



Permit # PP-_____ - _____

TOWN OF COLCHESTER
APPLICATION FOR
PRELIMINARY PLAT 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 plat 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) Please note if new lots are being created and whether or not the request is for a regular subdivision, planned residential development, or planned unit development: _____

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

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

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

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

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

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

h) 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) Existing Lot Size: _____

b) Number of Lots Being Created (please also note lot size): _____

c) Acreage to be Disturbed: _____

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

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

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

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

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

9) ESTIMATED PROJECT COMPLETION DATE _____

10) TYPE OF EXISTING OR PROPOSED ENCUMBRANCES ON PROPERTY (easements, covenants, leases, rights of way, etc.) _____

11) PROPOSED EXTENSION, RELOCATION, OR MODIFICATION OF MUNICIPAL FACILITIES (sanitary sewer, water supply, streets, storm drainage, etc.) _____

12) PUBLIC IMPROVEMENT, ROAD, & UTILITY INFORMATION

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

- b) For on site wastewater disposal describe: _____
- c) Has the Wastewater Official been contacted to review soil test pits? _____
- d) Will municipal water be used? _____ If no describe water supply: _____
- e) Linear footage & width of each road/driveway proposed: _____
- f) Corner sight distance for each road/driveway: _____
- g) Do proposed roads include sidewalks? _____

13) COST ESTIMATES

- a) Building (including interior renovations): \$ _____
- b) Landscaping: \$ _____
- c) Describe Landscaping & Other Site Improvements: _____

14) 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): _____

15) PEAK HOURS OF OPERATION: _____

16) PEAK DAYS OF OPERATION: _____

17) PRELIMINARY PLAT PLAN AND FEE

A preliminary plat plan shall be submitted which shows the information listed on Exhibit B attached. A preliminary plat 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.*

18) PRELIMINARY PLAT REVIEW CRITERIA NARRATIVE

A narrative description of how the proposed project meets the criteria of Article Nine 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: _____

I have reviewed this preliminary plat 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

PRELIMINARY PLAT

The following information must be shown on the plat plans meeting Article Nine of the Development Regulations. Failure to provide the following information will result in your application being rejected and a delay in the review before the Development Review Board.

- Complete survey of property by a licensed land surveyor drawn to scale (20 ft. is preferred).
- Name, license number, seal, and contact number of licensed land surveyor & date prepared.
- Survey data (acreage, property lines, zoning boundaries, watercourse, base flood elevation, etc.)
- Location of easements, public lands, r.o.w.s, sidewalks, and public or private street (w/names)
- 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
- Lot coverage information: Building footprint, total lot, and front yard
- Numerical and graphical scale, date last revised, and north arrow.
- 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
- Details of all proposed bridges or culverts.
- Location of temporary markers.
- 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
- A list of waivers desired (if any).
- Development timetable (including number of phases and start and completion dates).
- Location & size of open spaces reserved for recreation or conservation
- Location & type of restricted land (i.e. rights-of-way, easements, open space covenants, etc.)

APPLICATION FEE

- ☐ Base fee \$1,261 plus:
 - ☐ Tiered cost per unit: Units 1-10: \$155/unit, Units 11-20: \$103/unit, Units 21+: \$72/unit; and
 - ☐ \$51/acre