

Development Application

SP# \_\_\_\_\_

Planned Development: Minor _____	Minimal _____	Major _____		
Conceptual _____	Preliminary _____	Final _____		
Site Plan: Minor _____	Major _____	Conceptual _____	Final _____	
Subdivision: Sketch _____	Preliminary _____	Final _____	Variance: _____	Conditional Use: _____

Property description (address) for application \_\_\_\_\_

General Information

Applicant \_\_\_\_\_ Day Phone# \_\_\_\_\_

Address \_\_\_\_\_

Owner of Record (attach affidavit if not applicant)

Name \_\_\_\_\_ Day Phone# \_\_\_\_\_

Address \_\_\_\_\_

Applicant's agents

Name \_\_\_\_\_ Day Phone# \_\_\_\_\_

Address \_\_\_\_\_

Property information

Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_ Tax Map# \_\_\_\_\_ Lot# \_\_\_\_\_ Lot size sf \_\_\_\_\_

Other Information

Street frontage (public or private) \_\_\_\_\_ feet Proposed number of stories & height \_\_\_\_\_

Estimated completion date \_\_\_\_\_ Landscape cost \_\_\_\_\_

Proposed Parking Spaces \_\_\_\_\_ Required spaces \_\_\_\_\_

Lot coverage (include all structures and impervious surface)

Existing (sq ft.) \_\_\_\_\_ plus proposed (sq .ft.) \_\_\_\_\_ equals \_\_\_\_\_ total sq .ft. divided by \_\_\_\_\_ lot s.f. equals \_\_\_\_\_ percent lot coverage

**Submit two (2) full size copies, a PDF copy, GIS and supportive documentation required by the Code and the appropriate completed checklist for initial review by Staff. After Staff determines the application is complete attach two (2) full size copies and eight (8) 18" x 24" copies of your proposal, forty-five (45) days prior to a scheduled meeting. Applications that are not complete cannot be accepted for review.**

Briefly describe your proposal (attach separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe all waiver requests (if applicable) \_\_\_\_\_  
\_\_\_\_\_

**I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the land development code and any conditions placed upon approval of this application. In accordance with the Essex Junction Trustees Policy for Funding Engineer Plan Review and Inspections, the applicant by signing this form agrees to pay for the actual cost of engineering plan review and construction inspections by the Village Engineer.**

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Land Owner (if different) \_\_\_\_\_

Date \_\_\_\_\_

**Staff Action**

Date received \_\_\_\_\_

Meeting date: \_\_\_\_\_

Commission /Board Action    Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Other approvals /conditions \_\_\_\_\_

**\*\* Fee based on s.f. of improved area per current Fee Schedule**

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

Fee Amount _____ **
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Fee Verified _____
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## **Appendix C**

### **Trustees Policy for Funding Engineer Plan Review and Inspections**

#### **January 11, 2005**

#### **Engineering Plan Review and Inspections Policy**

Upon adoption of this policy applicants will now be required to pay the actual cost for engineering plan review and inspections. The Village Engineer will bill the municipality for services rendered and the municipality will then bill the applicant based on the actual cost of providing engineering plan review and construction inspection.

#### *Plan Review*

All bills for plan review are due prior to the issuance of the first zoning permit for a project. A zoning permit will not be issued until all costs for engineering plan review have been paid. The Village reserves the right to deny issuance of a zoning permit until the fees for engineering plan review have been paid. The applicant must also pay for engineering review for any site plan amendments that require engineering review. A zoning permit will not be issued for a site plan amendment until all engineering bills have been paid. The municipality will provide the applicant with a bill for engineer plan review including the number of hours spent on review.

#### *Inspections*

The applicant must pay for all costs for construction inspection by the Village Engineer. All current bills must be paid before a certificate of occupancy can be issued. For projects that involve residential units being constructed over time, no certificate of occupancy will be issued unless all current bills for construction inspection have been paid. The Village Engineer, at his/her discretion, may allow applicants to use their own project engineer to conduct construction testing upon determination the project engineer is qualified to do so. The applicant will be required to provide all testing data to the Village Engineer for review and approval and shall pay for all costs of the Village Engineer's time to review the testing data.

The Village of Essex Junction reserves the right to deny issuance of a certificate of occupancy until all current engineering bills have been paid. The Village engineer will

provide the applicant with a bill including the number of hours spent on inspection and what was inspected.

### *Summary*

The following is a summary of the policy for funding engineering plan review and construction inspections:

- The applicant is responsible for payment of all costs for engineering plan review
- All bills for engineering review must be paid prior to the issuance of the first zoning permit
- The applicant is responsible for the payment of all costs for construction inspection
- The Village will provide applicants with an engineering bill including the costs and hours spent on review
- All current bills for construction inspection must be paid prior to the issuance of a certificate of occupancy. All bills for construction inspection must be paid prior to the issuance of the last certificate of occupancy
- The Village of Essex Junction reserves the right to withhold issuance of a zoning permit or certificate of occupancy if there are outstanding bills for engineering services
- The Village Engineer, at his/her discretion, may allow applicants to use their own project engineer to conduct construction testing upon determination the project engineer is qualified to do so. The applicant shall pay for the cost for the Village Engineer to review and approve the testing data



## **Appendix D**

### **Trustees Policy for Funding Development Review by the Village Attorney 2011**

#### **Village Attorney Development Review**

Upon adoption of this policy applicants will now be required to pay the actual cost for review of development proposals by the Village Attorney including, but not limited to homeowners association documents, condominium documents, easements and street dedications. The Village Attorney will bill the municipality for services rendered and the municipality will then bill the applicant based on the actual cost of providing legal review.

