



DEVELOPMENT REVIEW APPLICATION

Planning Division
43 Bombardier Road ♦ Milton, Vermont 05468-3205
(802) 893-1186
miltonvt.org/planning

Last revised: May 10, 2016

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 have questions, or need help completing any form, please contact us.
- ♦ Visit the Development Review Board webpage for answers to frequently asked questions on deadlines, process, and procedures at <http://miltonvt.org/government/boards/drb.html>.
- ♦ This form is available in Microsoft Word format to make it friendlier to complete and modify electronically; however, nothing in this form may be deleted or otherwise modified except where authorized.

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 bylaws prior to submitting an application and demonstrate compliance with the bylaws;
- 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 to the satisfaction of 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;
- 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 bylaws 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 bylaws, 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 Building Energy Standards 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 this form shall be interpreted to be a substitute for the governing bylaws.

Signature of Applicant

Printed Name

Date

(To add applicants, copy, paste and complete this signature line for each applicant.)

By signing this application, the landowner(s) and his or her agents, assigns and successors in interest authorize the processing of this application by 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

(To add landowners, copy, paste and complete this signature line for each landowner.)

Ethical Disclosure

(The Town strives to inspire public confidence by holding fair hearings and rendering decisions that are transparent, impartial and free from conflicts of interest.)

Do the applicant(s) or landowner(s) have a personal or financial relationship that would represent a potential conflict of interest for a member of the appropriate municipal panel, the Administrative Officer, Planning Division staff or Technical Advisory Committee members?

- No
- Yes *(explain below)*

(Applicants and other interested persons may not discuss the content of a pending application outside of a hearing. This is because it is a violation of due process [protected by the US Constitution], giving one party the opportunity to influence a decision maker outside the presence of other parties. If you have had any ex-parte conversations, please disclose them here, so they become part of the public proceeding and record.)

Have the applicant(s), landowner(s) or their agents discussed the content of this application with a member of the appropriate municipal panel outside of a public hearing?

- No
- Yes *(explain below)*

PROJECT SUMMARY FOR PUBLIC NOTICE

(Using the information you complete in later sections of this form, briefly provide a summary of your project according to the template below; 100 is the recommended word limit.)

The applicant(s), [applicant(s) name], requests [application(s)] approval pursuant to Town of Milton [Zoning and/or Subdivision] Regulations Section(s) [section number(s)]. The property is described as [E-911 mailing address], Tax Map [number], Parcel [number] and SPAN [number]. The property is owned by [owner(s) name] and contains approximately [number of acres] acres within the [zoning district(s) name] Zoning District(s) and [planning area name] Planning Area. The proposal [provide a very brief description of the scope of development: phasing, lots, units, uses, structures, access, demolition etc.].

APPLICATION INFORMATION

Application(s)

(Check all applications that apply, and **ATTACH** applicable supplemental forms.)

Which applications/approvals are you requesting?

- Pre-Application Consultation/Review**, **ATTACH** [Pre-Application Form](#)
(Ask us how you can save time & money with this review; pre-application fee is credited to next application and discount eligible.)
 - Conventional Subdivision Sketch Plan**, **ATTACH** [Subdivision Sketch Plan Form](#)
 - PUD Sketch Plan**, **ATTACH** [Subdivision Sketch Plan Form](#) & [PUD Form](#)
 - Conventional Subdivision Amendment**, **ATTACH** [Subdivision Final Form](#)
 - PUD Amendment**, **ATTACH** [Subdivision Final Plan Form](#) , [Site Plan Form](#) & [PUD Form](#)
 - Boundary Line Adjustment**, **ATTACH** [Boundary Line Adjustment Form](#)
 - Site Plan**, **ATTACH** [Site Plan Form](#)
 - Major Site Plan Amendment**, **ATTACH** [Site Plan Form](#)
- 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](#)
- Interim Zoning Conditional Use**, **ATTACH** [Conditional Use Form](#)
- Boundary Line Adjustment**, **ATTACH** [Boundary Line Adjustment Form](#) & [Subdivision Final 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](#)
- Planned Unit Development Amendment**, **ATTACH** [Subdivision Final Plan Form](#) , [Site Plan Form](#) & [PUD Form](#)
- Planned Unit Development - Administrative**, **ATTACH** [Minor Amendment Form](#) & [Site Plan Form](#)
- Variance**, **ATTACH** [Variance Form](#)
- Appeal of Zoning Administrator's Decision**, **ATTACH** [Appeal Form](#)
- Monument/Statute**, **ATTACH** [Monument/Statue Form](#)
- Recycling Yard/Salvage Yard**, **ATTACH** [Recycling Yard Form](#)
- Telecommunications** (see ZR750 & Appendix B of the Zoning Regulations)

