



Permit # SK-_____ - _____

TOWN OF COLCHESTER

APPLICATION FOR SKETCH 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 sketch 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) Acreage to Be Disturbed: _____

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

d) Building Coverage: Existing _____ % Proposed _____ %

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

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

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

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

i) 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) SKETCH PLAN AND FEE

A sketch plan shall be submitted which shows the information listed on Exhibit B attached. A sketch plan application fee shall be paid to the Town at the time of submittal (see Exhibit B).

*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.*

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. ***Please be aware that sketch plan review is not a formal or appealable action. The DRB will review your sketch plan application under the regulations in effect at the time of your application. Should the Selectboard thereafter warn or adopt amendments to the Development Regulations before you file your application for preliminary (major) plat or final (minor) plat approval, that application will be reviewed under the amended regulations.***

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 sketch 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

SKETCH PLAN

The following information must be shown on the plat 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)
- Boundaries and area of all abutting properties
- Location of streets, abutting properties, fire hydrants, existing buildings, existing landscaping
- Zoning boundaries
- North arrow
- Name of person or firm preparing plan and date
- Area for accumulating snow
- Location of 100 year flood plain boundaries were applicable
- Physical features (streams, wetlands, vegetative cover, etc.)
- Existing & proposed entrances and curb cuts
- Existing & proposed sidewalks, recreation paths, and pedestrian walkways
- Location & size of open spaces reserved for recreation or conservation (if applicable)
- If known at this time...location & type of restricted land (i.e. rights-of-way, easements, open space covenants, etc.)
- If known at this time...soil classifications
- A narrative description of how the proposed project meets the criteria of Article Nine of the Development Regulations is recommended at this time but not required.

APPLICATION FEE

☐ Sketch Plan: \$552 + \$10/unit