



# Town of Shelburne, Vermont

CHARTERED 1763

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

www.shelburnevt.org 802-985-5118

## HISTORIC PRESERVATION/DESIGN REVIEW APPLICATION\*

\* Also available in alternate formats in accordance with the Americans With Disability Act.

### PLEASE USE THIS FORM TO REQUEST HP/DESIGN REVIEW

Except for interior modifications and except for ordinary maintenance, painting, or repair which does not change the design, type of material, or appearance of a structure, review and approval by the Development Review Board (DRB) is required for projects located in the Village Design Review Overlay District. The purpose of this district is to preserve and enhance the historic and architectural significance of the Village and Falls Road areas and the entryways to Shelburne Village.

Preliminary review of applications is carried out by the Shelburne Historic Preservation and Design Review Commission (SHPDRC). The SHPDRC shall review the application and forward written recommendations to the DRB before the DRB takes any action. The recommendations may include conditions that would bring the application into conformance with the guidelines of these regulations.

### APPLICANT INFO

<b>Property Owner</b>	<b>Applicant (If different than owner)</b>
<b>Name</b> (please print)	<b>Name</b> (please print)
<b>Address</b>	<b>Address</b>
<b>City</b> <b>State</b> <b>Zip</b>	<b>City</b> <b>State</b> <b>Zip</b>
<b>Email</b>	<b>Email</b>
<b>Phone</b>	<b>Phone</b>

### PROJECT INFO

Please provide or attach a concise description of your project (including materials, catalog sheets, etc):

<b>Property Location:</b>	<b>Tax Map #:</b>
<b>Age of Primary structure on the lot:</b>	
<b>Style/Character of the existing structure:</b>	
<b>Date of plans showing proposed facades or views of structure:</b>	
<b>Date of photos showing existing facades or views of structure:</b>	

# HISTORIC PRESERVATION/DESIGN REVIEW APPLICATION CONFORMANCE WITH CRITERIA

**Applications subject to historic preservation/design review must meet several criteria contained in the zoning bylaw. The review process will tend to function more smoothly when you provide thorough responses to the following items.**

Describe how the project will affect the historical, architectural or cultural value of the structure(s) and its relationship and contribution to the setting.
Describe how the proposed exterior design (e.g., arrangement, orientation, texture, and materials) will be compatible with existing buildings or structures and its setting
Describe how the scale and general size of the proposed structure is compatible with existing surroundings.
Describe how the proposed structure and any associated landscaping are compatible with historic, cultural, scenic and ecological value of the existing landscape.
Describe how the proposed/modified structure and its setting contribute to the historical and architectural significance of the district.

## HP/DESIGN REVIEW PERMIT APPLICATION FEE ESTIMATE

Payment of fees is required prior to processing your permit application. A summary of the fee schedule is found below. This summary is for the convenience of the public and omits fees which are not typically needed for a building permit. Additional fees may be required. (Please contact the Planning & Zoning Office if complete list of development fees is needed.

1. <u>Application Fee: \$30</u> .....	\$ _____
2. <u>Total(check payable to "Town of Shelburne")</u> .....	\$ _____

### PROPERTY OWNER SIGNATURE:

Signature: _____	Date Signed: _____
------------------	--------------------

### FOR OFFICE USE ONLY

Date Received:
Fee Paid:
Check #:

## HP/DESIGN REVIEW DISTRICT APPLICATION CHECKLIST

The following items must be submitted in order for the application to be considered complete:

- A completed “Historic Preservation/Design Review Application” form
- A completed “Affirmation of Service” form
- A “Historic Preservation/Design Review Plot Plan”, which includes:
  - Name of the property owner.
  - Address of the property.
  - Parcel Boundaries and dimensions (may use recent tax map as source of data for boundaries and dimensions if property not surveyed).
  - Existing Building footprints (may utilize recent aerial photograph) and elevations (may utilize recent photographs).
  - Proposed Building footprints and elevations (drawings must be to scale and include details or detail sheets for architectural elements).
  - Clear depiction of work to be done, including all changes that are proposed to the physical features of the site or existing structures, including building elevations.
  - Location of any public or private Rights of way and/or sidewalks.
  - Trees and other landscape features which are to be installed, removed or changed by the proposed work
  - North Arrow, Indication of scale used, and date of plan.
- All cut sheets that display the design of windows, doors, and other fixtures proposed to be installed.

## Affirmation of Service

I hereby acknowledge and affirm that I have provided notice to the parties identified in the attached list of Abutters at least seven days prior to the anticipated meeting of the Development Review Board.

More specifically, I have provided the parties with the following:

- A brief description of the proposed project;
- Contact information for the Shelburne Planning and Zoning office, where additional information about the project may be obtained;
- Notification of the date, time, and place where the project is expected to be reviewed by Town Boards; and
- Notification that participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.

I have provided the completed Notice of Hearings form to Abutters by:

- Hand delivery to address of property owner
- First Class Mail delivery to address of property owner
- Certified Mail delivery to address of property owner

---

Signature

Date

---

Name (printed)

---

Street Address of project

## Notice of Hearings

**Project Address:** \_\_\_\_\_ **Property Owner:** \_\_\_\_\_

### Brief Project Description:

### Where Additional Information About Proposal May be Obtained:

Additional Information about the project may be obtained by contacting the **Shelburne Planning and Zoning Department**.

The Department is located in the Municipal Building located at 5420 Shelburne Road, Shelburne, Vermont.

The phone number for the Department is 802-985-5118.

Email inquiries may be directed to [dpierce@shelburnevt.org](mailto:dpierce@shelburnevt.org).

### Date, time, and place where the project is expected to be reviewed by Town Boards:

The Historic Preservation and Design Review Commission (HP&DRC) is expected to discuss the project at or about 8:30 AM on \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (date)

The Development Review Board is expected to discuss the project at or about 7:00 PM on \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (date).

Both Boards meet at the Municipal Building located at 5420 Shelburne Road, Shelburne.

**Note: in some cases the DRB hearing may be delayed while application is reviewed by the HP&DRC.**

### Appeal rights:

As specified in statute, participation in the local Development Review Board proceeding is a prerequisite to the right to take any subsequent appeal.

## List of Abutters

1) Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

2) Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

3) Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

4) Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

5) Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_