



Town of Shelburne, Vermont

CHARTERED 1763

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

SITE PLAN REVIEW APPLICATION*

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

PLEASE USE THIS FORM TO REQUEST APPROVAL OF SITE PLANS

The purpose of Site Plan review is to ensure that the layout and design of development on pre-existing or approved lots conform to the Town Plan, the Zoning Regulations, and applicable conditions of previous subdivision and conditional use approvals. The Site Plan review process applies to new projects and to any change of use that requires a change in building footprint, in the layout of parking or circulation, or in any other aspect of the site layout. In most cases, Site Plan review is carried out by the Development Review Board (DRB) and involves a public hearing. However, certain small scale projects subject to Site Plan review may be approved administratively by staff.

When reviewing site plans, the DRB may impose appropriate conditions and safeguards with respect to topics addressed by the zoning bylaw. Any binding conditions will be incorporated in written decision issued by the DRB. Prior to formal submission of their request, applicants are advised to meet with staff to discuss the proposed development and site plan.

Applications for site plan approval shall be filed with full sized plans, reduced size (11" x 17") maps and corresponding digital (PDF) files, along with accompanying written materials, which shall include at least the following items in printed and digital (PDF) format. An application will not be considered complete, and will not be scheduled before the Development Review Board, until all information required by the Site Plan Review Procedure and Checklist has been submitted.

Certain types of projects (for example, Planned Unit Developments) and projects in certain locations (e.g., in the Mixed Use and Commerce and Industry Districts) may be subject to additional site plan-related requirements. If you are proposing such a project, please prepare this application carefully. 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		
Request	Phone		

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FOR OFFICE USE ONLY

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

SITE PLAN REVIEW APPLICATION

PROJECT INFO

Parking Spaces		# Curb Cuts / Access		Traffic Generation	
Existing # spaces		Existing # curb cuts		Existing # trips	
# after project		# after project		Future # Peak Hour Trips	
Will spaces be paved?		Any signalization?		Date of traffic study*	

*Required if more than 75 peak hour trips generated

Provide or attach a Basic Description of the Project:

Will the project encompass Commercial uses?	Will it involve new building > 1,000 square feet?
Will any building expand by > 25 % (gross area)?	Will it involve >= 50 % building reconstruction ?
Will project include sidewalks/walkways?	Will project include bicycle parking as required?
Will project disturb area > 1,000 square feet?	Will project disturb area > 1 acre?

CONFORMANCE WITH BASIC CRITERIA

Applications to for site plan 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 the project will provide maximum safety of vehicular and pedestrian circulation on site and between the site and adjacent roads. (If project also requires Conditional Use review, here and below consider your response to Conditional Use requirements relating to traffic)
Describe or summarize and attach any evidence indicating circulation of vehicles among traffic, parking and loading facilities on the site will be adequate.
Describe or summarize and attach any evidence indicating roadways will be constructed to meet structural specifications of Section 3 of the Shelburne Public Works Specifications and paved, unless this requirement is specifically waived by the Development Review Board upon determination that the standards are not applicable.
Describe or summarize and attach any evidence indicating adjacent and surrounding roads will be adequate to accommodate traffic generated by the proposed development.
Describe or summarize and attach any evidence indicating the project will meet applicable outdoor lighting standards.
Describe or summarize and attach any evidence indicating that proposed landscaping, screening and setbacks will together achieve maximum compatibility between project and adjacent properties.

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CONFORMANCE WITH BASIC CRITERIA, CONTINUED

Describe or summarize and attach any evidence guaranteeing the performance and completion of all landscaping for a period of two (2) years.)

Describe or summarize and attach any evidence indicating the project's Site design encourages the use of public transit and give consideration to alternative transportation modes, including adequate access, linkage between modes, safety of users and provision for amenities.

Describe or summarize and attach any evidence indicating the project's design incorporates paved sidewalks along public and private streets and roads (in core districts), other walkways, and bicycle facilities as required under the zoning bylaw.

Describe or summarize and attach any evidence indicating that access to the project will be provided consistent with requirements contained in section 1900.8 of the zoning bylaw (constructed consistent with public works standards, paved unless paving requirement is waived, served by connector roads where in the interest of the health and safety of the community).

Describe or summarize and attach any evidence indicating proposed construction erosion and sediment control and post construction stormwater management facilities will be adequate (e.g., meet the technical specifications of current rules and regulations put forth by the Vermont Department of Environmental Conservation).

Describe or summarize and attach any evidence indicating the project's site design will minimize the amount of stormwater and other surface waters leaving the project site.

Describe or summarize and attach any evidence indicating that stormwater management measures, treatment practices, and/or infrastructure included in the project are designed in accordance with Article IV of the Town's Public Works Specifications and meet the regulations and standards of the Vermont Department of Environmental Conservation, and any other applicable Town regulations and standards.

