

TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

If you have any questions, call (802)893-1186 or visit us in the Milton Municipal Complex at 43 Bombardier Road, Milton, VT 05468

GENERAL INFORMATION FORM

- ♦ We're here to help you prepare an application according to Milton's Town Plan and regulations. Consulting with staff prior to submitting an application often saves time and money. If you need help, schedule an appointment.
- ♦ Visit the Development Review Board webpage for answers to frequently asked questions about deadlines, process, and procedures at <http://miltonvt.org/government/boards/drbb.html>.

APPLICATION INFORMATION

Application(s)

Which approvals are you requesting?

(Check all applications that apply, and attach applicable forms.)

- SITE PLAN** (**ATTACH** [Site Plan Form](#))
- SITE PLAN AMENDMENT**
 - Minor** (**ATTACH** [Minor Amendment Form](#) & [Site Plan Form](#))
 - Major** (**ATTACH** [Site Plan Form](#))
- CONDITIONAL USE** (**ATTACH** [Conditional Use Form](#))
- CONVENTIONAL SUBDIVISION**
 - Sketch** (**ATTACH** [Subdivision Sketch Plan Form](#))
 - Preliminary (major only)** (**ATTACH** [Subdivision Preliminary Plan Form](#))
 - Final** (**ATTACH** [Subdivision Final Form](#))
- SUBDIVISION AMENDMENT** (**ATTACH** [Subdivision Final Form](#))
- PLANNED UNIT DEVELOPMENT (PUD)** (**ATTACH** [PUD Form](#))
 - Sketch** (**ATTACH** [Subdivision Sketch Plan Form](#))
 - Preliminary/Final** (**ATTACH** [Subdivision Final Form](#) & [Site Plan Form](#))
- PUD AMENDMENT** (**ATTACH** [Subdivision Final Plan Form](#) , [Site Plan Form](#) & [PUD Form](#))
- VARIANCE** (**ATTACH** [Variance Form](#))
- APPEAL OF ZONING ADMINISTRATOR'S DECISION**, (**ATTACH** [Appeal Form](#))

Waivers

(Waiver authority is specifically granted by the regulations and is not the same as a variance. Waivers must be requested in the application and can only be officially granted at the final stage of review.)

Do you request waiver(s)?

- No
- Yes (**ATTACH** a sheet that details the specific waiver request)

Fee

The fee is due upon application filing. Refer to the Department's [Fee Schedule](#) to calculate the review fee. Staff will contact you to refund overpayment or request additional funds for underpayment. Fees partially offset general fund taxpayer subsidy of the review costs.

Project Narrative

ATTACH a detailed narrative of your proposed project. In your narrative, describe existing conditions and uses as well as proposed changes and uses. Please also describe how your project meets the specific criteria and standards outlined in applicable sections of the Unified Development Review Standards. Include any other information you think will be useful to the Staff and the DRB. Staff will rely heavily on your narrative when creating the Staff report for your DRB hearing.

APPLICATION PARTIES

(To add more applicants, copy and complete this page.)

<u>APPLICANT 1</u>	<u>APPLICANT 2</u>
Name	Name
Mailing Address	Mailing Address
City	City
State	State
Zip	Zip
Phone	Phone
Email	Email

CHECK HERE IF SAME AS THE APPLICANT AND SKIP THIS SECTION.

(To add more landowners, copy and complete this page. If landowner is a corporation, please include the registered agent's contact information.)

<u>LANDOWNER 1</u>	<u>LANDOWNER 2</u>
Name	Name
Mailing Address	Mailing Address
City	City
State	State
Zip	Zip
Phone	Phone
Email	Email

CHECK HERE IF THERE ARE NO PROJECT CONSULTANTS, AND SKIP THIS SECTION.

(Include all plan preparers. To add more consultants, copy, paste and complete this section for each consultant. Please include consultants in the notice fee calculation, otherwise they will not be mailed notice of hearings or staff reports.)

<u>CONSULTANT 1</u>	<u>CONSULTANT 2</u>
Name	Name
Mailing Address	Mailing Address
City	City
State	State
Zip	Zip
Phone	Phone
Email	Email

Please indicate with an asterisk by the name who will be the primary contact for this application.