(Staff aims to schedule multiple applications for review at the same hearing, but in some cases applications must be sequenced.)

- Check here to request concurrent review of multiple applications.**

Application Jurisdiction

(The Town's land use regulations are available online at <http://miltonvt.org/departments/planning/zoningregs.html>.)

Which section(s) of the regulations require the application(s) checked above?

Waivers

(Waiver authority is specifically granted by the regulations; waivers are not the same as variances. Waivers must be requested in the application, and will only be officially granted at the final stage of review. To add waiver requests, copy, paste and complete this section for each waiver).

Are you requesting any waiver(s)?

- No
- Yes (complete the following)

A waiver is requested according to Section _____ of the _____ Regulations for consideration by the Development Review Board in its final approval decision for the following reasons:

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Fee Calculator

Please read the Department's [Fee Schedule](#) to: calculate your fee, take advantage of cost saving incentives, and avoid penalties. The fee is due upon application filing. Staff will contact you to refund overpayment or request additional funds for underpayment.

Base Application Fee	refer to schedule	
Variable Application Fee (if applicable)	total units ___ x fee ___ = total lots ___ x fee ___ = total phases ___ x fee ___ =	+
Multiple Application Discount (If applicable. Confirm with staff that the applications can be heard concurrently; discount does not apply to Variances or Appeals; multiply each LOWER cost application fee by 0.50.)		
Extra Application 1	total fee _____ x0.50 =	+
Extra Application 2	total fee _____ x0.50=	+
Extra Application 3	total fee _____ x0.50=	+
Pre-Application Credit (if applicable)	subtract 100 from total	-
SUBTOTAL		=
Pre-Application Discount (if applicable)	25% from subtotal above	-
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Decision Recording Fee		+ \$10
Warning Fee (if applicable)	add \$85	+
Interested Parties Notice	total no. _____ multiplied by 2 =	+
Application Party Notice (Include all adjoining and persons you wish to receive notice: owners, applicants, and consultants.)	total no. _____ multiplied by 2 =	+
Legal Review Escrow (for legal instruments, i.e. deeds)	\$500	+
TOTAL DUE		=

Submission & Completion Information

STAFF USE ONLY
<ul style="list-style-type: none"> ♦ The application form was filed with the Planning Department and fee paid on _____ [date]. ♦ The application fee calculation was verified as correct by _____ [staff initials] on _____ [date]. ♦ The receipt slip confirming payment to the Town Treasurer was returned to the Planning Department on _____ [date]. ♦ The application was reviewed for completion and deemed INCOMPLETE by _____ [staff initials] on _____ [date] due to omissions detailed in a letter to the primary contact sent on _____ [date]. ♦ The application was deemed COMPLETE by _____ [staff initials] on _____ [date]. ♦ The application was assigned case number _____.

OTHER PERMITS & JURISDICTION

Milton Public Works Permits

(Highway access, water and sewer connections, use changes, etc. require permits from the Town's Department of Public Works. Please call the Department at 893-6030 for assistance.)

Check the Public Works permits that will apply to your proposal.

- Town Highway Access (new roads, drives, work in the Town right-of-way)
- Town Water, see [water service area](#) map & Ordinance.
- Town Wastewater, see [sewer service area](#) map & Ordinance.
- [Gross Weight Limits](#) on Town Streets, Highways, Bridges, see Ordinance.

State of Vermont Project Review

(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 802.241.3273 to obtain a Project Review Sheet.)

