

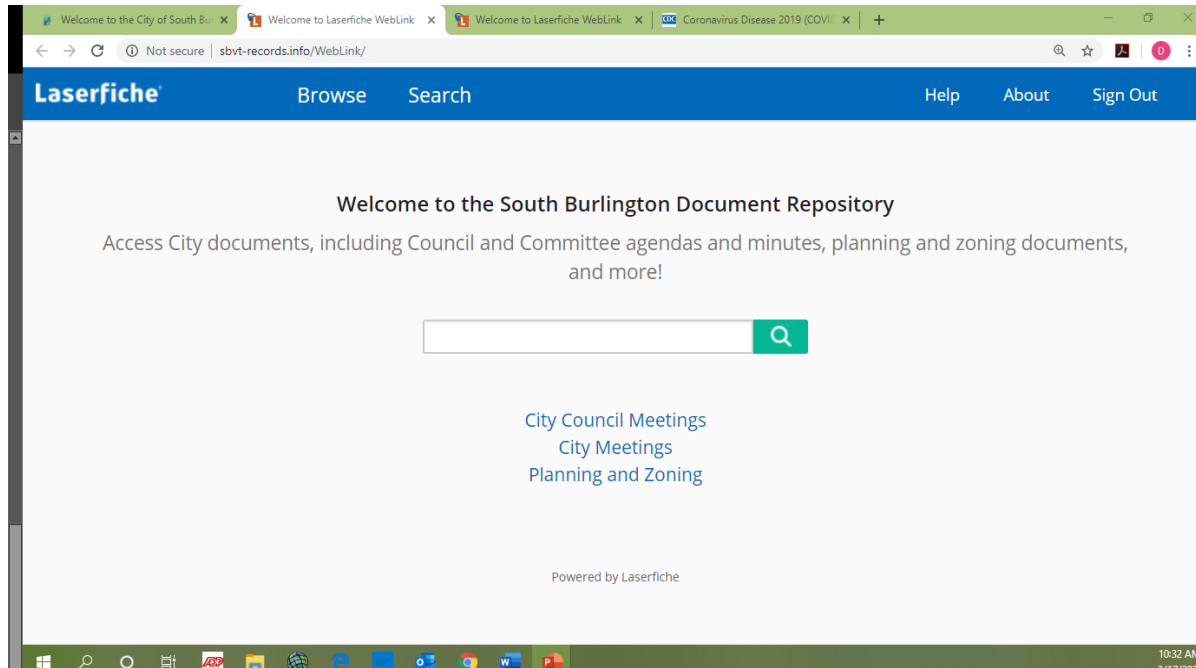


Searchable Archive Guide

SOUTH BURLINGTON

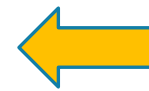
PLANNING & ZONING DEPARTMENT

How to Use the Searchable Archive (a.k.a. Laserfiche)



Use this link to access the database:

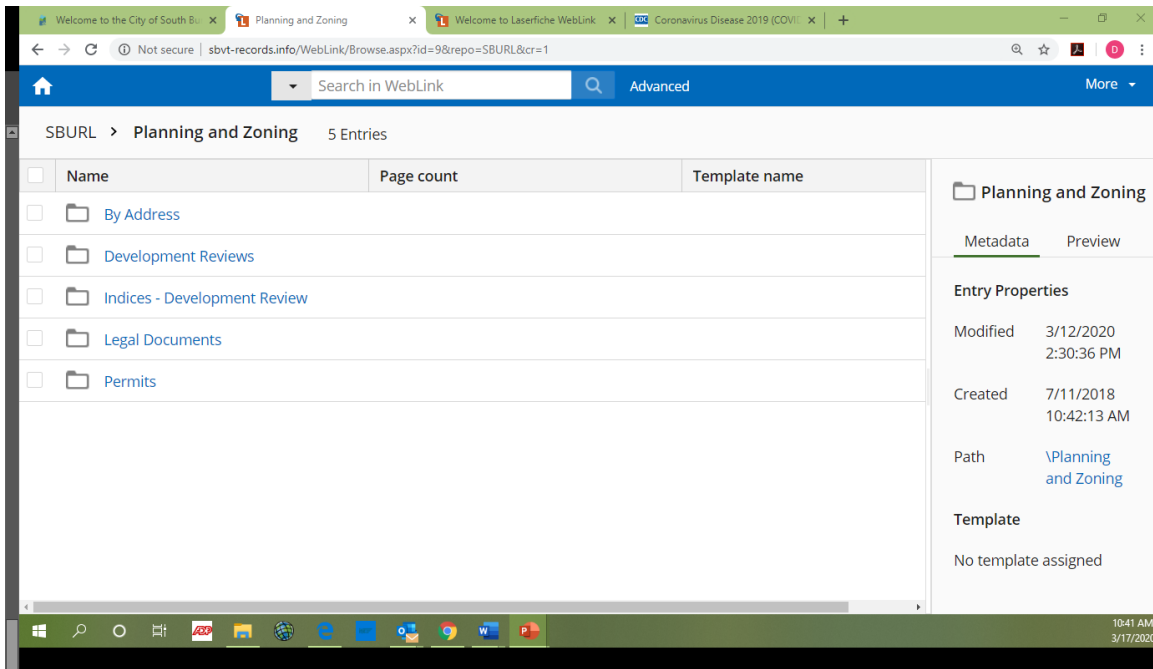
<http://sbvt-records.info/WebLink/Welcome.aspx?cr=1>



