

13 SUPPLEMENTAL REGULATIONS

...
13.03 Bicycle Parking & Storage
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13.03 Bicycle Parking and Storage

A. Purpose. These standards for short term parking and long term storage of bicycles are intended to recognize and promote cycling as a viable means of transportation and recreation for residents, consumers, visitors, and employees.

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Table 13-3. Bicycle Parking Requirements

Type of Activity	Short Term Bike Parking	Long Term Bike Storage
Residential buildings with more than 3 units	1 for every 10 units; minimum 4 ¹	1 for every unit
Warehousing & distribution, Distribution and related storage, lumber and contractor's yard, self-storage, and light manufacturing industry	1 per 20k SF; minimum 2	2 per tenant
Retail, restaurant, office, and all other non-residential uses except Educational facility	1 per 5k SF; minimum 4	50% of required short term bike parking spaces.
Educational facility	1 space for each 20 students of planned capacity.	For new buildings only, one space for each 20 employees.

¹ May request waiver from minimum per building for buildings with less than 6 units if Development Review Board finds the need is adequately met for visitors.

Table 13-4. Long Term parking – shower and changing room facility requirements

Number of protected long term bicycle parking spaces	Changing facility	Unisex Showers	Clothes Lockers
1-3	none	none	1
4 - 9	1 ²	1 ²	3
For every 10	1 ²	1 ²	40% of LTB parking

² if unisex, units available to any gender; otherwise provide one per gender

14 SITE PLAN and CONDITIONAL USE REVIEW

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14.11 Site Plan and Conditional Use Review: Specific Uses and Standards

14.11 Site Plan and Conditional Use Review: Specific Uses and Standards

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F. Alteration of Existing Grade

(1) ...

(2) Standards and Conditions for Approval.

(a) The Development Review Board shall review a request under this Section for compliance with the standards contained in this Section 14.11(F) and Section 3.07, Height of Structures of these regulations. An application under this section shall include the submittal of a site plan, planned unit development or subdivision plat application showing the area to be filled or removed, and the existing grade and proposed grade created by removal or addition of material.

(b) The Development Review Board, in granting approval may impose any conditions it deems necessary, including, but not limited to, the following:

(i) Duration or phasing of the permit for any length of time.

(ii) Submission of an acceptable plan for the rehabilitation of the site at the conclusion of the operations, including grading, seeding and planting, fencing, drainage, and other appropriate measures.

ii) Provision of a suitable bond or other security in accordance with Section ~~15.A.20~~ 17.15 adequate to assure compliance with the provisions of these Regulations.

(iv) Determination of what shall constitute pre-construction grade under Section 3.07, Height of Structures.

15.A SUBDIVISION REVIEW

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~~15.A.20 Performance Bonds, Escrow Accounts, Letters of Credit~~

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~~15.A.20 Performance Bonds, Escrow Accounts, Letters of Credit~~

~~A. Public Facilities and Improvements.~~

- ~~(1) Public facilities and improvements under this Article shall include, without limitation, streets, sidewalks, recreation paths, curbing, water and sewer mains and pipes, stormwater infrastructure, pipes and catch basins, fire hydrants, parks, recreational facilities and other improvements which are public or are intended to become public.~~
- ~~(2) Before the issuance of a zoning permit, the applicant, subdivider or developer must furnish the City with a suitable performance bond, escrow account, or letter of credit in an amount sufficient to cover the full costs of all proposed public facilities and improvements and ancillary site improvements and their maintenance for two years after completion.~~
- ~~(3) Term. Such bonds, escrow accounts, or letters of credit shall run until the City Engineer has deemed the work to be complete in accordance with City approvals and regulations and for two (2) years thereafter, but in no case for a longer term than three (3) years. However, with the consent of the applicant, subdivider or developer, the term of that bond, escrow account or letter of credit may be extended for an additional period not to exceed three (3) years. If any public facilities and improvements have not been installed or maintained as provided within the term of the bond, escrow account or letter of credit then the amount secured by the bond, escrow account or letter of credit shall be forfeited to the City.~~
- ~~(4) Partial Release. Upon a determination by the City Engineer that a phase of the construction of public facilities and improvements is complete as provided in Article 15.A.18(E), the Administrative Officer may recommend that the City Treasurer approve a partial release of the amount of the bond, escrow account or letter of credit equivalent to the phase or portion of the completed construction, up to a maximum of 90% of the original amount. Any amounts that the City Treasurer releases shall not exceed the proportion of the total project that has been built, up to a maximum of 90% of the original amount. The remaining 10% of the original amount of the bond, escrow account or letter of credit only shall be released upon the determination of the City Engineer that the public facilities and improvements have been maintained for two years after the City Engineer determined the public facilities and improvements to be complete. Upon a determination by the City Engineer that the public facilities and improvements have been maintained as provided within the term of the bond, escrow account or letter of credit, the Administrative Officer may recommend that the City Treasurer approve the release of the remaining 10% of the original amount.~~