Describe or summarize and attach any evidence indicating that where stormwater from the development is to be discharged into the municipal stormwater system (public ditches, swales, storm drains, etc.) the proposed stormwater management facilities shall be located on easements to be granted to the Town of Shelburne

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SITE PLAN REVIEW APPLICATION

FOR PROJECTS LOCATED IN MIXED USE ZONING DISTRICT

Describe or summarize and attach any evidence indicating as follows:

No parking will take place within any required periphery buffer.

Required roadside green strip is included in plan.

Buildings are located in clusters and building arrangement in conjunction with landscaping and land form are used to create attractive and functional spaces within the site and a pedestrian scaled streetscape facing Shelburne Road.

The use of multiple buildings was considered, and no single building has a footprint that exceeds 30,000 square feet, unless authorized by the zoning bylaw.

Buildings are designed to generate a sense of human scale. Fenestration, varied roof lines, and other architectural elements shall be used to break up blank facades. Facades facing Shelburne Road or other public streets incorporate glass.

Roof mounted equipment is screened from view from public roads and sidewalks and from first floor windows of adjacent buildings. Screening shall be treated as an integral part of the architectural design of the building.

New commercial use/structure adjacent to a lot (lots) used for residential, educational, or religious purposes is adequately screened from the residential lot (lots) (Landscaping materials must, regardless of season, obscure the views to the extent that no more than one fourth of the proposed building, parking and loading areas, dumpsters or utility boxes are visible from viewpoints on the residential properties)

No portion of the lot may be used for outside storage or display of merchandise unless the storage or display area is effectively screened from view from public roadways or adjacent properties by fencing or screen like evergreens or other suitable landscaping

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SITE PLAN REVIEW APPLICATION

FOR PROJECTS LOCATED IN COMMERCE & INDUSTRY OR COMMERCE & INDUSTRY SOUTH ZONING DISTRICT

Describe or summarize and attach any evidence indicating as follows:

No parking will take place within any required periphery buffer.

New manufacturing use/structure adjacent to a lot (lots) used for residential, educational, or religious purposes is adequately screened from the residential lot (lots) (Landscaping materials must, regardless of season, obscure the views to the extent that no more than one fourth of the proposed building, parking and loading areas, dumpsters or utility boxes are visible from viewpoints on the residential properties)

The plan takes into account Primary Viewpoints as defined in 1900.5.C.3

FOR PROJECTS LOCATED IN VILLAGE CENTER, VILLAGE RESIDENTIAL, SHELBURNE FALLS MIXED USE, OR INSTITUTIONAL-MUSEUM DISTRICT

Describe or summarize and attach any evidence indicating that Parking areas will be screened from adjacent properties by solid fencing or screen-like evergreen plantings

Describe or summarize and attach any evidence indicating that If outdoor lighting is to be used, it shall be in conformance with Subsection 1975 of these bylaws and that plantings sufficient to screen such lights from view of the ground floor of structures on adjacent lots shall be provided.

FOR ALL PROJECTS

Describe period of time in which all site improvements will be completed. If project is to be phased, attach phasing schedule.

Describe estimated total cost of site improvements.

Describe estimated total cost of landscaping:

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SITE PLAN REVIEW APPLICATION

NAMES AND ADDRESSES OF ADJOINING PROPERTY OWNERS

A list of list of current adjoining and cross-street property owners " must be submitted in conjunction with this application, along with a set of stamped and addressed envelopes including one for each adjoining and cross-street property.

Adjoiner 1

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 5

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 2

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 6

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 3

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 7

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 4

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 8

Name _____

Address _____

City _____

State _____ Zip _____

Use additional copies of this form as required ...

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SITE PLAN REVIEW APPLICATION

SITE PLAN REVIEW PLOT PLAN CHECKLIST

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

- Existing and proposed contours.
- Significant features.
- Water courses.
- Location of all non-developable lands as defined in Article XXI of these Regulations.
- Identification of any dwellings classified as affordable housing per definition in Article XXI of these Regulations
- Any zoning district boundaries that abut or cross the site.
- Property lines as delineated on a survey prepared by a surveyor licensed in the State of Vermont.
- All structures, easements, and other proposed development or improvements and land use areas.
- Existing and proposed utility and dumpster locations.
- Proposed traffic access.
- Circulation, parking, loading areas.
- Pedestrian walks.
- Landscaping and Screening *.
- Site grading, Erosion prevention, and sediment control plans and storm water management systems.
- Signage.
- Delineation of all parcels or areas to be dedicated as open space.
- Context map, North arrow, scale and date.

Separate landscaping plans are highly preferred. Such landscaping plans should include detailed specifications of planting and landscaping materials proposed. Landscape plans must be prepared by a landscape architect, master gardener, nursery professional, arborist, professional landscape designer, or other qualified landscape professional. Plans must depict any Viewpoints and screening required pursuant to 1900.5.B. or 1900.5.C.

