

TOWN OF ELMORE
DEVELOPMENT REVIEW BOARD
APPLICATION CHECKLIST

Important Note: In order to assure the efficient review of all applications to the Elmore Development Review Board, the following information is the minimum required by Section 5.2(A)(1-6) for all applications submitted for the review and approval under the provisions of the Elmore Zoning Bylaws. Applications which do not contain this information will be considered incomplete and will not be processed by the Zoning Administrator until they are completed. Pursuant to Section 5.2(B) of the Bylaws, the Board, may of its own accord, waive these requirements and/or request supplemental information in addition to that which is listed below:

1). **Application Form:** Completed application to the Development Review Board; and, 2).

Application Fee: Payment of the required fee as per the Fee Schedule;

3). **Building elevations and floor plans (in appropriate scale):** One original to scale and five 11 x 14 reductions. Elevation drawings of the proposed construction showing all four sides of the existing & proposed structure(s). Drawings shall be to a standard Architectural scale@ (J/2@ = 1' , 1/4" = 1' , etc.) and shall be of sufficient detail to allow the Board to determine compliance with the Zoning Regulations (heights, setbacks, intended uses, etc.). In many cases, a perspective drawing showing the proposed structure in relation to existing features is helpful.

4). **Site Development Plan(s):** An applicant for conditional use or planned residential development review shall submit, in addition to zoning permit application requirements under Section 6.1, one (1) original -and three (3) "complete copies of a site development plan to include the following:

_ §5.2(A)(J) -The name of the project, name of current owner(s) and/or applicant(s), name and address, and tax parcel number for the property;

_ §5.2(A)(2) - The names and **current mailing addresses of all persons owning property adjoining**, as determined from the current Elmore Grand List.

_ §5.2(A)(3) - A site location map showing the location of proposed development in relation to other properties, surface waters, land uses, roads and utilities within the vicinity of the project; and;

_ §5.2(A)(4) - A **site plan**, drawn to scale, prepared by a licensed engineer or surveyor, or as otherwise approved by the Development Review Board, which shows the following:

___ North Arrow, scale and application date;

___ Existing and proposed property boundaries, easements and rights-of-way;

- Zoning District Boundaries;
 - Existing site features, to include prominent topographic features and areas of steep slope (15% or greater) and extremely steep slope (25% or greater); surface waters, wetlands and associated buffers, designated floodplain and source protection areas; land use and land cover; and critical habitat areas and historic sites;
Existing and proposed structures, including building footprints, building elevations depicting general design features, walls and fence lines, utilities, roads, driveways, parking and loading areas.
 - Existing and proposed traffic and pedestrian circulation patterns, including accesses onto or connections with adjoining properties, public roads and public waters, and associated sidewalks, pathways or trails serving the proposed development;
 - Water supply and wastewater disposal design details; and,
Proposed grading, drainage, landscaping, screening, signage, and/or lighting details.
- §5.2(A)(5) - For projects in the Flood Hazard Area - The elevation, in relation to mean sea level, of the lowest floor, including the basement.
- §5.2(A)(6) - Any additional information required by the Development Review Board to determine project conformance with the provisions of this bylaw (e.g., erosion control, stormwater management, or site reclamation plans; traffic, fiscal or visual impact analyses.

6). Other Permits: The following additional permits may be required prior to the issuance of a Zoning Permit.

1. Health Permit - If onsite wastewater disposal is required.
2. State of Vermont Permits

Important Note: If the project involves construction which requires either an Act 250 Permit, a Water Supply and Wastewater Disposal Permit, and/or a State Subdivision Permit, the Zoning Administrator may not issue a Zoning Permit until such time as those permits have been issued and a copy filed with the Zoning Office. Contact the District 5 Environmental Commission's Permit Specialist at 802-476-0185 for further assistance.

The undersigned hereby request an appearance before the Development Review Board for the land development described above. Any permit issued as a result of this application shall be null and void in the event of misrepresentation or failure to undertake construction within one year from approval.

Signature of Owner

Signature of Applicant

Date Submitted

XX
For Administrative Use Only:

Date Filled with Zoning Administrator: _____ Date of First Review by Development Review Board: _____

Notice of Hearing: _____ Notice Surrounding Landowners: _____

Date of Hearing(s): _____

Date of Decision: _____ Approved: _____ Denied: _____

On the bases of the following findings of facts and conditions attached to the permit, see minutes of: _____

Zoning Administrator

Date

Chair, Development Review Board

Date