



Permit # SP- _____ - _____

TOWN OF COLCHESTER

APPLICATION FOR SITE PLAN REVIEW

All information requested on this application must be completed in full. Failure to provide the requested information either on this application form or on the site plan will result in your application being rejected and a delay in the review before the Development Review Board.

1) OWNER OF RECORD (Name as shown on deed, mailing address, phone and email) _____

2) APPLICANT (Name, mailing address, phone and email) _____

3) CONTACT PERSON (Name, mailing address, phone and email) _____

4) CONSULTANT INFORMATION (Name, mailing address, phone and email) _____

5) PROJECT STREET ADDRESS: _____

6) TAX MAP & PARCEL #(can be obtained at Assessor's Office) _____

7) PROJECT DESCRIPTION

a) Existing Uses on Property (including description and size of each separate use) _____

b) Proposed Uses on property (include description and size of each new use and existing uses to remain) _____

c) Total building square footage on property (proposed buildings and existing buildings to remain)

d) Height of building & number of floors (proposed buildings and existing buildings to remain, specify if basement and mezzanine) _____

e) Number of residential units (if applicable, new units and existing units to remain) _____

f) Number of employees & company vehicles (existing and proposed, note office versus non-office employees): _____

g) Other (list any other information pertinent to this application not specifically requested above, please note previous approvals and if the Overlay Districts are applicable): _____

8) LOT INFORMATION

a) Acreage to be Disturbed: _____

b) Overall Coverage (building, parking, outside storage, etc)
Existing _____ % Proposed _____ %

c) Front Yard Coverage (along each street) Existing _____ % Proposed _____ %

d) Lot Size: _____

e) Building Setbacks: Front _____ Rear _____ Side _____ Side _____

f) Parking Lot Setbacks: Front _____ Rear _____ Side _____ Side _____

g) Distance From Shoreline (95.5' elevation): _____

9) COST ESTIMATES

a) Building (including interior renovations): \$ _____ b) Landscaping: \$ _____

c) Describe Landscaping & Other Site Improvements: _____

10) ESTIMATED TRAFFIC

a) Average daily traffic for entire property (in and out): _____

b) A.M. Peak hour for entire property (in and out): _____

c) P.M. Peak hour for entire property (In and out): _____

11) PEAK HOURS OF OPERATION: _____

12) PEAK DAYS OF OPERATION: _____

13) ESTIMATED PROJECT COMPLETION DATE: _____

14) PUBLIC IMPROVEMENT, ROAD, & UTILITY INFORMATION

a) Will municipal sewer be used? _____ If yes, has an allocation been requested? _____

b) What is the previously approved wastewater flow? _____ What is the proposed flow? _____

What is the flow of the previous use? _____ What is the flow of the proposed use? _____

- c) For on site wastewater disposal describe: _____
- d) Has the Wastewater Official been contacted to review soil test pits? _____
- e) Will municipal water be used? _____ (enclose letter from appropriate Fire District approving the proposed flow and noting gallons per day)
- f) If well a well is proposed enclose plan showing well and detailing flow: _____ (gpd)
- g) Linear footage & width of each road/driveway proposed: _____
- h) Corner sight distance for each road/driveway: _____
- i) How many parking spaces exist? _____ How many spaces will be available to the new use? _____

15) SITE PLAN AND FEE: A site plan shall be submitted which shows the information listed on Exhibit B attached. A site plan application fee shall be paid to the Town at the time of submittal (see Exhibit B). In accordance with Colchester's Fee Ordinance Chapter 6 ½ - 4, applicants for all permits are responsible for costs of reviews conducted by third-party consultants/experts requested by the Town.

*Please submit one paper copy and a digital copy of the application in pdf (file not exceeding 20mb) via email to pzinfo@colchestervt.gov. If online submittal is not feasible, submissions will be accepted via CD/ DVD. Application forms, plans, and supporting documents shall each be separate pdfs and plans shall be submitted as a set whenever feasible. Files shall be named the address of the property and the type of document followed by the year (i.e. 205RooseveltHwyApp15). Each file name shall be unique with no spaces and characters shall be numbers or letters (no characters such as hyphens, #, &, or *). All pdfs shall be at least at 300dpi, color, and to scale if a plan, elevation, or similar document.*

16) SITE PLAN REVIEW CRITERIA NARRATIVE: A narrative description of how the proposed project meets the criteria of Section 8.07 of the Development Regulations shall be submitted with this application.

I hereby certify that all the information requested as part of this application has been submitted and is accurate to the best of my knowledge.

SIGNATURE OF APPLICANT

SIGNATURE OF PROPERTY OWNER

By the land owner signature, the land owner is authorizing the applicant to act on their behalf.

☐ Check this box if the consultant listed is authorized to act on behalf of the applicant and land owner.

☐ Check this box if the contact person listed is authorized to act on behalf of the applicant and land owner.

Do not write below this line

DATE OF SUBMISSION: _____ FEE PAID: _____ REVIEW AUTHORITY: ☐ DRB Board ☐ ZA

I have reviewed this site plan application and find it to be: ☐ Complete ☐ Incomplete

Zoning Administrator or Designee

Date

EXHIBIT A
ADJOINING PROPERTY OWNER INFORMATION

(please use the interactive map at Colchestervt.gov for info & try to include direct abutters as well as adjacent properties along the shoreline within the area of affect as well as across the street)

Example: Tax Map 7, Parcel 57 John and Jane Doe P.O. Box 55, 835 Blakely Road Colchester, VT 05446		

EXHIBIT B SITE PLAN

The following information must be shown on the site plan. Failure to provide the following information will result in your application being rejected and a delay in the review before the Development Review Board.

- Lot drawn to scale (20 feet scale if possible)
- Survey data (distance and acreage)
- Contours at two (2) foot elevation intervals (existing and finished)
- Boundaries and area of all abutting properties
- Building elevations & building level floor plans
- Proposed landscaping schedule (number, variety and size)
- Location of streets, abutting properties, fire hydrants, existing buildings, existing landscaping
- Location of proposed hydrants and/or building sprinkler hook-ups and fire lanes.
- Zoning boundaries
- Number and location of parking spaces (including handicapped spaces)
- Location of septic tanks, fields, & lines and/or septic test pit, and percolation information
- Location of any easements
- Lot coverage information: Building footprint, total lot, and front yard
- North arrow
- Name of person or firm preparing site plan and date
- Exterior lighting details (cut sheets). All lights should be down casting and shielded.
- Dumpster or trash area locations
- Bicycle rack
- If restaurant is proposed, provide number seats and square footage of floor area provided for patron use but not containing fixed seats
- Area for accumulating snow
- Water line location (existing & proposed), fire flows, and pressures
- Details of drainage systems & stormwater facilities
- Physical features (streams, wetlands, vegetative cover, etc.)
- Existing highway geometries including access points near project
- Existing & proposed entrances and curb cuts (dimensions, widths, & turning radii)
- Sight distance in both direction of all driveway intersections
- Traffic level of service/capacity analysis for existing/future conditions
- Loading areas & truck circulation patterns
- Existing & proposed sidewalks, recreation paths, and pedestrian walkways

APPLICATION FEE

- | | |
|---|-------|
| <input type="checkbox"/> Site Plan Application: | \$552 |
| <input type="checkbox"/> Amendment: | \$446 |
| <input type="checkbox"/> Amendment (Administrative Review): | \$368 |