What is the status of your State Project Review sheet?

- Pending Permit Specialist completion; requested on _____ [date].
- Project Review Sheet is complete and **ATTACHED**

Act 250

Is this project/property subject to Act 250 jurisdiction?

- No
- Yes
- Not sure (waiting on Project Review Sheet)

APPLICANT(S)

(To add applicants, copy, paste and complete this section for each applicant.)

Legal Name _____

Mailing Address _____

Phone _____

E-mail _____

Legal Form _____

- Individual/Natural Person
- Partnership (**ATTACH** [Partnership Form](#))
- Corporation (**ATTACH** [Corporation Form](#))
- Government

Applicant's Legal Interest in Land

- Ownership in Simple Fee
- Lease Agreement
- Contract to Purchase
- Other (describe) _____

Primary Contact Person for Application

Check here if same as the applicant and skip this section.

Name _____

Address _____

Phone _____

E-mail _____

LANDOWNER(S)

Check here if same as the applicant and skip this section.

(To add landowners, copy, paste and complete this section for each landowner.)

Landowner Name _____

Mailing Address _____

Phone _____

E-mail _____

Landowners Legal Form

- Individual/Natural Person
- Guardian/Trustee for Individual (**ATTACH** a notarized Affidavit)
- Partnership (**ATTACH** [Partnership Form](#))
- Corporation (**ATTACH** [Corporation Form](#))
- Government

Landowners Legal Interest

- Fee Simple
- Leasehold Interest (of at least ninety-nine years)

PROJECT CONSULTANT(S) & DEVELOPMENT PROFESSIONAL(S)

Check here if there are no project consultants, and skip this section.

(To add consultants, copy, paste and complete this section for each consultant.)

Type (check) Engineer Surveyor Architect Landscaping Professional Attorney Other _____

Company _____

Name _____

License No. (if applicable) _____

Address _____

Phone _____

E-mail _____

Include all consultants on adjoiners form who you wish to receive notice of hearing and copies of the staff report.

PUBLIC NOTICE & HEARING INFORMATION

Adjoiners' Notice

Check here to verify that you have **ATTACHED** the [Adjoiners Form](#) for notification of interested persons.

Warning/Notice of Hearing Information

(Public notice will be issued by the Department of Planning and Economic Development for the hearing according to Vermont Statutes Annotated Chapter 24 §4464.)

STAFF USE ONLY

Check here if the application must be warned per 24 VSA 4464.

If yes, on _____ [date], a warning was published in the Milton Independent.

If yes, on _____ [date], a warning was posted in the following places by the Planning Staff: Town Clerk's Office, Municipal Building Lobby, Planning Office, Milton Beverage, Middle Road Market, Rene's Beverage, the Town's website, and the Application File.

- On _____ [date], a hearing poster was mailed to the applicant to post on the site.
- On _____ [date], post card notices and warnings were sent to the application parties and adjoiners identified.
- On _____ [date], notice of the meeting agenda and public hearing was posted in the following places by the Planning Staff: Town Clerk's Office, Municipal Building Lobby, Planning Office, Milton Beverage, Middle Road Market, Rene's Beverage, the Town's website, and the application's file.
- On _____ [date], the *Staff Report* was mailed to the applicants, landowners, consultants and panel members.

Hearing Information

(Hearings will be scheduled and staffed by the Planning Department.)

STAFF USE ONLY

- The Planning Department scheduled the application for hearing at the _____ [date] meeting of the panel and notified the applicant by e-mail on _____ [date].
- The application was considered by the panel at a public hearing opened on _____ [date].
- The hearing was recessed and continued to _____ [date].
- The final public hearing was held and closed on _____ [date].
- The panel members who were present and participated at the hearings were: _____
- Panel disclosures and/or recusals included: _____
- The applicant was represented at the hearing by _____
- Interested persons who sought status at the hearing are documented on a sheet maintained in file.

Site Visit

(The appropriate municipal panel or the administrative officer may schedule a site visit if on-site observation would better inform the proceeding. For some applications, a site visit is mandatory.)