#### *Plan and Document Review*

All bills for plan and document review are due prior to the issuance of the first zoning permit for a project. A zoning permit will not be issued until all costs for legal plan review have been paid. The Village reserves the right to deny issuance of a zoning permit until the fees for legal review have been paid. The applicant must also pay for legal review for any site plan amendments that require legal review. A zoning permit will not be issued for a site plan amendment until all bills have been paid. The municipality will provide the applicant with a bill for legal review including the number of hours spent on review.

The Village of Essex Junction reserves the right to deny issuance of a certificate of occupancy until all current legal bills have been paid. The Village Attorney will provide the applicant with a bill including the number of hours spent on review of the legal documents.

#### *Summary*

The following is a summary of the policy for funding legal plan and document review:

- The applicant is responsible for payment of all costs for legal plan review.
- All bills for legal review must be paid prior to the issuance of the first zoning permit.
- The Village will provide applicants with a legal bill including the costs and hours spent on review.
- The Village of Essex Junction reserves the right to withhold issuance of a zoning permit or certificate of occupancy if there are outstanding bills for legal services.

## Checklist – Conceptual Plan

### Applicant Staff

- |       |       |   |
|-------|-------|---|
| _____ | _____ | The project name, address and legal description; name, address and telephone number of the developer and project design professionals.  |
| _____ | _____ | The approximate location of proposed land uses including the number of dwelling units and/or the number, type and typical square footage of non-residential buildings, and total square footage of the project. |
| _____ | _____ | The proposed height and number of stories of each building.   |
| _____ | _____ | A sketch of a typical structure.  |
| _____ | _____ | The approximate location of proposed roads, parking areas, sidewalks, bikeways, fire lanes and other proposed circulation elements and patterns.  |
| _____ | _____ | A landscape concept showing typical planting schemes, types of planting materials and general locations of major landscaping items such as berms, ponds, retaining walls or other man-made improvements.        |
| _____ | _____ | The approximate location and size of proposed curb cuts on public or private streets, and the size and type of all interior curb cuts.  |
| _____ | _____ | The approximate location and size of common improvements, common open space and lands to be dedicated to public ownership.  |
| _____ | _____ | An estimate or projected use of public infrastructure, including a preliminary statement regarding traffic, sewer and water demand impacts.   |
| _____ | _____ | Information on surrounding properties, including land uses, zoning, ownership and traffic patterns.   |
| _____ | _____ | The height, size, location and typical sketches of proposed signs and fencing, if any.  |
| _____ | _____ | A preliminary analysis of drainage proposals, including a topographical map of the project area.  |
| _____ | _____ | An indication of proposed setbacks and minimum distances between proposed structures.   |
| _____ | _____ | A written request for any waivers to any standards contained in this Code along with a justification for the request.   |
| _____ | _____ | Any other information deemed pertinent to the review of the specific Conceptual Plan.   |

## CHECKLIST – SITE PLAN/CONDITIONAL USE APPLICATION

THE LAND DEVELOPMENT CODE SPECIFIES PROCEDURES FOR MINOR AND MAJOR SITE PLAN AMENDMENTS AS WELL AS NEW SITE PLANS. PLEASE SCHEDULE AN APPOINTMENT WITH STAFF TO DETERMINE IF YOU MEET THE AMENDMENT CRITERIA PRIOR TO PREPARING YOUR APPLICATION. STAFF WILL BE ABLE TO DETERMINE IF YOUR PROPOSAL QUALIFIES AS AN AMENDMENT. IN ADDITION, STAFF CAN THEN ADVISE YOU REGARDING THE NUMBER OF SITE PLAN DRAWINGS THAT WILL NEED TO BE SUBMITTED FOR REVIEW PURPOSES. GENERALLY, A NEW SITE PLAN AND A MAJOR AMENDMENT WILL REQUIRE A SUBMITTAL OF NINE (9) COPIES OF THE PROPOSED SITE PLAN. PLEASE CALL 878-6950 IF YOU HAVE ANY QUESTIONS.

Applicant	Staff	
_____	_____	Site plan, drawn to scale including a north arrow, certified by licensed Vermont professional.
_____	_____	Vicinity map. Specify adjoining land use/zoning.
_____	_____	Name, address, phone # of developer and all professionals working on the project
_____	_____	Survey prepared by certified land surveyor showing existing or proposed rights of way and easements.
_____	_____	Total land area and location. Size, height, and number of stories of existing and proposed structures and distance to property lines
_____	_____	Location and dimensions of existing and proposed easements, streets, driveways and infrastructure.
_____	_____	Description of proposed use and floor areas of all structures, and parking and loading calculations. All parking spaces shall be clearly indicated on the plan (See section 703).
_____	_____	Location and specifications for a bike path.
_____	_____	Topographic map with final ground contours at 2' intervals as if staff determined that such information is necessary.
_____	_____	Existing natural features including wetlands, rock outcroppings, excessive slope and tree groupings.
_____	_____	Professional landscape plan including the type, size, quantify, and location of plant materials, existing and proposed (see Sections 719 and 708).
_____	_____	Lighting plan with specifications (See section 704).
_____	_____	Impact analysis including traffic generation and impact on public and/or private infrastructure.

- Engineering design standards for all improvements. Include a description of the methodology proposed to control drainage, and construction plans as applicable.
- Traffic study as deemed necessary by the Commission (or staff)
- Written request for waivers of any requirements of this Code.
- Location of proposed water/sewer service connections.
- Proposed development schedule and phasing request.
- Location and type of proposed screening or buffering.
- Elevation of existing/proposed structures and proposed change to height of existing structures.
- Location of fire lanes.
- Percent of lot coverage of all structures and impervious surfaces.

This checklist is designed to assist the applicant with the preparation of the Site Plan. The applicant is solely responsible for meeting all of the requirements of the Land Development Code. Please contact staff at 878-6950 if you have any questions.