.

It is the responsibility for the Applicant and/or Contractor to contact the Town to arrange for an inspection when the installation is complete. Please contact the Superintendent of the Readsboro Department of Public Works when your work is complete at (802) 423-5730.

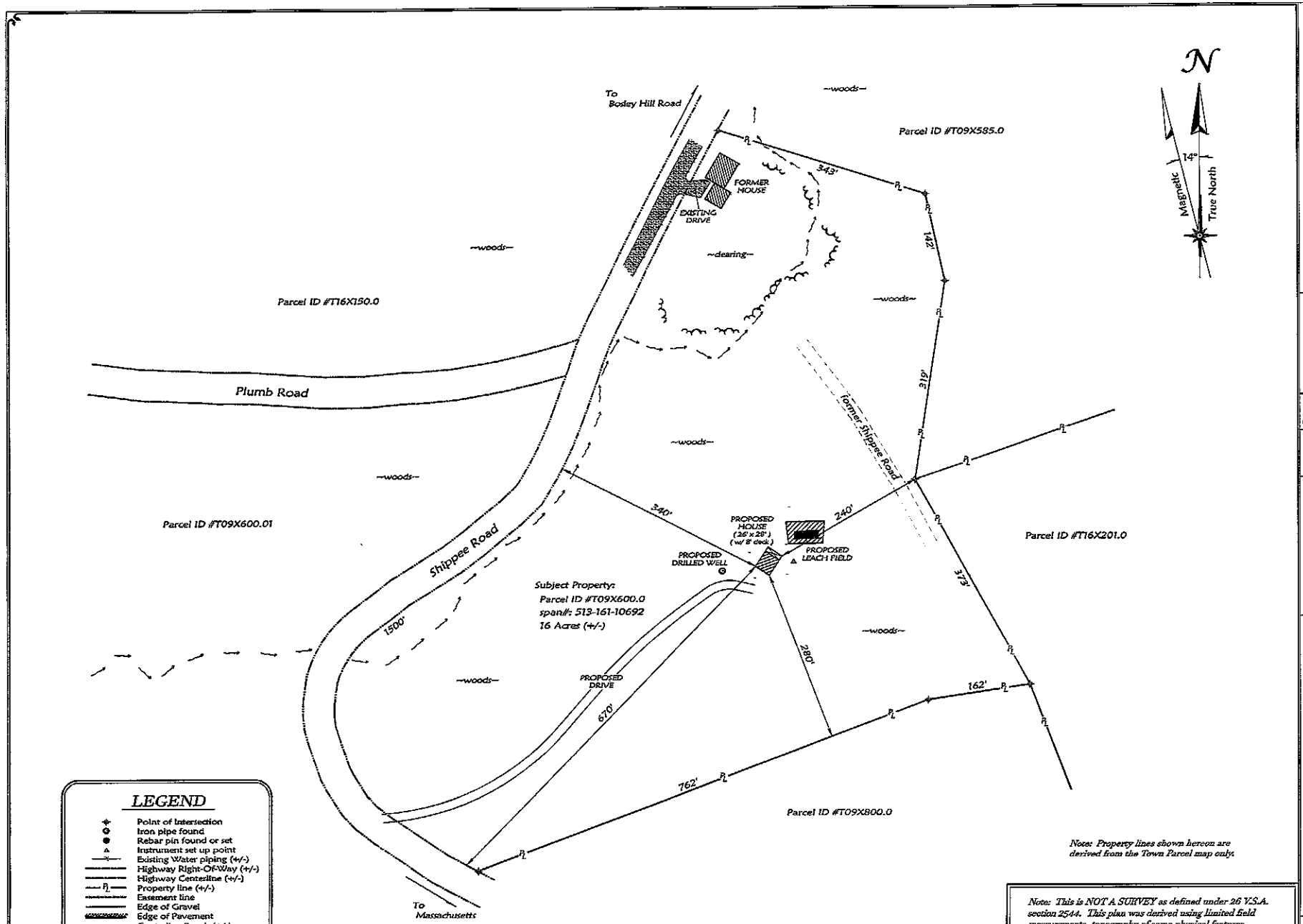
If your application is for temporary access and a bond was withheld, the full amount of the bond will be refunded provided there was no damage to the Town's highway. In the event damage was done to the Town highway, the proper amount of money will be retained by the Town for repairs and the balance forwarded.

Thank you very much for your time and consideration.

Karen Boisvert

Karen Boisvert, Town Administrative Assistant

Enclosure



KML Surveying & Design, PLC
Bradford Lackey - Licensed Land Surveyor #74340
P.O. Box 922, Jacksonville, Vermont 05342
Tel. 802-249-4392 ~ email: kmlsurveying@icloud.com

Revisions: | Date: | By:

Zoning Plan

VICTORIA GRUDEM

111 Shippee Road
Readsboro, Vermont

FOR:

Plan Date:
8 - 03 - 2026

scale: 1" = 100'

SHEET
1 of 1