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STAFF USE ONLY

Does staff recommend that the panel conduct a site visit?

- No
- Yes, because _____

- ◆ The panel conducted a site visit on _____ (date).
- ◆ The panel members who were present and participated at the visit were:
- ◆ _____
- ◆ Public present at the visit include: (a sign in sheet will be maintained in file).

EXHIBITS

Number of Copies

(Copies are used 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.)

- Check here to verify that you have submitted four (4) full-sized sets (18"x 24" or 24" x 36") of all plan exhibits drawn to scale with thirteen (13) reductions (11 x17") of the plans and supporting written materials.
- Check here to verify that you have submitted seventeen (17) sets (8.5"x 11") of all other exhibits.

Application Exhibits

List all exhibits **ATTACHED** to this application according to the example below.

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

Staff Exhibits

(Staff will provide exhibits for the panel including but not limited to a Staff Report and Technical Advisory Committee Review Sheets.)

Hearing Exhibits

(Interested Persons may bring forth exhibits to submit at the hearing. CAUTION: New submissions by the applicant at a hearing will result in a continuance to allow staff, the panel, and interested parties an opportunity to evaluate any changes to the proposal).

PROPERTY, DISTRICT & AREA DESCRIPTION

Multiple Property Summary

(Skip this section if the application is for a single property.)

For applications that include more than one property, provide a summary of the property descriptions in the table below.

(add additional rows as needed)

E-911 address	Tax Map, Parcel #	SPAN (last 5)	Deed vol./p.	Owner/ Grantee	Owner area (sf)	Encumbered area (sf)	Zoning District(s)	Prior approvals? (Y/N, year)*
Ex. 22 Pond Rd.	7, 2	11111	7/22	Milton, Joe	43,560	3,560	R6 & FH	Y, 2012

*Y=Yes, N=No

Property Location & Description

(For multiple properties, copy, paste, and complete this section for each -- identifying the landowner for each property.)

E-911 Address _____

Tax Map/Parcel _____

School Parcel Account Number (SPAN) _____

Recorded Deed (Volume, Page) _____

Grantee Name _____

Date Recorded _____

Area Controlled by Applicant/Landowner (square feet) _____

Complete Table for Encumbered Area (easements, covenants, rights of way, buffer strips, building/buildable envelopes, conserved open space, etc.):

(add additional rows as needed)

Encumbrance Name/Description	Area (sq. ft.)	Date of Recording	Vol. & Page

Check here to verify that all encumbrance holders are identified on the adjoiners form or have been made party to this application.

Survey Status

(Recorded surveys can be located in the Town of Milton Land Records at the Clerk's Office.)

Does the subject property have a survey plat recorded in the Town of Milton Land Records?

- No (skip this section)
- Yes (Map_____, Slide_____), copy **ATTACHED**

How is the subject property identified on that survey? (For example: "Lot 27 of the Mallets Creek Subdivision")

Are the application's existing conditions/boundary exhibits consistent with the survey referenced above?

- No (explain how they differ below)
- Yes

Zoning District(s)

(Milton is divided into the Zoning Districts identified below. Each district has a defined purpose with associated use and dimensional requirements for development. Refer to the [Zoning Map](#) and the [Zoning Regulations](#).)

Check all zoning districts within which the subject property is located:

- R1, Old Towne Residential (ZR§300)**
- R2, Medium Density Residential (ZR§310)**
- R3, Low Density Residential (ZR§320)**
- R4, Transitional Residential (ZR§330)**
- R5, Agricultural/Rural Residential (ZR§340)**
- R6, Shoreland Residential (ZR§350), ATTACH [R6 District Form](#)**
- R7, Beaverbrook Residential (ZR§360)**
- C1, Interstate Commercial (ZR§370)**
- I1, Light Industrial (ZR§380)**
- I2, General Industrial (ZR§390)**
- I3, Industrial Conservation (ZR§400)**
- M1, Milton Crossroads Marketplace Center (ZR§410)**
- M2, Milton Crossroads Marketplace West (ZR§420)**
- M3 Milton Crossroads Marketplace Municipal/Recreation (ZR§430)**
- M4, Checkerberry (ZR§440)**
- M5, Old Towne Residential/Commercial (ZR§450)**
- M6, Main Street (ZR§460)**
- DB1, Downtown Business District (ZR§465)**
- FH, Flood Hazard (ZR§470 & Appendix A), ATTACH [FH District Form](#)**
- FC, Forestry/Conservation/Scenic Ridgeline (ZR§480), ATTACH [FC District Form](#)**

