



Vermont Department of Public Safety  
Division of Fire Safety  
1311 US Route 302, Suite 600, Barre VT 05641-2351  
Phone 802-479-7561 Fax 802-479-7562



## Access Board Variance Instructions

1. Applicant must submit the completed Access Board Application (attached/enclosed) both via email, and as a cover sheet for each of the 12 hard copy sets to be sent to the Division of Fire Safety Office (instructions below). The application should include:

- Total cost of project
- Cost being spent on accessibility
- What type of variance is being requested: (example - lift in lieu of an elevator) and project summary

2. Instructions and what to send to Division of Fire Safety Office:

- Plans, photos, specs (such as specs for elevator vs. LuLa or lifts) Note: Plans should not be larger than 11x17. The application and related documents are only a summary of the project. Additional larger prints of photos and plans can be brought to the meeting.
- Send **12 complete sets** of the application, plans and photos to the mailing address above, place a hard copy of the completed Access Board Application as the cover sheet for each set. The 12 sets must be collated, clipped, and mail ready (we will provide envelopes and postage). The documents will be mailed each of the Access Board members for their review prior to the meeting. All 12 sets and the emailed application must be in our office two weeks before the meeting for the project to be placed on the agenda.

*~~Email the completed electronic version of the Access Board Application to~~*

*[Bridgette.hutchinson@Vermont.gov](mailto:Bridgette.hutchinson@Vermont.gov)*

*Do not email the plans or photos*

### **Mailing address to send the 12 sets:**

DEPARTMENT OF PUBLIC SAFETY  
ATTN: ACCESS BOARD  
1311 US ROUTE 302 – BERLIN, SUITE 600  
BARRE VT 05641-2351

**PLEASE NOTE:** Applications must be received no later than 14 days prior to the scheduled board meeting, unless otherwise stated. The Access Board meetings begin at 1:30PM the last Monday of each month, except when noted below or on Division website. Meeting dates and deadline for this office to receive the application and related documents are below.

### **2017 Meeting Dates/Deadlines**

- January 30 – deadline: January 17
- February 27 – deadline: February 13
- March 27 – deadline: March 13
- April 24 – deadline: April 10
- May 22 (*office is closed 5/29 for memorial day*) – deadline: May 8
- June 26 – deadline: June 12
- July 31 – deadline: July 17
- August 28 – deadline: August 14
- September 25 – deadline: September 11
- October 30 – deadline: October 16
- December 11(to avoid the holidays) - deadline: November 27

**Please contact Bridgette Hutchinson; Board Secretary, if you have any questions – (802) 479-7561**



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## Vermont Access Board Application

Please type in details of project and check boxes that apply. Place a hard copy of this application as the cover page for each of the 12 collated sets of the project you will send via mail. Send an electronic copy of this form only to Bridgette Hutchinson at the electronic mail address below.

Questions: Bridgette Hutchinson Phone (802)479-7561 or e-mail: [Bridgette.hutchinson@Vermont.gov](mailto:Bridgette.hutchinson@Vermont.gov)

Contact Information of person or company submitting project

Name of person or company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Presented By: \_\_\_\_\_

Documentary Evidence: Floor Plan  Photos  Other  Specify: \_\_\_\_\_

Description of Property: (check and/or fill in box or boxes that apply)

New Construction  Addition  Renovation  Building on Historic Register

Original date of building if **not** new construction: \_\_\_\_\_

Other  Specify: \_\_\_\_\_

Requesting Variance to (add short description): \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Cost Spent on Accessibility: \_\_\_\_\_

Project Summary: \_\_\_\_\_