~~**B. All other bonds, escrow accounts, or letters of credit required by these Regulations,** including but not limited to Landscaping and Site Restorations or rehabilitation, Earth Products and required demolition and removal of buildings.~~

~~(1) Before issuance of a zoning permit, the applicant, subdivider or developer shall furnish the City with a suitable performance bond, escrow account, or letter of credit in an amount sufficient to guarantee all landscaping and plantings as required under Article 14, and any site restorations or rehabilitations as required under Article 3 or Article 13, for a period as described in this section.~~

~~(a) For development with a total landscaping budget requirement of \$2,000 or less, no performance bond, escrow account, or letter of credit shall be required.~~

~~(b) For development with a total landscaping budget requirement of over \$10,000, the required amount for performance bond, escrow account, or letter of credit shall be \$10,000, plus fifty percent (50%) of the landscaping budget amount over \$10,000. Example: a development with a total required landscaping budget of \$20,000 shall have a performance bond, escrow account, or letter of credit of not less than \$15,000.~~

~~(2) **Term for Bonds, Escrow Accounts, or Letters of Credit for demolition and removal of buildings required by Article 3.09.** Bonds, escrow accounts or letters of credit for the demolition and removal of a principal building upon the construction and occupancy of a new principal building, as required by Article 3.09 of these Regulations, shall run for a period of two (2) years. The Administrative Officer may recommend that the City Treasurer approve the release of the bond, escrow account or letter of credit upon a demonstration of compliance with Article 3.09(E)(3). If an applicant, subdivider or developer does not demonstrate compliance with Article 3.09(E)(3) as provided within the term of the bond, escrow account or letter of credit, then the amount secured by the bond, escrow account or letter of credit shall be forfeited to the City.~~

~~(3) **Term for Other Bonds, Escrow Accounts, or Letters of Credit required under Articles 3, 13, 14, and 15.** All other bonds, escrow accounts, or letters of credit shall run for a period of three (3) years. However, with the consent of the applicant, subdivider or developer, the term of that bond, escrow account or letter of credit may be extended for an additional period not to exceed three years. If any required work has not been constructed, installed, or maintained as provided within the term of the bond, escrow account or letter of credit then the amount secured by the bond, escrow account or letter of credit shall be forfeited to the City.~~

~~**C. Bond Amounts.** The amount of such bond, escrow account or letter of credit shall be established by the Development Review Board and shall be equal to 100% of the estimated project costs for public facilities and improvements, plus a 15% contingency; or 100% of the estimated project costs for all other types of bonds required by these Regulations. The applicant, subdivider or developer shall be responsible for providing accurate cost estimates. Where amounts are not specified by these Regulations, the City Engineer shall review all cost estimates and provide a recommendation to the Board. The Board may invoke technical review to confirm the accuracy of estimates.~~

~~D. **Form of Bonds, Other Sureties.** The form of any such bond, escrow account, or letter of credit shall be approved by the City Attorney and City Council and shall include procedures for the City to make use of such funds in accordance with 24 VSA § 4464.~~

~~E. **"As built" construction drawings and plans** shall be submitted in paper and digital form to, and approved by, the City Engineer, prior to the release of any bonds, or portions thereof, for the installation of all required improvements.~~

[ALL TEXT MOVED FROM 15.A.20 INTO NEW SECTION 17.15]

17 ADMINISTRATION and ENFORCEMENT

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17.15 Performance Bonds, Escrow Accounts, Letters of Credit

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17.15 Performance Bonds, Escrow Accounts, Letters of Credit