If the proposal affects structures, a set of building plans must be submitted in conjunction with this application. The features depicted on such Building Plans must include the following:

- Floor plan or plans, and
- Architectural elevations.

If the proposal includes or affects lighting, a set of lighting plans must be submitted in conjunction with this application. The features depicted on such lighting plans must include the following:

- Fixture type, location, and mounting height.
- Photometric information.

Shelburne's Zoning bylaws may require the detailed review of lighting plans. If required, also file applications and plans as required under High Impact Lighting review.

If the proposal affects the configuration of public streets/highways, a set of street/highway plans must be submitted in conjunction with this application. The features depicted on such Plans must include the following:

- Traffic control devices.
- Lane and pavement changes.
- Striping changes.
- Curbs and/or curb cuts.
- Speed traffic calming devices.
- All improvements required by any traffic impact analysis.

If proposal includes open space lot, application must include a statement describing purpose of the open space purpose.

Application must also identify the period of time in which all site improvements will be completed. If the proposed development is to be phased, the applicant must provide a description of the planned phasing, including the portions to be constructed in each phase.

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SITE PLAN REVIEW APPLICATION

SITE PLAN REVIEW PROCEDURE

Applications must be filed using forms and related materials prepared by staff of the Planning and Zoning office. Applications subject to the Board's review will not be warned for public hearing until the applicant conducts a filing conference with staff of the Planning and Zoning Office. The applicant will schedule this conference with the DRB Administrator or another staff member assigned by the Administrator. The purpose of the conference is 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, the Administrator will schedule a hearing before the Board. Normally, the Administrator or other staff will prepare a staff report to assist the DRB in reaching a decision on the application. Meeting materials prepared by staff ordinarily will be available the Thursday preceding a regular meeting. If the application is not complete it may be withdrawn, a schedule for the submission of additional materials before a hearing is scheduled may be established by agreement of the applicant and the Administrator, or the applicant may appeal the Administrator's determination that the application is incomplete to the Board.

Public hearings shall be conducted as quasi-judicial proceedings pursuant to 1 V.S.A. § 310(5)(B). Public comment may be offered during the hearing with the permission of the chair. The Board will be assisted by Staff, including, but not limited to, the Town's DRB Administrator and the Town's Director of Planning. Public hearings will be conducted in the following manner:

The presiding officer will:

- A. open the hearing by reading the warning of the hearing.
- B. Review the order of events and review requirements such as conflicts of interest, ex parte communications, and appeals.
- C. Ask all who believe they will participate in the hearing to sign the 'sign-in' sheet, provide contact information, and take the following oath: I hereby swear or affirm that the evidence I give in the cause under consideration shall be the whole truth and nothing but the truth under the pains and penalties of perjury.
- D. Invite Development Review Board staff to comment on the application or proposal.
- E. Accept and acknowledge written information presented to the board prior to the hearing.
- F. Invite the applicant or applicant's representative to present the application or proposal. (Applicants are encouraged to tailor presentations to address outstanding issues identified by staff.)**
- G. Invite board members to ask questions of the applicant or applicant's representative.
- H. Invite other persons to present information regarding the application or proposal.
- I. Invite the applicant, applicant's representative, or other persons to respond to information presented.
- J. Invite more questions or comments from members of the board.
- K. Invite more questions from other persons and members of the public.
- L. Allow final comments or questions from the applicant or his/her representative or members of the board.
- M. Upon motion and majority approval, either continue the hearing to a time certain, or close the proceedings. If the hearing is continued to a time certain and additional materials are requested of the applicant, the Chair shall set a date by which materials must be submitted.

The board may conduct public deliberations at any time, or may vote to enter deliberative session.

Site visits may be scheduled in connection with an application. Site visits shall be open to the public; however, no testimony shall be taken and no ex parte communication shall occur. Pursuant to the zoning and subdivision bylaws, an applicant may be required to pay the reasonable costs and fees incident to an independent technical review of the application on behalf of the Town. Final decisions will be in writing and issued within no more than 45 days of the close of the public hearing.

Any Site Plan review approvals may be granted subject to conditions authorized under 1900.13, e.g., Installation of service roads, Installation of speed change lanes, consolidation or limitation of number and width of access drives, pedestrian or vehicle signs, sight distance improvements, aisle widths for maneuvering, sidewalks, walkways and pedestrian or bicycle paths, reservation of rights of way for planned roads, access points, storm water management facilities, or shared parking, Traffic control signage and signalization, Traffic calming devices and improvements such as bump-outs and speed tables, installation of approved landscaping and the bond or security to ensure its installation and survival, a requirement that any temporary fences be removed after a specified time for the plantings to mature and other items that the Development Review Board deems as important to the full implementation of the site plan as approved.

SUBMIT