

# EGOV User Guide

Welcome to EGOV: an online portal to apply for and receive permits from the Colchester Department of Planning & Zoning. There is a separate guide to register for an account. If you have already created an account, please visit <https://elms.colchestervt.us/egov/> to log in. Once you have logged in, chose “Apply for a Permit”.

The first screen you will see is for the address of the project site. Start typing the street name and chose from the street name list. Select the street number from the drop down list. If you do not see the correct address, you can visit the E911 website by clicking “here” or you can contact the Town’s E911 Coordinator, Robert Vickery at [rvickery@colchestervt.gov](mailto:rvickery@colchestervt.gov).



## ADDRESS



1. At what address will this activity/permit be taking place?

**Street Name\***

**Street Number\***                      **Unit**

Can't find the address? [Click here](#) to find official addresses in the State of Vermont.

Next choose what type of permit you wish to apply for: building, Development Review Board application, or wastewater.



## MODULE TYPE SELECTION

1	ADDRESS
2	SELECT PERMIT TYPE
3	ADDITIONAL INFORMATION
4	PEOPLE SELECTION
5	OWNER
6	ATTACHMENT
7	PREVIEW PERMIT

[Cancel Permit Application](#)

**2 a. What type of permit are you applying for?**

Building Permit  DRB Application  Wastewater Permit

[Back](#) [Next](#)

For a Development Review Board application, choose what type of permit from the list. You can only choose one permit at a time.



## PERMIT TYPE SELECTION

1	ADDRESS
2	SELECT PERMIT TYPE
3	ADDITIONAL INFORMATION
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Cancel Permit Application

2 b. Please select the appropriate permit category below.

**Select Activity Type\***

- Please Select Activity Type
- Conditional Use, Variance, Appeals
- Final Plat Amendment
- Final Plat Major
- Final Plat Minor
- Preliminary Plat - Comm/Ind/PUD
- Preliminary Plat Major Residential
- Site Plan
- Site Plan Administrative Amendment
- Site Plan Seawall
- Site Plan with Final Plat
- Sketch Plan

Back Next

Some permits have sub categories such as residential or commercial:

**2 b. Please select the appropriate permit category below.**

**Select Activity Type\***

- Please Select Activity Type
- Conditional Use, Variance, Appeals
- Final Plat Amendment
- Final Plat Major
- Final Plat Minor
- Preliminary Plat - Comm/Ind/PUD
- Preliminary Plat Major Residential
- Site Plan
- Site Plan Administrative Amendment
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- Site Plan with Final Plat
- Sketch Plan

**Select Sub Activity Type\***

- Please Select Sub Activity Type
- Commercial
- Residential

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Depending on the type of permit you chose, a customized screen will then be displayed asking questions relevant for the type of permit. All fields with red asterisks are required. Entry date is the date you are applying. For a site plan application, the following screen will appear:

The image shows a web-based permit application interface. On the left is a vertical sidebar with seven steps, each with a numbered green square icon and a label: 1 ADDRESS, 2 SELECT PERMIT TYPE, 3 ADDITIONAL INFORMATION, 4 PEOPLE SELECTION, 5 OWNER, 6 ATTACHMENT, and 7 PREVIEW PERMIT. The main content area has a grey header with a blue 'Cancel Permit Application' button. Below the header, the text '3. Please enter the information requested below.' is displayed. The form contains several fields: 'Acres to be Disturbed\*' with a dropdown menu showing 'Please Select'; 'Entry Date\*' with a text input field; 'Impervious Area (Sq. Ft.)' with a text input field; 'Estimated cost of construction\*' with a text input field; and 'Permit Description\* (Type, Size, Height of Construction and Proposed Use)' with a larger text input area. At the bottom of the form are two blue buttons: 'Back' on the left and 'Next' on the right.

For all permits, the following screen will appear asking to confirm all applicants, owners, engineers, agents, etc. associate with the application. You can chose from existing users or add new people after you have searched and not found them. If you have no one to added, simply click next.