A. Public Facilities and Improvements.

- (1) Public facilities and improvements under this Article shall include, without limitation, streets, sidewalks, recreation paths, curbing, water and sewer mains and pipes, stormwater infrastructure, pipes and catch basins, fire hydrants, parks, recreational facilities and other improvements which are public or are intended to become public.**
- (2) Before the issuance of a zoning permit, the applicant, subdivider or developer must furnish the City with a suitable performance bond, escrow account, or letter of credit in an amount sufficient to cover the full costs of all proposed public facilities and improvements and ancillary site improvements and their maintenance for two years after completion.**
- (3) Term. Such bonds, escrow accounts, or letters of credit shall run until the City Engineer has deemed the work to be complete in accordance with City approvals and regulations and for two (2) years thereafter, but in no case for a longer term than three (3) years. However, with the consent of the applicant, subdivider or developer, the term of that bond, escrow account or letter of credit may be extended for an additional period not to exceed three (3) years. If any public facilities and improvements have not been installed or maintained as provided within the term of the bond, escrow account or letter of credit then the amount secured by the bond, escrow account or letter of credit shall be forfeited to the City.**
- (4) Partial Release. Upon a determination by the City Engineer that a phase of the construction of public facilities and improvements is complete as provided in Article 15.A.18(E), the Administrative Officer may recommend that the City Treasurer approve a partial release of the amount of the bond, escrow account or letter of credit equivalent to the phase or portion of the completed construction, up to a maximum of 90% of the original amount. Any amounts that the City Treasurer releases shall not exceed the proportion of the total project that has been built, up to a maximum of 90% of the original amount. The remaining 10% of the original amount of the bond, escrow account or letter of credit only shall be released upon the determination of the City Engineer that the public facilities and improvements have been maintained for two years after the City Engineer determined the public facilities and improvements to be complete. Upon a determination by the City Engineer that the public facilities and improvements have been maintained as provided within the term of the bond, escrow account or letter of credit, the Administrative Officer may recommend that the City Treasurer approve the release of the remaining 10% of the original amount.**

B. All other bonds, escrow accounts, or letters of credit required by these Regulations, including but not limited to Landscaping and Site Restorations or rehabilitation, Earth Products and required demolition and removal of buildings.

(1) Before issuance of a zoning permit, the applicant, subdivider or developer shall furnish the City with a suitable performance bond, escrow account, or letter of credit in an amount sufficient to guarantee all landscaping and plantings as required under Article 14, and any site restorations or rehabilitations as required under Article 3 or Article 13, for a period as described in this section.

(a) For development with a total landscaping budget requirement of \$2,000 or less, no performance bond, escrow account, or letter of credit shall be required.

(b) For development with a total landscaping budget requirement of over \$10,000, the required amount for performance bond, escrow account, or letter of credit shall be \$10,000, plus fifty percent (50%) of the landscaping budget amount over \$10,000. Example: a development with a total required landscaping budget of \$20,000 shall have a performance bond, escrow account, or letter of credit of not less than \$15,000.

(2) Term for Bonds, Escrow Accounts, or Letters of Credit for demolition and removal of buildings required by Article 3.09. Bonds, escrow accounts or letters of credit for the demolition and removal of a principal building upon the construction and occupancy of a new principal building, as required by Article 3.09 of these Regulations, shall run for a period of two (2) years. The Administrative Officer may recommend that the City Treasurer approve the release of the bond, escrow account or letter of credit upon a demonstration of compliance with Article 3.09(E)(3). If an applicant, subdivider or developer does not demonstrate compliance with Article 3.09(E)(3) as provided within the term of the bond, escrow account or letter of credit, then the amount secured by the bond, escrow account or letter of credit shall be forfeited to the City.

(3) Term for Other Bonds, Escrow Accounts, or Letters of Credit required under Articles 3, 13, 14, and 15. All other bonds, escrow accounts, or letters of credit shall run for a period of three (3) years. However, with the consent of the applicant, subdivider or developer, the term of that bond, escrow account or letter of credit may be extended for an additional period not to exceed three years. If any required work has not been constructed, installed, or maintained as provided within the term of the bond, escrow account or letter of credit then the amount secured by the bond, escrow account or letter of credit shall be forfeited to the City.

C. Bond Amounts. The amount of such bond, escrow account or letter of credit shall be established by the Development Review Board and shall be equal to 100% of the estimated project costs for public facilities and improvements, plus a 15% contingency; or 100% of the estimated project costs for all other types of bonds required by these Regulations. The applicant, subdivider or developer shall be responsible for providing accurate cost estimates. Where amounts are not specified by these Regulations, the City Engineer shall review all cost estimates and provide a recommendation to the Board. The Board may invoke technical review to confirm the accuracy of estimates.

D. Form of Bonds, Other Sureties. The form of any such bond, escrow account, or letter of credit shall be approved by the City Attorney and City Council and shall include procedures for the City to make use of such funds in accordance with 24 VSA § 4464.

