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 __________________________

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