



Permit # SP-_____ - _____

TOWN OF COLCHESTER

APPLICATION FOR SITE PLAN REVIEW FOR SEAWALL

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 may result in your application being rejected and a delay in the review before the Development Review Board. Please review the following checklist before completing the application:

- Obtain and understand the “Shoreline Stabilization Handbook” from the Colchester Planning & Zoning Department or on-line at: <http://colchestervt.gov> then click on Planning & Zoning Dept. At the top right of the Dept.’s page, chose the “Regs” drop down menu. Select “Studies”. The Handbook should be on the Studies page
- Consult pages 13 through 17 of the Shoreline Stabilization Handbook for solutions.
- Document the site conditions to understand the condition causing the problem (i.e. groundwater, wave action, weight on bank, etc.). Improved access to the beach and expansion of usable property do not constitute need.
- Evaluate pros and cons of appropriate solutions: upfront cost of construction versus on-going maintenance.
- Meet with the Town Building Inspector and/or Town Engineer to discuss your plans and receive feedback.
- Consult with the Colchester Planning & Zoning Department to see what permits are necessary. Please note additional State (802-241-3777) and Federal Permits (802-872-2893) may be necessary. It is your responsibility to obtain these permits prior to construction.
- Determine what you need to accomplish and what your timeline is. Please keep in mind that permitting and design can take several months and most walls are constructed over the winter months.
- Visit other sites with similar conditions that have developed solutions.
- Discuss your plans with the neighbors and, if feasible, develop a coordinated solution to solve localized problems (i.e. multi-property structure and/or simultaneous construction).
- If your solution comes within 15 feet of the property line, seek to obtain the adjacent property owner’s consent of your proposal.
- The solution should preserve the natural shoreline vegetation to the greatest extent. The existing native plants and wildlife habitat should be preserved to the greatest extent possible. If more than 25% of the trees (1” caliper or greater) along the shoreline are to be removed, a replanting plan should be proposed that employs native plantings.
- The solution should be scaled to meet the need and not larger than structurally required. Follow the toe of the existing bank wherever possible.
- Visually massive structures are discouraged. The design should mitigate the visual impact of the structure as viewed from the water. To this end, terracing, landscape plantings and other aesthetic measures should be integrated into the solution.

- Hire a Professional Engineer or Landscape Architect to design the structure. The Board may waive this requirement only for Bio-Engineered solutions.
- Full design plans including a site plan with property boundary lines, contours depicting the 95 foot, 98 foot, and 102 foot elevations shall be submitted with the attached application including a scaled cross-section of the wall, descriptions of material to be used, a drainage plan, a construction access plan, and soil erosion / site stabilization plan. Existing conditions shall be documented through site plans as well as photographs of the site from the waterbody.
- Review Town of Colchester Staff notes on your application. Present your application to the Development Review Board at your scheduled meeting. Consider having your design professional attend to answer technical questions. Keep in mind a site visit may be requested.
- After the Board issues Findings of Fact and Order you will need to apply and receive approval for a building permit as well as all applicable State and Federal permits prior to undertaking the work.
- Consider who will do the work. All seawalls shall be constructed in a structurally sound manner fully complying with building codes.
- The Town will undertake inspections of the structure during construction as well as a final inspection. Consider who will inspect the structure after completion and develop a maintenance plan.

SIGNATURE OF APPLICANT & DATE

SIGNATURE OF PROPERTY OWNER & DATE

By your signature you have read and understood the process for constructing a seawall.

SITE PLAN AND FEE: *A site plan shall be submitted which shows the information listed on the attached checklist. A narrative description of how the proposed project meets the criteria of Section 7.03 of the Development Regulations shall be submitted with this application. Exhibit A shall be filled out completely and the appropriate fee provided with the submittal. Fee of \$552 due at time of submittal.*

*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.*

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

2) APPLICANT (If different than owner) _____

3) CONSULTANT INFORMATION (Name, address, phone and email) _____

4) PROJECT STREET ADDRESS: _____

5) TAX MAP & PARCEL # _____

6) PROJECT DESCRIPTION _____

7) ACREAGE TO BE DISTURBED: _____ 8) COST ESTIMATES \$ _____

9) 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.

Do not write below this line

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

Zoning Administrator or Designee

Date

In accordance with Colchester's Fee Ordinance Chapter 6 ½ - 4 (9) applicants for all permits are responsible for costs of reviews conducted by third-party consultants/experts requested by the Town.

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, 781 Blakely Road Colchester, VT 05446 Contacted by Applicant: Y or N Consent to Design Given? (attach)		