You will see the page shown on the left

Select “Planning and Zoning” from the list

Once in “Planning and Zoning”, You will see the following Search Options:



- The simplest way to search is to select “*By Address*” – this option will link you to all DRB decisions, zoning & sign permits and certificates of occupancy
- “*Development Reviews*” lists all DRB decisions and their supporting materials organized by decision year, it’s assigned number and property address (at time of application).
- “*Indices – Development Review*” provides a link to the following Excel spreadsheets:
 - *2018-10-16_Permit Trac*, this will provide information on permits from May 2018 – the mid-1980’s
 - *2019-10-17 Master Tax Map*, is an index of the record plans associated with DRB & Administrative Site Plan decisions
 - *SouthBurlingtonRoadROW2018-07-03*, is a list of all the roadways (public & private) with information about their right-of-ways
 - *Laserfiche Status*, is periodically updated to provide information on what exists in the Archive and it’s most current status
- “*Legal Documents*” covers escrow and bond agreements organized by year established
- “*Permits*” holds information for several types of permits organized by year

Code Abbreviations

When you see: SD-19-001

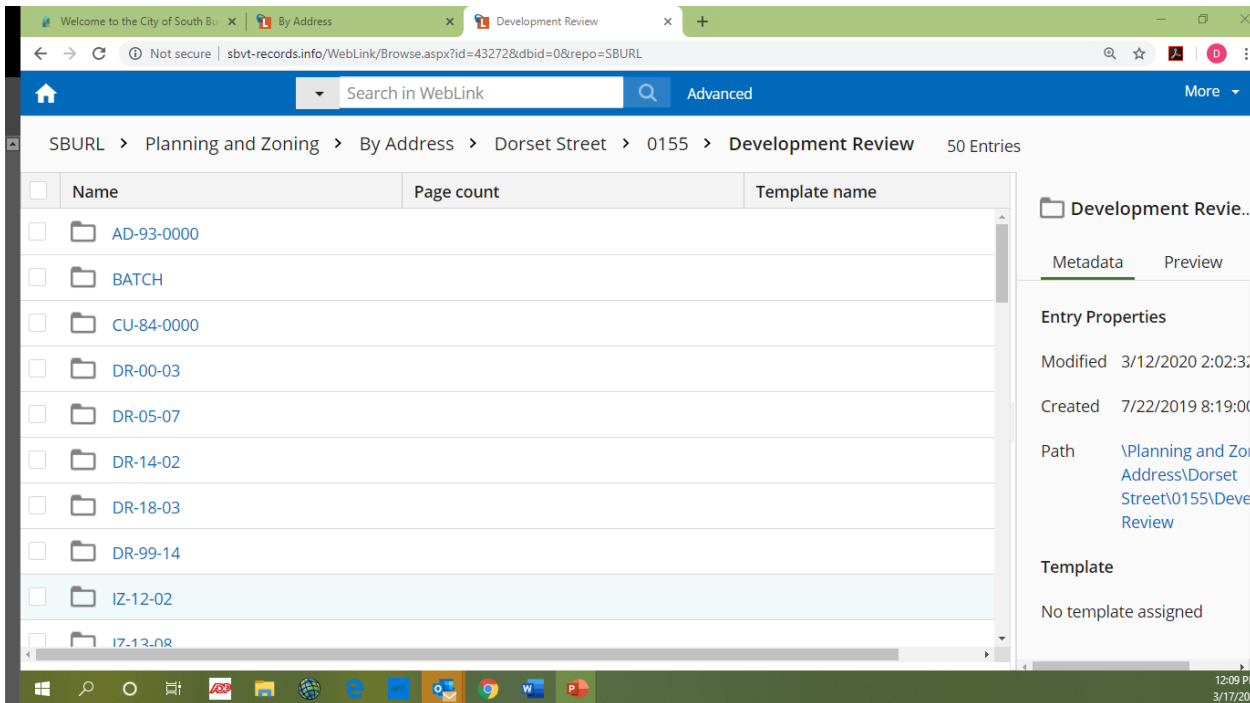
SD: Review Type

Middle # (19): Application Year
(i.e. 2019)

Last #: Assigned number

ABBREVIATION	Descriptive Name
AD	Boundary line adjustment
AO	Appeal of Administrative Officer
CC	Certificate of Compliance
CO	Certificate of Occupancy
CU	Conditional Use
DR	Design Review
IZ	Interim Zoning
LD	Land Development
MP	Master Plan
MS	Miscellaneous
NV	Notice of Violation
SD	Subdivision
SN	Sign Permit
SP	Site Plan
TSN	Temporary Sign Permit
VR	Variance
WW	Wastewater Connection
WWA	Wastewater Allocation
ZB	Zoning Board of Appeals
ZP	Zoning Permit

Other Helpful Search Tips



➤ Folders such as “CU-84-0000” will link you to the decision & may also contain supplemental materials associated with that decision

➤ Folders called “BATCH” contain unsorted supplemental material associated with an address

➤ Always select the name to open a file

➤ If you encounter difficulties, try accessing the archive at a different time. There is a finite number of User licenses

And Finally



southburlington
PLANNING & ZONING

If you need assistance, please contact us at:

Email: planning@s Burlington.com

Phone: (802) 846-4106

During the present health crisis, we strongly recommend using email or phone calls to reach us. Thank you.