



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELburnE ROAD SHELburnE, VT 05482

Clerk/Treasurer	Town Manager	Zoning & Planning	Assessor	Recreation	FAX Number
(802) 985-5116	(802) 985-5110	(802) 985-5118	(802) 985-5115	(802) 985-9551	(802) 985-9550

SITE PLAN REVIEW APPLICATION

SITE PLAN REVIEW, ZONING BYLAW SECTION 1600:

- Site Plan approval by the Planning Commission is required for all uses unless exempted in the Zoning Bylaws (exemptions vary from District to District);
- Public notification and a public hearing is required; and,
- The Planning Commission shall determine that the site plan complies with the review standards stated in Zoning Bylaw Section 1600.2 (*see page 3 of the application*) prior to granting an approval.

IMPORTANT NOTES:

- This application is designed to be used in combination with the **General Information Application**.
- This application shall also be used for revisions to projects previously granted Site Plan Approval. **A \$212.00 fee is required for new applications, plus 3rd party review fees, or a \$132.00 fee is required for revisions.** (NOTE: if you are also applying for Conditional Use approval, only one fee of \$212.00 is required.)
- **Telecommunications Facilities**. Any structure or use which requires approval under the Shelburne Telecommunications Ordinance is exempt from compliance with the Town of Shelburne Zoning Bylaws, with the exception of any structure intended for use as a regular place of employment by people involved in the broadcasting of radio communications, as defined in the Telecommunications Ordinance.

1. PROPERTY LOCATION INFORMATION:

Street Address: _____
(Street Address)

Tax Map Number: _____ - _____ - _____

2. ZONING BOARD OF ADJUSTMENT:

Approval Date: _____
(If Required)

3. DESCRIBE PROPOSED IMPACTS OR CHANGES TO THE FOLLOWING:

Traffic. _____

Access (Driveways). _____

Vehicular Circulation. _____

Water & Sewer. _____

4. SITE IMPROVEMENTS:

Period of time in which all site improvements will be completed: _____

Provide the estimated cost of: Total site improvements: _____

Landscaping: _____

5. DIMENSIONAL REQUIREMENTS (varies by zoning district):

	Required	Proposed
Lot Size		
Frontage		
Building Coverage		
Lot Coverage		
Front Yard Setback		
Side Yard Setback		
Rear Yard Setback		
Structure Height(s)		

6. DEVELOPMENT SCHEDULE:

Describe the proposed development schedule. _____

**SITE PLAN REVIEW APPLICATION
SUBMITTAL MATERIALS**

1. **SITE PLAN** (Six large copies and one 11” X 17” copy). A Site Plan (drawn to scale) showing the following:
 - a. Property owner's name(s)
 - b. Name, address, phone number of person who prepared plans;
 - c. North arrow;
 - d. Location map;
 - e. Date;
 - f. Scale (graphic and written);
 - g. Contours;
 - h. Lot lines (boundaries) and dimensions;
 - i. Building locations;
 - j. Site features (i.e. wooded areas, streams, drainage swales, ledge, etc.);
 - k. Existing and proposed landscaping ;
 - l. Site specific erosion control and stormwater management plans;
 - m. Dimensional Data including:
 - Variance request information (if applicable);
 - Lot area;
 - Total building square footage;
 - Building coverage; and,
 - Parking (required spaces and proposed spaces).
 - n. Location of existing and proposed:
 - Streets;
 - Driveways;
 - Parking areas;
 - Pedestrian and bike paths;
 - Utility & facility easements (water, sewer, power, cable, telephone, etc.),
 - Drainage easements;
 - Outdoor lighting, including cut sheets;
 - Signage.

2. **ELEVATIONS***(3 Copies) *(If Constructing New Building Area) Building elevations showing the views of the building with the new building area including alterations, materials, colors, etc.

3. **ADJACENT PROPERTY OWNERS**. The applicant shall provide the following for each adjacent property owner (To include property owners directly across roads and watercourses):
 - a. A first-class stamped, addressed envelope

The Town uses these envelopes and postage to send a notice to adjacent property owners stating your request and informing them of the Planning Commission meeting's location, date and time.

SITE PLAN REVIEW PROCESS

1. **SUBMITTAL**. Complete the General Information application and a Site Plan application and return it to the Town of Shelburne Planning and Zoning Office (Telephone 985-5118).

2. **SCHEDULING**. Town staff will schedule the completed applications for the next available Planning Commission meeting as follows:
 - a. An application is considered complete once the fee; the application and the submittal materials are delivered to the Planning and Zoning Office;
 - b. Planning and Zoning must receive the completed application a minimum of twenty-one (21) days in advance of the meeting to ensure an adequate public notice. Therefore applications received within twenty (20) days of the Planning Commission meeting date cannot be scheduled till the following meeting; and,
 - c. Completed applications are scheduled on a first-come first-served basis till a meeting agenda is full. Any remaining applications are scheduled for the next Planning Commission meeting agenda.

3. **STAFF REPORT**. Town staff writes a report which:
 - a. Proposes conditions for the site plan (if needed);
 - b. Details the information submitted in the application; and,
 - c. Provides an analysis of the available information.

4. **COMMISSION ACTION**. The Planning Commission will take one of the following actions:
 - a. Approve the request (with or without conditions);
 - b. Deny the request; or,
 - c. Continue the request to the next meeting.

A copy of the approval conditions and the meeting minutes are mailed to the applicant.

5. **BUILDING PERMIT**. The applicant may apply for a building permit once the Planning Commission grants approval for the Site Plan. Building permit applications are available in the Planning and Zoning office.

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