## PEOPLE SELECTION

- 1 ADDRESS
- 2 CT PERMIT TYPE
- 3 ANAL INFORMATION
- 4 PEOPLE SELECTION
- 5 OWNER
- 6 ATTACHMENT
- 7 REVIEW PERMIT

Cancel Permit Application

**4. If there are other people associated with this project, eg. Engineers, Architects, or Attorneys, please search for them in the database below. If there are not, please select "Next".**

**Select People Type**  ▼

**4a. Please use the keyword search below to search by name or by email address for a person registered with the Town of Colchester**

**Search:**  Search

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People Name	People Type	Address
COLCHESTER TOWN OF	Owner	1228 MAIN ST, COLCHESTER ,VT,05446
S Hadd	Applicant	781 Blakely Road, Colchester ,VT,05446

The next page asks to confirm ownership for the property. If the current owner is not listed, click on other and fill in the box with the current owner. Choose next when done.

S HADD

CITIZEN SERVICES ONLINE

### OWNERSHIP CONFIRMATION

1 ADDRESS

2 SELECT PERMIT TYPE

3 ADDITIONAL INFORMATION

4 PEOPLE SELECTION

5 OWNER

6 ATTACHMENT

7 PREVIEW PERMIT

Cancel Permit Application

**5. Who is the legal owner of the property at which this activity is being conducted?**

COLCHESTER TOWN OF

Other

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The following screen will prompt you to upload any documents you have to submit. The corresponding DRB application (i.e. site plan, conditional use, final plat, etc.) must be downloaded from Colchestervt.gov and submitted with through this upload feature as well as all relevant plans, traffic study, or other documents. As all permit applications require an application be submitted, you will not be allowed to advance without uploading a document. Only pdfs are allowed and must be under 20 mb in size. Please name attachments as the title of the development and plan (i.e. SmithSheet1) and the date. No symbols such as & or \ please in the file name. Only one attachment can be uploaded at a time. Make sure a brief description of the document is provided such as “plan” then browse to the file and click upload. Repeat this for additional documents. When all documents and plans have been uploaded, click next.

### ADD ATTACHMENTS

->

1

ADDRESS

---

2

SELECT PERMIT TYPE

---

3

ADDITIONAL INFORMATION

---

4

PEOPLE SELECTION

---

5

OWNER

---

6

ATTACHMENT

---

7

PREVIEW PERMIT

[Cancel Permit Application](#)

Use this upload feature to submit all relevant plans (including a site plan) or supporting documents for the application in PDF format.

Multiple files may be uploaded one at a time. All attachments should be in PDF form with individual files being less than 20mb in size.

<b>Description*</b>	<input style="width: 95%; height: 40px; border: 1px solid #ccc;" type="text"/>
<b>File Name*</b>	<input style="width: 80%; border: 1px solid #ccc;" type="text"/> <span style="margin-left: 5px;"><a href="#" style="background-color: #27ae60; color: white; padding: 2px 5px; border-radius: 3px;">Browse...</a></span> <span style="margin-left: 10px;"><a href="#" style="background-color: #27ae60; color: white; padding: 2px 10px; border-radius: 3px;">Upload</a></span>

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Next

**Attachments**

File Name	Description

The final screen will prompt you to review the applicant and submit if ready. Click on submit if the application is complete.