E. "As-built" construction drawings and plans shall be submitted in paper and digital form to, and approved by, the City Engineer, prior to the release of any bonds, or portions thereof, for the installation of all required improvements.

13 SUPPLEMENTAL REGULATIONS

...
13.05 Stormwater Management

13.05 Stormwater Management

A. Purpose. The purpose of this section is:

- (1) To promote stormwater management practices that maintain pre-development hydrology through site design, site development, building design and landscape design techniques that infiltrate, filter, store, evaporate and detain stormwater close to its source;
- (2) To protect water resources, particularly streams, lakes, wetlands, floodplains and other natural aquatic systems on the development site and elsewhere from degradation that could be caused by construction activities and post-construction conditions;
- (3) To protect other properties from damage that could be caused by stormwater and sediment from improperly managed construction activities and post-construction conditions on the development site;
- (4) To reduce the impacts on surface waters from impervious surfaces such as streets, parking lots, rooftops and other paved surfaces; and
- (5) To promote public safety from flooding and streambank erosion, reduce public expenditures in removing sediment from stormwater drainage systems and natural resource areas, and to prevent damage to municipal infrastructure from inadequate stormwater controls.

B. Applicability.

- (1) These regulations will apply to all development within the City of South Burlington where one-half acre or more of impervious surface area exists or is proposed to exist on an applicant's lot or parcel.
- (2) If the combination of new impervious surface area created and the redevelopment or substantial reconstruction of existing impervious surfaces is less than 5,000 s.f. then the application is exempt from requirements in this Section 13.05.
- (3) Applications meeting the criteria set forth in section 13.05(B)(1), and not exempt under section 13.05(B)(2), shall meet the application requirements in Section 13.05(C) and the site design requirements in section 13.05(~~DE~~) as follows:
 - (a) If the area of the lot or parcel being redeveloped or substantially reconstructed is less than 50% of the lot's existing impervious surface area, then only those portions of the lot or parcel that are being redeveloped or substantially reconstructed must comply with all parts of Section 13.05(~~ED~~). All new impervious surface area must meet the site design requirements of section 13.05(~~DE~~).
 - (b) If the area of the lot or parcel that is being redeveloped or substantially reconstructed exceeds 50% of the lot or parcel's existing impervious surface area then all of the lot or parcel's impervious surfaces must comply with all parts of Section 13.05(~~DE~~). All new impervious surface area must meet the site design requirements of Section 13.05(~~ED~~).

C. Application Requirements. Applicants required to comply with Section 13.05 shall provide the following information in their application:

- (1) Sub-watershed boundaries and drainage area delineations for all stormwater treatment practices.
- (2) Location, type, material, size, elevation data, and specifications for all existing and proposed stormwater collection systems, culverts, and stormwater treatment practices.
- (3) Soil types and/or hydrologic soil group, including the location and results of any soil borings, infiltration testing, or soil compaction testing. Infiltration testing shall be completed using methods identified in the VSMM (see section 4.3.3.2 in the 2017 VSMM, or as updated).
- (4) A brief written description of the proposed stormwater treatment and management techniques. Where Tier 1 practices are not proposed (see Section 13.05(C)(1)(a)), the applicant shall provide a full justification and demonstrate why the use of these practices is not possible before proposing to use Tier 2 or Tier 3 practices.
- (5) A detailed maintenance plan for all proposed stormwater treatment practices.
- (6) Modeling results that show the existing and post-development hydrographs for the WQv storm event, the one-year, twenty-four hour rain event, and the twenty-five year, twenty-four hour storm event (rainfall amounts to be determined using NOAA, Atlas 14 data and a type II rainfall distribution). Any TR-55 based model shall be suitable for this purpose. The intent of the twenty-five year storm event analysis is to ensure the proposed project does not overload an existing downstream drainage structure(s) and result in damage to private or public infrastructure or property. The analysis is also intended to ensure that stormwater infrastructure installed as a part of a development can accommodate future upstream development.
- (7) The applicant's engineer must provide such information as the stormwater superintendent or designee deems necessary to determine the adequacy of all drainage infrastructure.

D. Process.

- (1) Applications for proposed development that solely include development related to stormwater management (Section 13.05) may be reviewed via Administrative Site Plan Review (Section 14.04(B)).
- (2) Applications involving an Environmental Restoration Project may be reviewed via Administrative Site Plan Review (Section 14.04(B)).

