

ACCESSORY STRUCTURE APPLICATION REVIEW CHECKLIST

This checklist is part of a more extensive guide to help you review accessory structures (bit.ly/VT-accessory-structure). Read that first and then adapt this list to fit your municipal regulations so it can help you review applications. Also, **for any development proposed near a river or within 50 feet of a stream, you can always call your Regional Floodplain Manager (bit.ly/flood-managers) to go over the plan. We want to help you ensure new development doesn't increase the risk of flood damage for your residents down stream.**

Adapt This List For Your Use

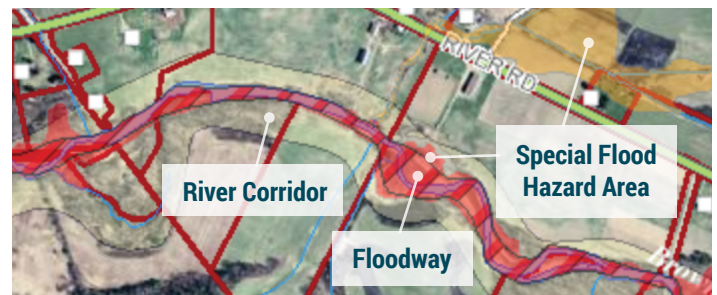


You can find a Microsoft Word version of this checklist at bit.ly/VT-accessory-structure.

Find the location of the proposed building on the FloodReady Atlas (bit.ly/floodatlas) to determine if it's within a special flood hazard area, Floodway, or a River Corridor.

Under Flood Ready Tools in upper left, turn on River Corridors and Flood Data. You may also want to turn on parcels, found in the main layers that are expanded with the white button in the upper left. Look for ANR Atlas Layers > ANR Basemap Data > Parcels. You should see something like this with the light yellow River Corridor, the red and orange flood hazard areas, and the red parcel lines. If the flood hazard areas are missing, you'll need to reference a FEMA map at msc.fema.gov or in your municipal office.

Then, use the checklist on the next page to evaluate compliance.



Accessory Structure Application Review Checklist

Criteria	Does NOT Pass	Meets Criteria
If the proposed structure is in the Floodway, it must be relocated out of the Floodway.		
IF THE PROPOSED STRUCTURE IS IN THE SPECIAL FLOOD HAZARD AREA:		
Review your local regulation details about new building or renovation in this area. Will this proposal comply? (Consider replacing this checklist item with any local requirements structures must meet that aren't covered below).		
If the lowest floor for an accessory structure is below base flood elevation (BFE), it must have flood vents with the correct size and placement.		
There must be at least two flood vents on at least two walls providing one square inch of opening for every square foot of enclosed space.		
All materials below BFE (and ideally below BFE+24") must be flood resistant.		
All utilities (heating, air conditioning, water, fuel storage, and electrical components) must be securely elevated above flood level.		
This building is effectively anchored so it won't wash away.		
No new fill should be added for this building, the roads around it, or for landscaping. In rare cases, fill may be added if other fill is taken away to compensate.		
IF THE PROPOSED STRUCTURE IS WITHIN A RIVER CORRIDOR:		
What does your local regulation / plan say about new building or renovation in River Corridors and will this building comply? (Consider replacing this checklist item with any local requirements structures must meet that aren't covered below).		
This building should not be closer to the river/stream than existing buildings.		