Comprehensive Planning Area(s)

(The Comprehensive Plan is the foundation for the Zoning and Subdivision Regulations and the vision for the future of Milton. Refer to the [Comprehensive Plan](#) and Map 2 of the Plan.)

Check all planning areas within which the subject property is located:

- Town Core** (p.112 of the Plan)
 - Checkerberry Sub-Area**
 - Eastern Transition Sub-Area**
 - Gimlet Hill Sub-Area**
 - New Downtown Sub Area**
 - Old Towne Sub Area**
- Catamount** (p.121)
- Cobble Hill** (p.123)
- Arrowhead Lake** (p.124)
- North Road** (p.125)
- Lamoille** (p.127)
- East Milton** (p.128)
- West Milton** (p.130)

Consistency with the Town Plan is a common requirement of development review applications. Are there specific Town Plan goals that your project supports and you wish to highlight? (if so, list here)

LIKE KIND QUALITY STANDARD (ZR160)

(Like Kind Quality is a suitable standard in historic areas or other established neighborhoods. In emerging areas and in location where future plans differ from existing development, quality of development may be judged in relation to the standards of the Town Core Master Plan. Like Kind Quality means having characteristics that allow a use to be located in harmony with the other adjacent uses and to be compatible with the overall character of the neighborhood. Some elements affecting compatibility include HEIGHT, scale, mass, and bulk of structures. Other characteristics include pedestrian or vehicle traffic, circulation, access and parking impacts. Other important characteristics that affect compatibility are landscaping, lighting, noise, odor and architectures. Compatibility does not mean "the same as". Rather, compatibility refers to the sensitive of development proposals in maintaining the character of existing development?)

Explain how your proposal meets the standard of "like kind quality" below.

PERMITTING & COMPLIANCE BACKGROUND

(Please be aware that development review spotlights unpermitted and/or uncertified development in violation of the regulations. If this applies to you, we recommend that you come into compliance immediately and prior to submitting the application in order to avoid after-the-fact fee penalties and delays. The Town's officers are obligated to uphold the law and penalties upon discovery of an application.)

Has the subject property undergone prior development review in Milton? (refer to the Land Records & Planning Office)

- No
- Yes (list all known prior approvals, and **ATTACH** the most recent, active and valid approval)

If the property has an active development review approval, is the property in full compliance with all conditions of approval?

- Does not apply; no active development review approval.
- No (explain situation)
- Yes

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Does the site contain **OUTDOOR STORAGE** of more than one (1) vehicle on the same property without a valid Vermont State Inspection Sticker and a valid Registration?

- No
- Yes (CAUTION: unless specifically authorized by the Town, this is a potential violation)

Is the subject property subject to any unresolved Zoning or Subdivision violation enforcement at the local, state or federal level?

- No
- Yes (list all enforcement actions, dates, and what is being done to cure or contest the violation).

Is the subject property subject to any pending litigation?

- No
- Yes (list all active litigation cases).

Does the property have a State Water/Wastewater Permit? (refer to State Water/Wastewater Division or Milton Land Records)

- No
- Yes, Permit Number _____

Does the property have a Town of Milton Water/Wastewater Permit? (refer to Milton Public Works Dept. or Land Records)

- No
- Yes, Permit Number(s) _____

Does this property have an existing Act 250 permit? (will be stated in the State Project Review Sheet)

- No
- Yes, Permit Number _____

Does this property have an existing Section 248 permit (utility/telecommunication) from the Public Service Board?

- No
- Yes, Certificate of Public Good _____

LOT(S), BUILDING(S), UNIT(S) & STRUCTURE(S)

Lot(s)

Does the proposal change a boundary between two or more lots, but does not result in a new lot?