E. Design Requirements - On-Site Treatment. Applicants shall meet the following standards for on-site treatment of stormwater:

- (1) The Water Quality Volume (WQv) as defined in the Vermont Stormwater Management Manual (VSMM) for the lot or parcel's impervious surfaces shall not leave the lot via overland runoff and shall be treated using Tier 1 practices as detailed in the VSMM.
 - (a) If it is not possible to treat the volume of stormwater runoff using a Tier 1 practice as specified in Section 13.05(E)(1) due to one or more of the following constraints:
 - (i) Seasonally high or shallow groundwater,
 - (ii) Shallow bedrock,
 - (iii) Soil infiltration rates of less than 0.2 inches per hour,
 - (iv) Soils contaminated with hazardous materials, as that phrase is defined by 10 V.S.A. §6602(16), as amended,

- (v) The presence of a “stormwater hotspot” as defined in the VSMM, or
- (vi) Other site conditions prohibitive of on-site infiltration runoff subject to the review and approval of the Development Review Board,

then the WQv shall be treated on the lot using Tier 2 practices as described in the most recently adopted version of the VSMM. A site with an existing Tier 3 practice is allowed to evaluate retrofitting/expanding this practice to meet the requirements of Section 13.05(ED)(2). Existing Tier 3 practices shall only be used to satisfy the requirements of Section 13.05(ED)(1) in accordance with the Water Quality Practice Selection Flowchart in the VSMM.

- (2) The post-construction peak runoff rate for the one-year, twenty-four hour (rainfall amounts to be determined using NOAA, Atlas 14 data and a type II rainfall distribution) rain event shall not exceed the existing peak runoff rate for the same storm event from the site under conditions existing prior to submittal of an application.
- (3) Applicants who demonstrate that the required control and/or treatment of stormwater runoff per section 13.05(ED)(1) and 13.05(ED)(2) cannot be achieved for areas subject to these regulations per Section 13.28(B) may utilize Site Balancing as defined in these Regulations.
- (4) New drainage structures shall comply with the following standards:
 - (a) All drainage structures must be designed to safely pass the twenty-five year, twenty-four hour (4.0 inch) rain event (rainfall amounts to be determined using NOAA, Atlas 14 data and a type II rainfall distribution);
 - (b) Concrete risers, not brick and mortar, must be used to achieve the necessary drainage structure elevation.
 - (c) Driveway culverts must have a minimum diameter of 18” and 12” of cover above them.

F. Design Requirements – Impacts to Municipal System. Stormwater runoff from sites meeting the requirements of Section 13.05(ED), or sites that are exempt from Section 13.05(ED), may discharge to the municipal stormwater system, or a stormwater system within a proposed future municipal right-of-way, provided that the stormwater system has adequate capacity to convey the twenty-five year storm event from the contributing drainage area. All applicants shall meet the following standards if it is determined that their project may have impacts to municipal stormwater system:

- (1) New drainage structures connected to the municipal stormwater system, or a stormwater system within a proposed future municipal right-of-way, shall comply with the following standards:
 - (a) New drainage structures should be located within the street right-of-way
 - (b) All drainage structures must be designed to safely pass the twenty-five year, twenty-four hour (4.0 inch) rain event (rainfall amounts to be determined using NOAA, Atlas 14 data and a type II rainfall distribution);
 - (c) Drainage pipes must have a minimum diameter of 15” and be connected to drainage structures using booted connections.
 - (d) Concrete risers, not brick and mortar, must be used to achieve the necessary drainage structure elevation.
 - (e) House footing drains shall only be connected to drainage facilities located in the street right-of-way when a suitable location to daylight the footing drain cannot be found.
 - (f) Footing drains must not be connected to road underdrain.

(g) Any footing drains connected to drainage facilities in the street right-of-way shall be provided with a backflow preventer.

(h) Driveway culverts must have a minimum diameter of 18" and 12" of cover above them.

(2) Drainage Structures To Accommodate Upstream Development. Culverts, pipes, or other drainage facilities shall be of sufficient size to accommodate potential runoff from the entire upstream drainage area, whether or not all or part of the upstream area is on the applicant's lot or the parcel subject to the application. In determining the anticipated amount of upstream runoff for which drainage facilities must be sized, the applicant shall design the stormwater drainage system assuming the total potential development of upstream drainage areas. All drainage structures shall be designed to, at a minimum, safely pass the twenty-five year, twenty-four hour rain event (rainfall data to be determined using NOAA, Atlas 14 and a type II rainfall distribution).

