



southburlington

PLANNING & ZONING

Application Number SP- _____ - _____
(office use only)

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.

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 plans will result in your application being rejected and a delay in the review before the Development Review Board.

1. PROJECT STREET ADDRESS:

2. OWNER(S) OF RECORD (Name(s) as shown on deed, mailing address, phone)

3. APPLICANT (Name, mailing address, phone)

4. CONTACT PERSON ((person who will receive all correspondence from Staff. Include name, address, phone):

4a. Contact email address:

6. TAX PARCEL ID # (can be obtained at Assessor's Office):

7. PROJECT DESCRIPTION

a. General project description (explain what you want approval for):

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: Are Transfer of Development Rights (TDRs) being utilized? Yes No
If yes, please identify how many and from which parcel (street address)

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 (existing and proposed, note office versus non-office employees):

h. Type of existing or proposed encumbrances on property (easements, covenants, leases, rights of way, etc.)

i. Other (list any other information pertinent to this application not specifically requested above, please note if Overlay Districts are applicable):

c. Other site improvements (please list with cost):

9. ESTIMATED TRAFFIC

- a. Land Use Code(s) Used, Independent Variables, Calculations:
(attach additional sheets as necessary)
- b. P.M. Peak hour for entire property (In and out):

10. PEAK HOURS OF OPERATION:

11. PEAK DAYS OF OPERATION:

12. ESTIMATED PROJECT CONSTRUCTION SCHEDULE AND DATE OF COMPLETION:

13. SITE PLAN AND FEE A site plan shall be submitted which shows the information required by the City’s Land Development Regulations. All application materials listed in LDR Appendix E, with plans provided as individual sheets and named to include sheet number and latest revision date, must be submitted digitally. An application fee shall be paid to the City at the time of submitting the application in accordance with the City’s fee schedule.

NOTE: NOTIFICATION of ADJOINING PROPERTY OWNERS: Notification of adjoining property owners, in accordance with 24 V.S.A. §4464(a) and Section 17.06(B) of the South Burlington Land Development Regulations, is the responsibility of the applicant. After deeming an application complete, the Administrative Officer will provide the applicant with a draft meeting agendas or public hearing notice and sample certificate of service. The sworn certificate of service shall be returned to the City prior to the start of any public hearing.

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

DATE OF SUBMISSION

SIGNATURE OF PROPERTY OWNER

PRINTED NAME OF PROPERTY OWNER

Do not write below this line

I have reviewed this site plan application and have taken the following action:

Date of Complete Application:

Date Issued Decision:

or Date Referred to Development Review Board:

Administrative Officer

Date

The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 879-5676 to speak with the regional Permit Specialist.