- No
- Yes (a Boundary Line Adjustment application is required and **ATTACHED**)

Does the proposal create new conventional lots?

- No
- Yes (a Subdivision application is required and **ATTACHED**)

Does the proposal create new: footprint lots, building envelopes, multiple principal structures/building, or multiple principal uses on a single lot?

- No
- Yes (a Planned Unit Development application is required and **ATTACHED**)

Building(s)

Are there existing building(s) on the property?

- No
- Yes (label and describe each existing building; add rows as needed)

Building Label	Existing Gross Floor Area	Proposed Footprint Area (area under roof)	Number of Floors
Ex. Building A	4,260 sq. ft.	2,130 sq. ft.	

Will any of the existing building(s) be altered, demolished, or removed?

- No
- Yes (label and describe each building alteration; add rows as needed)

Building Label	Change in Gross Floor Area	Change in Footprint Area (area under roof)	Change in Number of Floors

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Does the proposal include **new** building(s)?

- No
- Yes (*label and describe each new building; add rows as needed*)

Building Label	New Building Gross Floor Area	New Bldg. Footprint Area (area under roof)	Number of Floors

Principal Use Units

Are there individual units capable of housing a principal use within the existing buildings on the site?

- No
- Yes (*label and describe the existing units within each building; add rows as needed*)

Building Label	Unit Label	Existing Unit Gross Floor Area (sq. ft.)	Unit's Outdoor Area in sq. ft. (ex. patio/deck)
<i>Ex. Building A</i>	<i>Unit 1</i>	<i>2,000 s.f.</i>	<i>130 s.f.</i>

Will any of the **existing** units be altered demolished, or removed?

- No
- Yes (*label and describe the altered units within each building; add rows as needed*)

Building Label	Unit Label	Change in Unit Gross Floor Area (sq. ft.)	Change in Unit's Outdoor Area in sq. ft. (ex. patio/deck)

Does the proposal include **new** units capable of housing a principal use?

- No
- Yes (*label and describe the new units within each building; add rows as needed*)

Building Label	Unit Label	New Unit Gross Floor Area (sq. ft.)	New Unit's Outdoor Area in sq. ft. (ex. patio/deck)

Accessory Structures

In addition to the buildings listed above, are there other **existing** structures (not buildings) present on the site?

- No
- Yes (*label and describe the existing structures; add rows as needed*)

Structure Description	Existing Area (sq. ft.)	Used For:
<i>Ex. Shipping Container Shed</i>	<i>175 sq. ft.</i>	<i>Storage</i>

Will any of the **existing** structures be altered, demolished, or removed?

- No
- Yes (*label and describe the altered structures; add rows as needed*)

Structure Description	Change in Area (sq. ft.)	Used For:

Does the proposal include **new** structures?

- No
- Yes (*label and describe the new structures; add rows as needed*)

Structure Description	New Area (sq. ft.)	Used For:

Does the project include the placement of public monument and/or statue?

- No
- Yes (*a Statue/Monument application is required and ATTACHED*)

USE CONFORMITY

Check here if the proposed use is a **Planned Unit Development** and complete the USE CONFORMITY sections below for all uses within the PUD (a PUD application is required and **ATTACHED**).

Multiple Use Summary

For multiple units, complete the following table for each unit housing an existing and/or proposed principal use; otherwise skip this section.

(Label and describe the uses; add rows as needed)

unit identifier	existing use	proposed use	conforming (Y/N)*	P or C *
Ex. Lot 2, Bldg. 1, Unit A	Single family home	Multi-family housing	Y	P

*To be conforming the use must be listed as permitted or conditional in the Zoning District.

*Y=Yes, N=No

*P=Permitted, C=Conditional

Existing Use(s)

(For multiple uses, copy, paste and complete this section the following for each use.)

Existing Use

- Principal _____
- Accessory (square footage dedicated to accessory use _____ ZR§580.7)

How do the regulations define this use? (See ZR§1110)

Does the existing use conform to the permitted or conditional uses within the district regulations?