(3) Responsibility for Downstream Drainage Structures. In instances where the Stormwater Superintendent anticipates that additional runoff incident from a proposed development may overload an existing downstream drainage structure(s) and result in damage to private or public infrastructure or property, the DRB shall impose conditions requiring the applicant to incorporate measures to prevent these conditions, notwithstanding whether such improvements are located on or off the applicant's property.

G. Intermittent Stream Alteration and Relocation Standard. Alteration of Intermittent Streams. When a development incorporates Tier 1 or Tier 2 stormwater treatment practices (as defined in the VSMM) to manage the stormwater that an intermittent stream is conveying in pre-development conditions, the intermittent stream may be altered or relocated as part of stormwater treatment, provided the stormwater management system meets all standards in this Section. An alteration or relocation of an intermittent stream is exempt from the Vermont Stream Alteration Rule.

17 ADMINISTRATION and ENFORCEMENT

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17.04 Expiration of Permits and Approvals

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17.04 Expiration of Permits and Approvals

A. Zoning Permits. A zoning permit shall expire one (1) year from its date of issue unless viewed as a whole, the work, time, and expenditures invested in the project demonstrate a continued good faith intent to presently commence upon the permitted project.

B. Expiration of Approvals. All site plan, conditional use, variances, design review, and miscellaneous application approvals shall expire six (6) months from the date of their approval by the Development Review Board or Administrative Officer, unless:

- (1) A zoning permit is issued for the project;
- (2) The Development Review Board or Administrative Officer has granted a longer period for a multi-phase development or for other projects that may reasonably require a longer period before commencement of the permitted project; or,
- (3) The Development Review Board or Administrative Officer has approved a request for extension of the approval. The Board or Administrative Officer may approve one (1) extension to an applicant of an approval if reapplication takes place before the approval has expired and if the Board determines that conditions are essentially unchanged from the time of the original approval. In granting such an extension, the Board or Administrative Officer may specify a period of time of up to one (1) year for the extension.

~~**A. Subdivision Approvals. [reserved]**~~

APPENDIX E

APPENDIX E SUBMISSION REQUIREMENTS

All Districts Except City Center FBC						City Center FBC District					Submittal requirement
Site Plan	Sketch Plan	Master Plan	Major Prelim	Major Final	PPP	Minor Final	Subdiv Sketch	Subdiv Final	DRB Non-subdiv.	Admin / Site Plan	
PROJECT DESCRIPTION											
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	Completed application form; one (1) digital copy of plans; and a list of the owners or record of abutting property owners
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	Name and address of the owner of record, applicant, and owners of record of abutting properties; and name and address of engineer(s), architect(s), landscape architect(s) preparing plans, plan preparation date, and date and description of all revisions shown on all plan sheets
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	Date, true north arrow and scale (numerical and graphic). The preferred scale shall be not more than one hundred (100) feet to the inch, or not more than sixty (60) feet to the inch where lots have less than one hundred (100) feet of frontage.
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	Narrative accompanying the application to include the following: (a) description of the project; (b) demonstration of compliance with applicable review standards; (c) list of submission elements; and (d) list of any changes made to plans from previous submittals under the same application
✓		✓	✓	✓		✓		✓	✓		List of waivers the applicant desires from the requirements of these regulations and accompanying narrative describing the request(s), detailing the City's authority to grant the request(s) and describing why the waiver(s) should be granted
		✓									Project phasing plan
✓				✓		✓		✓		✓	Estimated project construction schedule, construction phasing, and date of completion, and estimated cost of all site improvements. (note: for FBC subdivisions, only public infrastructure information required)
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	Any other information or data that the Administrative Officer or Development Review Board shall require for a full assessment of the project pursuant to the Land Development Regulations
SITE INFORMATION											
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	Location map, showing relation of subject property to adjacent properties and surrounding area.
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	Boundaries and area of existing subject property(ies), proposed property lines, continues properties, boundaries of all zoning districts, transects, and overlay districts, and all designations on the City's Official Map, and lots within the proposed subdivision numbered.
✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	Location of existing restrictions on land, such as easements and covenants.
✓				✓		✓		✓	✓	✓	Location of planned restrictions on land, such as easements and covenants.
				✓		✓		✓			Permanent reference monuments
				✓		✓		✓			Copies of proposed deeds, deed restrictions, covenants, agreements or other documents showing the manner in which open space, including park and recreational areas, and school site areas are to be dedicated, reserved and maintained and a certificate from the City Attorney that these documents are satisfactory.
				✓		✓		✓		✓	In the case of a subdivision or development served by a privately owned and/or maintained street: A completed contract between the landowner and the City regarding the number of lots or dwelling units to be served by the proposed right-of-way or private street and the responsibility for the roadway maintenance and a copy of all proposed deeds, agreements, or other documents which convey or relate to the use of a privately owned street or right-of- way, and a certificate of the City Attorney that these documents are satisfactory.
				✓		✓		✓		✓	A complete survey of the subdivision, prepared by a licensed land surveyor, showing the location, bearing and length of every street line, lot line and boundary line, and existing and proposed restrictions on the land, including but not limited to access ways and utility easements. Where applicable, this information shall be tied to reference points previously established by the City.
✓			✓	✓		✓				✓	Lot area in square feet and acres, and lot coverage calculations including building, overall, and front yard coverage and the location and layout of any off-street parking or loading areas, traffic circulation areas, pedestrian walkways, and fire lanes.
✓				✓		✓				✓	Point-by-point lighting plan and cut sheets for all proposed outdoor lighting within the site
✓			✓	✓		✓		✓	✓	✓	Preliminary grading, drainage, landscaping and buffering plan in accordance with Article 13, Supplemental Regulations.
✓				✓		✓			✓	✓	The extent and amount of cut and fill for all disturbed areas, including before-and-after profiles and cross sections of typical development areas, parking lots and roads, and including an erosion and sedimentation control plan, and proposed locations of sediment sink/setting pond and interceptor swales.

