

City of Essex Junction, VT

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 the submittal of one (1) full size copy, an electronic copy, and six (6) 18" x 24" copies of the proposed site plan. Please call Community Development Department at 802-878-6950 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.



CHECKLIST CONTINUED

_____ _____ 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 Development Review Board (or staff).

_____ _____ Written request for waivers of any requirements of the Land Development 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.

_____ _____ Floor plans of proposed structures.

_____ _____ Location of fire lanes.

_____ _____ Percent of lot coverage of all structures and impervious surfaces.

_____ _____ Applicants shall pay close attention to the drawings and images provided with the application. Any changes to the proposed project after approval must be reviewed by the Zoning Administrator. Where Design Control is in effect, this applies to the general building appearance including massing, opening locations, materials, color, trim details, and other elements presented with the application and approved.

This checklist is designed to assist the applicant with the preparation of the Site Plan. The applicant is solely responsible for meeting all the requirements of the Land Development Code.

