



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELburnE ROAD SHELburnE, VT 05482
 www.shelburnevt.org 802-985-5118

OUTDOOR LIGHTING PERMIT APPLICATION*

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

PLEASE USE THIS FORM TO REQUEST PERMIT FOR OUTDOOR LIGHTING

The residents of Shelburne value the Town's rural qualities, including the relative absence of artificial lighting in much of the Town's area. They also recognize that inappropriate and poorly designed or installed exterior lighting, particularly in commercial areas, causes unsafe and unpleasant conditions. Thus, Town approval is required prior to installation of certain outdoor lighting on residential and non-residential properties.

On properties in Single-Family or Two-Family residential use, an outdoor lighting permit shall be required prior to installation of either four or more outdoor lighting fixtures, any of which generate 1750 or more initial lumens; or overhead lighting of private tennis courts, pools, or other outdoor areas. On properties in Multi-Family residential or Non-residential use, an outdoor lighting permit shall be required prior to installation of either two or more outdoor lighting fixtures, either of which generates 1750 or more initial lumens; or overhead lighting of shared tennis courts, pools, or other outdoor areas occupying less than 10,000 square feet. Do not prepare and submit this application until you have submitted a GENERAL APPLICATION FORM and have received a GAF number.

APPLICANT INFO

APPLICANT	PRIMARY CONSULTANT (If any)		
First Name (please print)	Name (please print)		
Last Name (please print)	Mailing address		
Signature	City	State	Zip
GAF Number	Email		
Permit Request	Phone		

PROJECT INFO

Lighting proposal	
# fixtures generating ≥ 1750 initial lumens	Lighting district code
Are all fixtures of "full cutoff" design?	Does project include security lighting?
Does project include lighting of tennis court, pool, or other outdoor area?	Is lighting visible from any adjoining property or from Lake Champlain?
Does project include 'period style fixtures'?	

Form continues on reverse side...

Date received	by	Referral (s)	by
Fee received	by	Forms offered	by
Permit #	by	Hearing date	

OUTDOOR LIGHTING PERMIT APPLICATION

PROJECT INFO, CONTINUED

Lighting proposal	
Does project include parking lot lighting?	Has proposal received high impact review?
Has proposal received site plan review?	Date of high impact review
Date of site plan review	

CONFORMANCE WITH REVIEW CRITERIA

Applications for outdoor lighting approval 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 or summarize and attach any evidence indicating that, except where alternatives are specifically allowed, any lighting fixture generating more than 1750 initial lumens (equivalent to a 100 watt incandescent bulb) will be fully shielded or full cutoff fixtures.

Describe or summarize and attach any evidence indicating that full cutoff and fully shielded fixtures will be mounted and maintained so that they are level horizontally.

Describe or summarize and attach any evidence indicating all building mounted luminaires will be located below the roof line.

Describe or summarize and attach any evidence indicating the application will Comply with Lakeshore Lighting Standards found in 1975.17 including prohibitions against unshielded flashing, flood, and red/green lights, restrictions on Lights on docks or piers, and Lights illuminating paths, stairs, decks.

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OUTDOOR LIGHTING PLAN CHECKLIST AND PROCEDURE

An "Outdoor Lighting Plan" must be submitted in conjunction with this application. The features depicted on such "Outdoor Lighting Plan" must include the following:

- A. Project narrative and description of the location of the proposed lighting. This must also include the name of the owner of record and applicant, if different, the name(s) of the design professional(s) preparing the plans.
- B. A context map showing the applicant's entire property and approximate location and dimensions of existing structures on the site and on adjacent properties within 100 feet of the site boundary.
- C. Site plan, drawn to scale, showing location of existing and proposed lighting, mounting height, fixture type, any zoning district boundaries that abut or cross the site, property lines, all structures, easements, and other proposed development or improvements.
- D. The names and addresses of owners of record of all abutting or facing properties, as listed in the Town's tax records.
- E. Specifications of the fixtures to be used, including documentation of cut-off classification, horizontal and vertical light distribution patterns including illumination levels, and the lamp to be used in each.

As Outdoor lighting permit requests are subject to Zoning review and approval, the "Outdoor Lighting Plan" submitted with this application may consist of the Primary Zoning Plot Plan filed with your Primary Zoning Permit Application, **amended to depict the location of** existing and proposed lighting, mounting height, cut-off classification, horizontal and vertical light distribution patterns including illumination levels, and fixture type.

In the case of applications that are subject to high impact lighting review, the "Outdoor Lighting Plot Plan" submitted with this application may consist of the High Impact Lighting Review Plan filed with your High Impact Zoning Permit Application.

Administrative Approval of Permits

Where an Outdoor Lighting Plan is submitted in connection with a permit request that does not require high impact lighting review, the Administrative officer will issue the lighting permit open review and approval of the Lighting Plan. In general, applications will not be acted upon unless or until they are complete. Applicants may request a conference with the DRB Administrator or another staff member to review the application materials and determine whether the application is complete. Application materials shall be submitted to Planning and Zoning staff 24 hours prior to the Filing Conference. If the application is found to be complete, a decision will be made within 30 days. Any permit issued may indicate that approval is conditioned on compliance with all standards contained in the zoning bylaw.

Permits requiring DRB Approvals

In the case of applications that are subject to High Impact Lighting review, action on the "Outdoor Lighting Plot Plan" will follow evaluation of the High Impact Lighting Review Plan by the Development Review Board. If the High Impact Lighting Review Plan is approved by the DRB, a decision on the outdoor lighting permit will be made within 30 days of that approval. Any permit issued may indicate that approval is conditioned on compliance with all standards contained in the zoning bylaw.

SUBMIT