APPENDIX E

All Districts Except City Center FBC						City Center FBC District					Submittal requirement
Site Plan	Sketch Plan	Master Plan	Major Prelim	Major Final	PPP	Minor Final	Subdiv Sketch	Subdiv Final	DRB Non-subdiv.	Admin / Site Plan	
√			√	√		√				√	The location of any outdoor storage for equipment and materials if any, and the location, type and design of all solid waste-related facilities, including dumpsters and recycling bins.
√			√	√		√			√	√	Estimate of all earthwork, including the quantity of any material to be imported to or removed from the site or a statement that no material is to be removed or imported.
√			√	√		√				√	Location of existing structures on the site, and showing all site conditions to remain.
LANDSCAPE FEATURES - REVIEW											
√	√	√	√	√		√	√	√	√	√	Existing water courses & buffers, wetlands & buffers, base flood elevations if located in an area of special flood hazard, wooded areas, ledge outcrops, and other natural features.
	√		√	√		√	√	√	√	√	Existing and proposed open space
				√		√		√	√	√	By proper designation on such plat, all public space for which offers of cession are made by the applicant and those spaces title to which is reserved by him.
			√	√		√		√	√	√	The location of all open space to be dedicated to the City as well as all open space to be retained by the applicant or to be held in common private ownership.
√	√	√	√	√		√	√	√	√	√	Existing and proposed contours at a maximum vertical interval of two (2) feet.
√				√		√				√	Detailed specifications and locations of planting, landscaping, screening, and/or buffering materials.
			√								A general concept of the landscaping, both in written and graphic form.
√			√					√	√	√	A list of existing vegetation, with the location, type, and size of existing trees of six inches or greater in caliper.
√			√						√	√	A written plan to preserve and protect significant existing vegetation during and after construction. Such plan will be of sufficient detail that the City of South Burlington will be able to inspect the site during construction to ensure that existing vegetation is protected as per the plan.
√				√		√				√	Detailed landscaping plan, specification of materials, costs, and phasing plan, including vegetation to remain, types of new plant materials, identified by common name and botanical name, sizes of all new plant materials by height and/or diameter at time of planting and at maturity, quantities of each of the planting materials, and treatment of the ground surface (paving, seeding, or groundcover) for all plantings screening buffering and stormwater infiltration
√				√		√				√	Detailed erosion control plan demonstrating compliance with these regulations
BUILDINGS											
√	√		√	√		√				√	Existing and proposed structures
√			√							√	Preliminary plans, elevations, floor plans, and sections of proposed structures showing the proposed location, use, design and height of all structures, roads, parking areas, access points, sidewalks and other walkways, loading docks, outdoor storage areas, sewage disposal areas, landscaping, screening, site grading, and recreation areas if required. Plans shall also show any proposed division of buildings into units of separate occupancy and location of drives and access thereto.
			√	√		√				√	Detailed elevations to demonstrate compliance with Building Envelope Standards and material requirements
			√		√						Plan for achieving required mix of housing types and architectural features as required by Section 13.17 (Residential Design for New Single and Two-Family Homes)
√										√	Solar ready roof analysis report
			√	√							Elevations of buildings proposed as part of Planned Unit Developments
STREETS AND UTILITIES											
√		√	√	√		√		√		√	Letter of intent from the Agency of Transportation confirming that the Agency has reviewed the proposed plan and is prepared to issue an access permit under 19 V.S.A. § 1111, and setting out any conditions that the Agency proposes to attach to the section 1111 permit.
	√	√	√	√			√	√		√	Location, type, and width of existing and proposed streets and block layout (including roadways, sidewalk, recreation path)
			√	√				√		√	Plans and profiles showing location of existing and proposed street pavements, proposed elevations along center lines of all streets, curbs, gutters, sidewalks, manholes, catch basins, and culverts
√			√	√						√	Plans showing the location, size and invert elevations of existing and planned sanitary sewers, storm water drains, and fire hydrants and location and size of water, gas, electricity and any other utilities or structures.
√	√		√	√		√		√		√	Location of existing septic systems and wells.
√			√	√		√				√	Existing and proposed water and wastewater usage
√			√	√		√				√	Location and design of all utility distribution facilities

