

Dover, Vermont

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Economic Development Department
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(802) 464-5100 x.4 & x.118

Dover Trails and Recreation - Approved Projects



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Section 1: Overview:

Congratulations on your approved Trails and Recreation project in Dover!

Now that the proposal has received approval from the Select Board, it is important to understand and follow the guidelines herein to ensure that your project conforms to the approved proposal.

****Please Note: Failure to adhere to these guidelines could result in termination of the project and forfeiture of Town funding, pending review of the Economic Development Department, Dover Trails and Recreation Committee, and the Dover Select Board.****

For any questions on these guidelines or general project process questions, please contact Eric Durocher in the Economic Development Department at econdev@doververmont.com or (802) 464-5100 x 4

Section 2: Project Rules

- All proposed projects are subject to the review, recommendation, and approval process. This must be completed **PRIOR** to any construction or project implementation
- No group, organization, or individual shall represent themselves, overtly or by implication, as a representative of the Town of Dover, unless they are a paid Town employee and acting with the Economic Development Department's knowledge.
- Private landowners shall not be contacted regarding potential use of properties for recreational use, nor site visits to such properties undertaken, without specific written instruction by the Economic Development Department.
- Non-compliance with these requirements could result in the group, organization, or individual being barred from future participation in the project review and application process.
- Where applicable, non-compliance with these requirements may result in demand for return of some or all Town of Dover funds allocated for the project
- No approved project shall begin without written notification to and confirmed acceptance by the Economic Development Department.

Section 3: Permits, Reviews, and Landowner Permissions

The Economic Development Department will help you determine whether any local or State permits or reviews might be required for your project. Local permits or review may include zoning, highway access permits, and/or review by Conservation Commission. All permits, as well as landowner permissions, must be obtained prior to initiation of the project.

For assistance with these processes, please contact Eric Durocher in the Economic Development Department at econdev@doververmont.com or (802) 464-5100 x 4

Section 4: Starting Your Project

Projects shall not begin until written notification of approval has been received from the Economic Development Department.

Any and all changes to project start dates must be submitted in writing to, and receive written approval from, the Economic Development Department before the project can begin.

Section 5: Changes and Alterations to Approved Projects

Any deviation to aspects of previously approved projects must be submitted in writing to the Economic Development Department. Depending on the deviation in question, this could result in additional review by the Economic Development Department, the Dover Trails and Recreation Committee, and the Dover Select Board.

The Economic Development Department must be notified of any and all changes to the original proposal **PRIOR** to continued construction of the project. Upon review, a determination will be made as to whether additional review from the Trails and Recreation Committee and/or the Dover Select Board is required.

****Please Note: Any major deviations from the project as approved may result in the cancellation of the current project and/or denial of future projects by the group, organization, or individual. Such deviations may also result in demand for return of some or all Town of Dover funds allocated for the project****

Section 6: Project Updates

Project implementation updates shall be provided at regular intervals throughout the project. The Economic Development Department will work with applicants and/or project managers to develop a schedule of required updates, based on the timeline and duration of the project. Said updates shall be provided, in writing, according to the agreed-upon schedule. Photo documentation of the project is also encouraged.

These updates shall be sent in writing to Eric Durocher, Economic Development Department at econdev@doververmont.com

Section 7: Notification of Project or Phase Completion

It is also required that notification, in writing, be provided at the completion of the project or phase, as well as at the start of each new phase.

Updates shall be provided to the Economic Development Department in writing at the agreed upon intervals. Photo documentation of the completed project or phase is also encouraged.

Any updates can be sent in writing to Eric in the Economic Development Department at econdev@doververmont.com

Section 8: Select Board Review and Approval

A maintenance plan, if appropriate, will be developed during the application process. It will include an schedule for updating the Economic Development Department on such work. It is important to adhere to the outlined plan for ongoing maintenance.

If maintenance of the project is to be completed by a party not associated with the Town of Dover, written notification of the maintenance is required, as described above.

If maintenance of the completed project is to be the responsibility of the Town of Dover, a written schedule of required maintenance shall be provided to the Economic Development Department, which will be shared with the appropriate Town department or employee.

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