



# Town of Shelburne, Vermont

CHARTERED 1763

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

## ADMINISTRATIVE SITE PLAN REVIEW APPLICATION\*

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

### PLEASE USE THIS FORM TO REQUEST ADMIN. 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. Instances where Site Plan review may be conducted administratively include projects involving minimal construction, minor utility-related changes, limited paving, and minor changes to landscaping. For a precise description of eligibility, see the zoning bylaw. 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	<input type="text"/>	City	State	Zip
GAF Number		Email		
Request		Phone		

Please provide or attach a concise description of your project:

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### FOR OFFICE USE ONLY

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

# ADMINISTRATIVE SITE PLAN REVIEW APPLICATION

## PROJECT INFO

Is property subject to any previous site plan approval?	YES / NO	Does project propose increase in paved surface by > 5 % of existing pavement?	YES / NO
Does project propose new structure or building addition > 500 Square Feet?	YES / NO	Does project propose minor alterations to an approved landscaping plan (e.g., substitution)?	YES / NO
Does project propose relocation of any utility, stormwater, or similar feature?	YES / NO	Does project propose construction or relocation of a primary structure?	YES / NO

If property been the subject of any previous Site Plan review, in what year did the previous review most recently take place?		If project involves minor modification in approved landscaping plan, is value of proposed landscaping equal to or above the value of the landscaping the applicant wishes to substitute for?	YES / NO
	YES / NO		

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?	YES / NO	Any signalization?	YES / NO	Date of traffic study	

## CONFORMANCE WITH BASIC SITE PLAN REVIEW CRITERIA

<p>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.</p>
<p>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.</p>
<p>Describe or summarize and attach any evidence indicating circulation of vehicles among traffic, parking and loading facilities on the site will be adequate.</p>
<p>Describe or summarize and attach any evidence indicating adjacent and surrounding roads will be adequate to accommodate traffic generated by the proposed development.</p>
<p>Describe or summarize and attach any evidence indicating the project will meet applicable outdoor lighting standards.</p>

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# **SITE PLAN REVIEW APPLICATION**

## **ADMINISTRATIVE SITE PLAN PLOT PLAN CHECKLIST AND PROCEDURE**

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

- Property lines
- All structures, easements, and other proposed development or improvements and land use areas.
- Existing and proposed utility and dumpster locations.
- Circulation, parking, loading areas.
- Pedestrian walks.
- Landscaping and Screening (plans prepared by a qualified professional).
- Site grading, Erosion prevention, and sediment control plans and storm water management systems.
- Signage.
- Significant features.
- Water courses.
- Any zoning district boundaries that abut or cross the site.
- Context map, North arrow, scale and date.

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.

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, and it is determined the proposal is eligible for review as an Administrative Site Plan application, the Administrator will so indicate.

Upon granting administrative approval, staff shall notify the Development Review Board of such action at its next meeting.

Any administrative review decision by staff may be appealed to the Development Review Board.

**Fees:**

Application Fee: \$250 (checks can be made payable to "Town of Shelburne")

# 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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