APPENDIX E

All Districts Except City Center FBC							City Center FBC District				Submittal requirement
Site Plan	Sketch Plan	Master Plan	Major Prelim	Major Final	DRB	Minor Final	Subdiv Sketch	Subdiv Final	DRB Non-subdiv.	Admin / Site Plan	
√				√		√				√	The location and details of all the improvements and utilities, including the location of all utility poles, utility cabinets, sewage disposal systems, water supply systems, and all details and locations of the stormwater management system.
√			√			√					Preliminary designs of any bridges or culverts which may be required.
√				√		√				√	Construction drawings of all required improvements.
√				√		√		√		√	The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves tangent distance and tangent bearings for each street.
√			√	√		√	√	√		√	All means of vehicular access and egress to and from the site onto public streets, and all provisions for pedestrian access and circulation.
√			√	√			√	√		√	Analysis of traffic impacts, if required by the traffic overlay district and/or the DRB.
√			√	√		√				√	Proposed stormwater management system, including (as applicable) location, supporting design data and copies of computations used as a basis for the design capacities and performance of stormwater management facilities.
√				√		√				√	Detailed plans, designs and finished grades of retaining walls, steps, ramps, paving, site improvements, fences, bridges, culverts, and drainage structures.
		√									Master Plan: See Article 15.B
NATURAL RESOURCES											
√	√	√						√			Initial Site Conditions Map
											Base flood elevations if located in an area of special flood hazard, wooded areas, ledge outcrops, and other natural features.
											River Corridors. Existing mapped data for permanent River Corridors; estimates for top of bank/stream where not mapped by VT DEC; estimated locations of intermittent streams.
											Wetland areas and buffers. Existing mapped data from Vermont Significant Wetland Inventory, Vermont Significant Wetland Inventory Advisory Layer, Hydric Soils, and other known sources. Applicant-estimated areas for potential Class III areas. [note: Field Verification of all potential wetland areas is strongly encouraged at the earliest stages of review]
											Habitat Block Overlay District: Boundary of Habitat Block Overlay District, of all proposed modifications and exchanges, and supporting materials required by Section 12.04
											Habitat Connector Overlay District: Boundary of Habitat Connector Overlay District, of all proposed relocations, and supporting materials required by Section 12.04 and 12.05.
											Steep Slopes: Existing mapped data of steep and very steep slopes
√			√	√		√		√			Complete Site Conditions Map
											River Corridors. Field verification/ delineation of top of bank / top of slope for permanent and intermittent surface waters by a qualified professional, where not mapped by VT DEC. All materials required by Section 12.07
											Flood Hazard Areas. All materials required by Section 12.08.
											Wetland areas and buffers. Field delineation and report of functions and values of all wetland areas prepared by a qualified wetlands consultant. All materials required by Section 12.06
											Habitat Block Overlay District: Boundary of Habitat Block Overlay District, of all proposed modifications and exchanges, and supporting materials required by Section 12.04
											Habitat Connector Overlay District: Boundary of Habitat Connector Overlay District, of all proposed relocations, and supporting materials required by Section 12.04 and 12.05.
											Steep Slopes: Mapped data of unaffected steep or very steep slopes; Field delineation of steep and very steep slopes with a vertical drop exceeding three (3) feet proposed to be impacted

* note: the Land Development Regulations may contain additional submission requirements for specific requests and applications
 Required maps must be prepared to scale by a qualified professional (e.g. engineer, architect, landscape architect, or urban designer) using the most current data and