Interested Parties

(The Planning Act ([24 VSA 4464\(a\)\(1\)\(C\)](#)) requires written notification to adjoining. Refer to the Clerk's Land Records or Tax Map's and Assessment Cards/Grand List to determine current ownership.)

Provide a list of with the full names and complete mailing addresses of all "Interested Parties" along with this application form. Interested Parties include:

1. **Adjoining landowners** who control land/easements that abut your land. (This includes landowners on opposite sides of public and/or navigable right-of-ways.)
2. **Existing encumbrance** holders/owners.
3. Any applicable **homeowner/road association**.
4. **Neighboring municipalities** (**ONLY** if your property abuts a neighboring municipality **OR** if the project is a final subdivision and your property is located within 500 feet of the municipality).

ADDITIONAL PERMITS & JURISDICTION

Many projects require permits or permit amendments from the Town's Department of Public Works. Please call the Department at 893-6030 for assistance.

Knowing which state permits could apply early in the process can save time and money. State law requires that you contact the necessary Vermont agencies and obtain any required State permits before construction may commence. Contact the District [Permit Specialist](#) in Essex at (802)477-2241 to obtain a Project Review Sheet and please submit that sheet with your application.

EXHIBITS AND EVIDENCE

Number of Copies

(Copies are distributed to members of the appropriate municipal panel and members of the Technical Advisory Committee [Police, Fire/Rescue, Water/Wastewater, Highway, Public Works, School, Recreation, Planning], and one is maintained in the file.)

If your application does not include plan sheets, check here ; otherwise:

Check here to verify that you have submitted 3 full-sized sets (18"x 24" or 24" x 36") of all plan exhibits drawn to scale with 12 reductions (11 x17") of the plans.

Check here to verify that you have submitted 15 sets (8.5"x 11") of all other exhibits.

Check with the Planning Office for specific number of copies if your application is for a variance, waiver, appeal, or minor site plan.

Application Exhibits

List all exhibits **ATTACHED** to this application according to the example below; add lines as needed.

(Example: "Exhibit 1: Site Plan Sheet 1.A by Engineering Consultants dated May 2, 2016 last revised May 5, 2016")

Exhibit 1: Application Form
Exhibit 2:
Exhibit 3:
Exhibit 4:
Exhibit 5:
Exhibit 6:
Exhibit 7:
Exhibit 8:

PROPERTY LOCATION & LEGAL DESCRIPTION

Deed books and pages can be found in the Town of Milton Land Records. E-911 addresses can be found on the [Vermont E-911 map](#). Tax Map and Parcel Numbers and SPANs can be found on Assessor's Card. Recorded surveys can be found in the Town of Milton Land Records at the Clerk's Office. Milton is divided into Zoning Districts. Each district has a defined purpose, allowable uses, and dimensional requirements. Refer to the [Zoning Map](#) and the [Unified Development Regulations](#).

* If a survey has been recorded in the Milton Land Records, we recommend that you **ATTACH** it as an exhibit.

Landowner(s)/ Deed Grantee(s)	Recorded Deed	E-911 Address	Tax Map/Parcel	School Parcel Account No. (SPAN)	Recorded Survey *	Zoning District(s)
1	Book ,Page		Map ,Parcel		Map , Slide <input type="checkbox"/> None	
2	Book ,Page		Map ,Parcel		Map , Slide <input type="checkbox"/> None	
3	Book ,Page		Map ,Parcel		Map , Slide <input type="checkbox"/> None	
4	Book ,Page		Map ,Parcel		Map , Slide <input type="checkbox"/> None	
5	Book ,Page		Map ,Parcel		Map , Slide <input type="checkbox"/> None	

PERMITTING & COMPLIANCE BACKGROUND

Does the project propose to amend a prior approval in any way?

- No
 Yes (answer the questions below)

If yes, please provide information regarding the prior approval (such as date and type of approval, and associated zoning permit numbers).