- No
- Yes, Permitted, per Section _____
- Yes, Conditional, per Section _____

If non-conforming, or a conditional use without conditional use approval, has the existing use otherwise been approved by an act of the Town?

- No
- Yes, (approval **ATTACHED**)

If not approved by the Town, has the use been in operation the past fifteen years?

- No
- Yes (**ATTACH** any proof available)

Proposed Use(s)

Check here if no change in use is proposed, and skip this section.

(For multiple uses, copy, paste and complete for each one.)

Proposed Use

- Principal _____
- Accessory (square footage dedicated to accessory use _____ ZR§580.7)

How do the regulations define this use? (See ZR§1110)

- Not defined (Conditional Use application required and **ATTACHED**)

Does the proposed use conform to the permitted or conditional uses within the district regulations?

- No
- Yes, Permitted, per Section _____
- Yes, Conditional, per Section _____ (Conditional Use application required and **ATTACHED**)

Is this application for a non-residential use:

- No
- Yes (complete questions below)

What are the estimated hours of operation? _____

What are the estimated days of operation? _____

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How many employees? _____
 What is the estimated trip generation? _____ (Refer to [ITE Manual](#))

Check each box below if the proposal includes any of the following uses:

- Vacation Trailer or Tent Camp**, per ZR730: *Site Plan application required and ATTACHED*
- Vendor Sales/Outdoor Product Display**, per ZR740: *Site Plan application required and ATTACHED (show location of outdoor product placement on site plan)*
- Elderly (Senior) Housing**, per ZR890: *ATTACH [Elderly Housing Use Form](#)*
- Mobile Home Park**, per ZR1110: *Site Plan and Subdivision application required and ATTACHED; also ATTACH [Mobile Home Park Form](#)*
- Recycling Yard**, per ZR900: *Recycling Yard application required and ATTACHED*
- Adult (Sexually-Oriented) Use**, per ZR911: *ATTACH [Adult Use Form](#)*
- Fee for Entertainment**, per Entertainment Ordinance: *requires an annual [Entertainment License](#) from the Selectboard; request license application form.*
- Commercial retail building greater than 65,000 sq. ft.**, per ZR780: *Variance application required and ATTACHED.*
- Sale of Alcohol or Tobacco**: *contact the Department of Liquor Control to begin local Liquor Board review*
- Outdoor Storage** (*clearly define in use section above and show on plans*)

Prohibited Uses

- Check here to verify that you understand and accept that **no** use may be noxious or offensive by reason of emission of odor, dust, noise, smoke, gas fumes or which present a hazard to public health and safety? (ZR710)

DIMENSIONAL CONFORMITY OF LOTS, STRUCTURES & COVERAGE

(If property includes land within more than one zoning district, include each district's dimensional requirements that apply.)

Existing Conformity

- Check here to verify that you have read, understood and applied the dimensional standards' definitions (such as "frontage", "setback", "height" and "coverage" that appear in the table below (ZR§1110).

Complete the following table for the existing development on each lot.

(Add rows as needed.)

lot # or SPAN	area (sq. ft.)	frontage	min. front setback	min. side setback	min. rear setback	max. building coverage	max. lot coverage	max. height	other
_____ zoning district requirements									

Explain how the frontage is created?

(Example: Frontage is created along US Route 7)

Do the existing lots and structures comply with the dimensional requirements of the Zoning District?

- No, they are non-complying lots and structure subject to (ZR§520 and ZR§630).
- Yes

Proposed Conformity

Complete the following table for the proposed development on each lot.

(Add rows as needed)

lot # or SPAN	area (sq. ft.)	frontage	min. front setback	min. side setback	min. rear setback	max. building coverage	max. lot coverage	max. height	other
_____ zoning district requirements									

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If creating a new lot:

What is the width of the lot at the frontage? _____ [linear feet]

What is the depth of the lot at its narrowest, roughly perpendicular to the frontage? _____ [linear feet]

Do the proposed lots conform with the width to depth ratio (1:3) standard of ZR§640?

