

State of Vermont Agency of Commerce & Community Development Department of Housing & Community Development **Municipal Planning Commission Municipal Plan Report**

This form is issued pursuant to the Vermont Planning & Development Act and subject to periodic updates.

Last Updated June 11, 2025

Contact:

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Overview

Vermont's Municipal & Regional Planning & Development Act (24 V.S.A §4384) requires a municipal planning commission to prepare a written report on a proposed plan/plan amendment.

The report addresses necessary content, how the plan is consistent with the Act's goals, changes to land areas, and other matters.

After completion of the prompts below, save the document and upload the report as a PDF on the State's [Plan and Bylaw Intake Form](#). The municipal plan is also submitted as a PDF upload on the intake form. If you need assistance, please reach out to the contact above or your municipality's regional planning commission.

Submission of the intake form and written report serves as notification to the Department of Housing and Community Development within the Agency of Commerce and Community Development under 24 V.S.A. §4384(e).

The submitted written report and proposed plan are public records published on the [Vermont Planning Data Center and Library](#). Municipal plan submission and posting

Vermont Municipal Plan Written Report/Reporting Form

supports transparency and the availability of Vermont's proposed and adopted plans from a central digital source for statewide access and use.

This report is in accordance with 24 V.S.A. §4348(c), which states:

Goal Consistency

*(c) When considering an amendment to a plan, the planning commission shall prepare a written report on the proposal. **The report shall address the extent to which the plan, as amended, is consistent with the goals established in [section 4302 of this title.](#)***

If the proposal would alter the designation of any land area, the report should cover the following points:

Impacts

(1) The probable impact on the surrounding area, including the effect of any resulting increase in traffic, and the probable impact on the overall pattern of land use.

Benefits

(2) The long-term cost or benefit to the municipality, based upon consideration of the probable impact on:

- (A) the municipal tax base; and*
- (B) the need for public facilities.*

Availability of Vacant Land

(3) The amount of vacant land which is:

- (A) already subject to the proposed new designation; and*
- (B) actually available for that purpose, and the need for additional land for that purpose.*

Suitability of Area

(4) The suitability of the area in question for the proposed purpose, after consideration of:

- (A) appropriate alternative locations;*
- (B) alternative uses for the area under consideration; and*
- (C) the probable impact of the proposed change on other areas similarly designated.*

Size & Boundaries

(5) The appropriateness of the size and boundaries of the area proposed for change, with respect to the area required for the proposed use, land capability, and existing development in the area.

Prepared By:

Name, title, and organization of person completing this form.

Thank you.