



Vermont State Housing Authority

Montpelier ADU Program

Order of Operations



*This form is designed to give you a rough order in which to go about completing the necessary steps for creating your apartment. This may change per individual projects. The VT State Housing Authority (VSHA) will be available to guide you through the process, answer questions, meet with contractors, and assist with zoning and compliance as needed. In order to comply with program funders, it is very important to complete certain tasks before moving on to the next. **DO NOT** start any work or move on to new tasks before consulting with VSHA.*

- ___ VSHA will determine if the project meets guidelines for the Montpelier ADU Program and do a site visit
- ___ Contact Audra Brown at the City of Montpelier at: 802-223-9506 ext. 135 regarding zoning/permits
- ___ Determine what your budget will be for the project
- ___ Come up with a basic design, rough drawings, and plan for the project
- ___ VSHA will conduct the Environmental Review process
- ___ Secure financing for the project (savings, HELOC, construction loan, etc.)
- ___ Create more detailed drawings and specifications
- ___ Obtain City zoning and construction permits as required
- ___ Get clearance from VSHA to proceed with your ADU project
- ___ Get quotes from contractor(s)
- ___ Choose contractor(s) and create a work schedule/timeline
- ___ Create the apartment
- ___ Contact the City of Montpelier and VSHA when work is complete
- ___ Contact VSHA to schedule a final walkthrough
- ___ Create lease documents and search for a tenant
- ___ Contact your Homeowners Insurance agent to inform of change
- ___ Lease up with the new tenant

Signature _____ Date _____