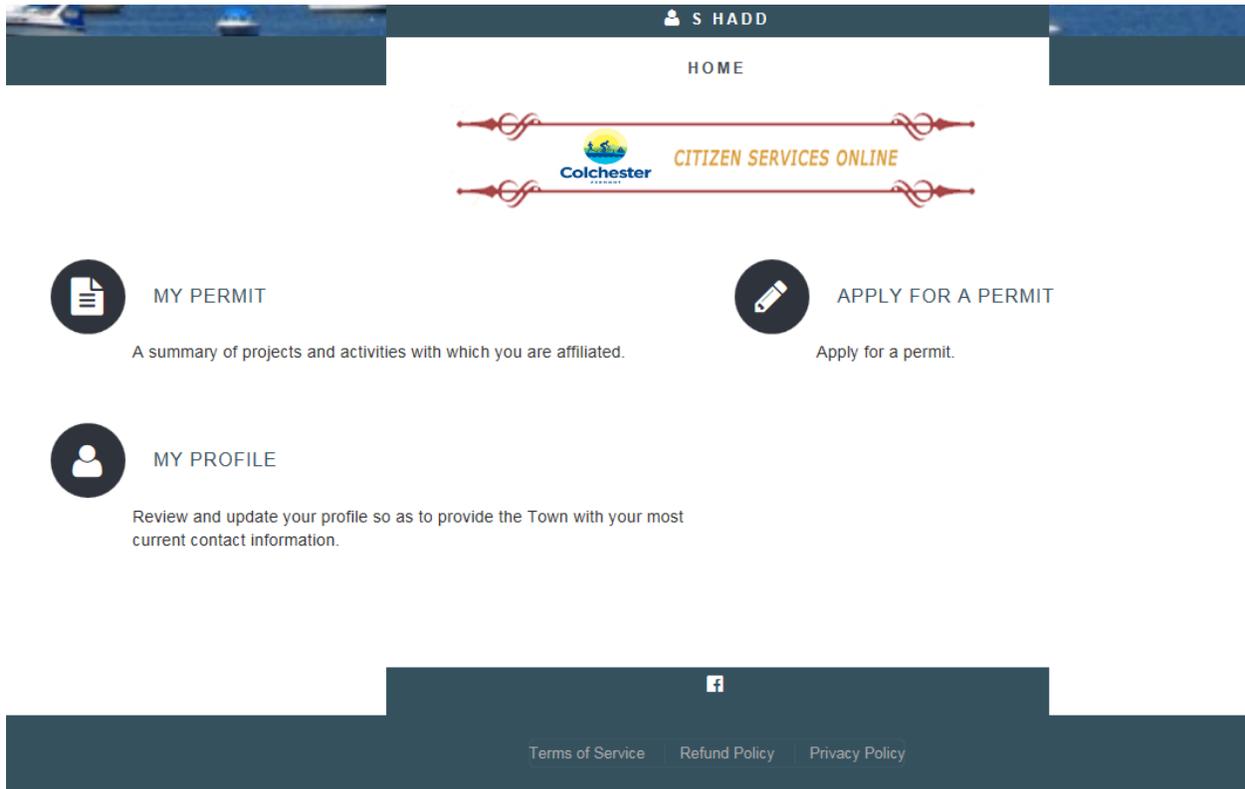
CITIZEN SERVICES ONLINE

## PREVIEW PERMIT DETAILS

<b>1</b> ADDRESS	<a href="#">Cancel Permit Application</a>		
<b>2</b> SELECT PERMIT TYPE	<b>Address</b>	781 Blakely Rd	
<b>3</b> ADDITIONAL INFORMATION	<b>Permit Type</b>	Site Plan	<b>Sub Type</b> Commercial
<b>4</b> PEOPLE SELECTION	<b>Valuation</b>	20000	<b>Applied Date</b> 04/16/2018
<b>5</b> OWNER	<b>People</b>	COLCHESTER TOWN OF , S Hadd	
<b>6</b> ATTACHMENT	<b>Acres to be Disturbed</b>	<1	<b>Entry Date</b> 04/16/2018
<b>7</b> PREVIEW PERMIT	<b>Impervious Area (Sq. Ft.)</b>		

[Back](#) [Submit Permit Application](#)

You will be returned to the EGOV home screen once you have submitted the application. You may check the status of the permit by clicking on My Permits. You will receive an email from [egov@colchestervt.gov](mailto:egov@colchestervt.gov) with the subject line “permit submitted” confirming the permit submittal within a few minutes of submitting. Additional emails will direct you as to what to do next. **DO NOT PAY UNTIL INSTRUCTED TO.** When it is time to pay for the permit, log on to My Permit and there will be a Pay button next to the permit that is ready for payment. When the permit is issued, the permit may be printed from the My Permit section as well.



For payments, please note that while check, cash, and credit card are allowed, only credit card payments will show in the My Permit section. All checks must be sent to the Colchester Planning & Zoning Department and all cash shall be submitted in person. A paper copy of the application is not required for digital submittals.