DIMENSIONAL CONFORMITY

☐ CHECK HERE AND SKIP THIS SECTION IF THE PROPOSAL DOES NOT: (1) ALTER EXISTING LOTS, (2) PROPOSE NEW LOTS, (3) ALTER EXISTING BUILDINGS OR STRUCTURES, (4) PROPOSE NEW BUILDINGS OR STRUCTURES, or (5) OTHERWISE ALTER LOT COVERAGE.

Dimensional Table for Lots, Buildings, & Structures

(Milton is divided into Zoning Districts. Each district has dimensional requirements. Refer to the [Zoning Map](#) and Chapter 210 of the [Unified Development Regulations](#). This table will help you demonstrate that the proposed development conforms to the Zoning District's dimensional standards and does not create a new non-conformity or increase an existing non-conformity. If property includes land within more than one zoning district, list each district's dimensional requirements in the tables below. Please read the dimensional standards' definitions, such as "lot area", "frontage", "setback", "height" and "coverage" prior to completing the table below [UDR Chapter 520].)

Complete the table for each lot's existing and proposed development conditions, or include an equivalent table on the plans.

	Lot Area (sq.ft.)	Total Frontage (ft.)	Min Front Setback (ft.)	Min Side Setback (ft.)	Min Rear Setback (ft.)	Max Building Coverage (%)	Max Lot Coverage (%)	Max. Structural Height (ft. or stories)
District Standards								
District Standards								
Existing Lot ___ Conditions								
Existing Lot ___ Conditions								
Existing Lot ___ Conditions								
Proposed Lot ___ Conditions								
Proposed Lot ___ Conditions								
Proposed Lot ___ Conditions								
Proposed Lot ___ Conditions								

SECTION 8 APPLICANT & LANDOWNER ACKNOWLEDGEMENTS

By signing this application form, the applicant(s) and his or her agents, assigns, and successors in interest acknowledge and accept the following:

- It is the applicant's obligation to understand the relevant requirements of Milton's regulations prior to submitting an application and demonstrate compliance with the regulations;
- Applications shall not be considered properly filed and vested for rights to review under a set of regulations until all required items are submitted and the application is deemed complete by staff;
- All submissions are public record available for inspection and copy;
- All representations made in this application and the materials accompanying it are true, accurate and binding; omission or misstatement of any material fact on this application or at any hearing (which would warrant refusing the permit or approval) shall be grounds for revoking the permit or approval;
- Filing of this application shall grant permission to conduct an on-site inspection of the subject property, including (but not limited to) a publicly noticed site visit by the appropriate municipal panel and/or staff;
- It is the applicant's obligation to post a public hearing notice (mailed by the Town) in a location visible from the subject property's nearest public right-of-way prior to the hearing;
- Application parties shall not engage in *ex-parte*, off-the-record communication about the content of an application with a member of the appropriate municipal panel outside of a noticed/warned hearing;
- Private agreements (such as covenants, deed restrictions and easements) may apply, may be more or less restrictive than Milton's regulations and may affect this project; it is the applicant's responsibility to disclose and honor these agreements;
- State and federal regulations may apply, may be more or less restrictive than Milton's regulations, and may affect this project; it is the applicant's responsibility to obtain all required state and federal permits;
- It is the applicant's responsibility to determine whether or not the project requires a Vermont Residential or Commercial Building Energy Standards [Certificate](#) prior to applying for any zoning permit;
- A Town approval will include terms and conditions for which the applicant is responsible;
- No development or work may commence until receipt of all applicable permits and approvals; and
- No regulatory representations made in Town forms should be interpreted to supersede the governing regulations.

Signature of Applicant	Printed Name	Date
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Signature of Applicant	Printed Name	Date
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(To add more applicants, copy and complete this page.)

By signing this application, the landowner(s) and his or her agents, assigns and successors in interest authorize the processing of this application (from the applicant(s) named on this form) for the project described herein on land(s) in which the person(s) named below owns, control, or have a significant property interest in.

Signature of Landowner	Printed Name	Date
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Signature of Landowner	Printed Name	Date
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(To add more landowners, copy and complete this page.)