

Renewal Process for Village Center Designation

A village center is designated for eight years. After the initial eight years, the municipality must submit a renewal application, demonstrating that it continues to meet the requirements for the designation.

Timeline and Process

The Department of Housing and Community Development (DHCD) sends out a renewal reminder memo to each municipality six months prior to their renewal date. The applicant must submit the renewal application prior to their renewal date. Renewal applications are due on the first Monday of the renewal month and the Downtown Board will meet and review applications on the fourth Monday of each month. Municipalities must submit one electronic copy (pdf or word format) of the application and all supporting documents. If the file is too large to email – applications may be submitted on a CD, thumb drive or uploaded to a file sharing service such as Dropbox. Municipalities are not required to attend the Downtown Board meeting for renewal applications.

A municipality's renewal schedule can be found on [Vermont Planning Atlas Municipal Planning Database](#).

Late Submissions

If the renewal date is missed, the designation continues for 90 days with the program benefits suspended. If no renewal application is received after the 90 day suspension the Downtown Board will withdraw designation. Once designation is withdrawn, a community may submit a new application for village center designation at any time.

Amendments to Designated Village Center Boundary

Requests to amend a boundary must be submitted by the first Monday of any month the Board meets. Requests for amendments are reviewed using the same procedures as for a new application.

Please contact DHCD to discuss the village center designation renewal or boundary amendment process.

Application materials must be submitted to:

Vermont Village Center Designation Program
Division for Community Planning and Revitalization
Department of Housing and Community Development (DHCD)
One National Life Drive, 6th Floor
Montpelier, VT 05620

Vermont Village Center Designation Program

Richard Amore Phone: 802.585.0061 email: richard.amore@vermont.gov

Applications are due on the first Monday of the month by 4:30 p.m. in electronic format (pdf) by email.

1. Cover Letter, including:

- Name of the Municipality
- Brief narrative that includes a list of previous and current revitalization activities in the village
- Municipal Infrastructure: Does the municipality have a water system? Does the municipality have a wastewater system? If so, please include the name of the system and brief description of the system(s) in the cover letter.
- Name, address, daytime phone number and email address of the primary contact person for application

2. Authorization from Town or Village Selectboard or Trustees

- Minutes from publicly held meeting, showing that the renewal application for village center designation has been authorized by the town or village (if separately confirmed municipality)
- Or municipal resolution from majority of selectboard/trustees authorizing renewal application

3. Confirmed Planning Process

- A letter from the municipality's regional planning commission must be included in the renewal application, stating that its planning process is "confirmed" under [24 V.S.A. §4350](#) by the commission. Confirmation means that the adopted municipal land use plan and planning process, have been reviewed and approved by their regional planning commission

4. Municipal Plan Integration

- Evidence that the municipal plan explains how the designation furthers the goals of the Municipal Plan (include municipal plan excerpts)
- An approved municipal plan map that depicts the boundary of the designated area (include copy of the map from the municipal plan)