- Not creating a new lot.
- No (for new lots: a Variance application is required and **ATTACHED**)
- Yes

Is this a pre-existing small lot in individual and separate and non-affiliated ownership from surrounding properties in existence on the effective date of the first legal Zoning Regulations?

- No
- Yes (see ZR§630)

Do the proposed lots and structures comply with the dimensional requirements of the zoning district?

- No (Variance application required and **ATTACHED**)
- Yes

If there are non-conformities, does the proposal result in an increase in non-conformity from what's existing?

- No
- Yes (Variance application required and **ATTACHED**)

If there are non-conformities, were the lots or structures approved by an act of the Town?

- No
- Yes (**ATTACH** approval)

If there are non-conformities not approved by the Town, were the lot(s) and/or structure(s) erected more than 15 years ago?

- No
- Yes (**ATTACH** any proof available)

EXISTING & PROPOSED ENCUMBERANCES

Is an existing encumbrance to be dissolved by this project?

- No
- Yes (list each encumbrance and **ATTACH** draft instruments lifting the encumbrance with the final application).

Does the proposal include any new encumbrance?

- No
- Yes (list each and **ATTACH** draft instruments with the final application)

Are any structures proposed within an encumbered area?

- No
- Yes (describe)

Do you anticipate filing a condominium plat, pursuant to the Uniform Common Interest Ownership Act?

- No
- Yes

Does this project involve jointly owned/controlled or common area infrastructure?

- No
- Yes (describe)

Are there easements or encumbrances on adjoining properties benefiting this site that are being developed as part of this project?

- No
- Yes (site plan amendments may apply for the adjoining lots if easements are being developed)

WATER & WASTEWATER SERVICE

What is the existing and proposed water service for each lot and unit?

(Add rows as needed; if no change, write "no change")

lot & unit	existing water	proposed water

What is the existing and proposed wastewater service for each lot and unit?

(Add rows as needed; if no change, write "no change")

lot & unit	existing wastewater	proposed wastewater

ACCESS

How is the site currently accessed? (check all that apply)

- From a public road (write road name) _____
- From a private road (write road name) _____
- From a navigable water (write water body name) _____
- From an access easement connecting to box checked above.

Are there any changes proposed to the existing access?

- No
- Yes (describe)

Does the proposal involve new access to a State Highway?

- No
- Yes (VTRANS highway access permit required; **ATTACH** VTrans Letter of Intent)

Does the proposal involve new or altered access to a Town highway?

- No
- Yes (Highway Access Permit required, see ZR§594)

Does the proposal include new or altered driveway(s)?

- No
- Yes, **ATTACH** [Driveway Form](#) (See ZR§593)

Does the proposal include new or altered road(s)?

(Any right-of-way serving more than 3 dwelling units must be established as a road, see ZR§591 & §592).

- No
- Yes, **ATTACH** [New Road Form](#)

PARKING (ZR§812)

Complete the following table describing the parking for each unit capable of housing a principal use.

(Add rows as needed)

lot/building/unit	unit use	parking requirement for use (see §812)	required parking spaces	existing parking spaces	proposed parking spaces

Will any of the existing parking spaces be altered or removed?

Do all spaces conform to the minimum dimensions of 9 feet in width by 18 feet in length?

- No
- Yes

For uses subject to site plan approval, check here to verify that your proposal is fully compliant with the parking standards of ZR§812, and to verify that all spaces have been labeled (for example: resident, visitor, display/inventory, shared, etc.).

NATURAL & HISTORIC RESOURCES

Does the proposal include any vegetative clearing, outdoor storage areas, or other physical improvements such as grading, fill, excavation, building construction, demolition etc.?

- No (*skip the resources section*)
- Yes (*continue*)

Refer to the following resources to help answer the questions in the sections below.

- ♦ [Comprehensive Plan](#) & Maps
- ♦ [Milton's Mapviewer](#)
- ♦ [Federal Emergency Management Agency](#)
- ♦ Agency of Natural Resources, [Natural Resources Atlas](#)
- ♦ Agency of Natural Resources, [BioFinder](#)
- ