

## Request for Public Record (Copy of Issued Permits)

These are general guidelines regarding Utilities and Permits Unit handling of specific requests for inspection or copying of public records. The parameters for such a response are set out in 1 VSA § 316. Although fees may be charged in certain instances typically no fees are charged by the Utilities and Permits Unit. For further information on fee rate schedule set by the Vermont Secretary of State—see the following link

<http://www.sec.state.vt.us/>

Vermont's Access to Public Records Act (1 VSA §§ 315-320) makes most existing Agency records available for inspection and copying. However, there is no need to create new public records or reconfigure existing public records to meet the needs or desires of the requesting party. Additionally, State law may be pre-empted by federal statutes (in particular, 23 USC § 409 [privilege for safety-related information developed for purposes related to development of federal-aid projects]). This reflects a national policy that data gathered and maintained for purposes of evaluating and improving highway safety is not discoverable or admissible in litigation. An example of such a record would be accident data. **Previously issued 19 VSA § 1111 permits can be obtained by contacting the Permitting Services Section at (802) 828-2653. Via email contact Sabine Frost at [mailto: sabine.frost@vermont.gov](mailto:sabine.frost@vermont.gov)**

### Copying Approved Permits

- Provide any relevant information known regarding the permit request—permit number, applicant name, year issued, town, route, mile marker, left, right, etc. On access permits, as a minimum, we need to know the town, route, mile marker, left or right side of highway before research can begin if the requesting party is not positive a drive permit exists.
- The Notice of Permit Action Form (for access permits issued since 2000) should have been filed with the land records and as an alternative the requestor to get a copy at the Town Clerk's Office.
- It will take approximately 10-days to mail a copy of the permit out. If a little quicker turn-around is required, than within 7-days of a records request we will call the requestor and the copy can pick it up at our office in the National Life Building. Copies are not currently faxed or sent-out electronically.

### Viewing Historic Permits Database

Archived individual permitting records can be seen at the following link

<http://apps.vtrans.vermont.gov/permitlisting/>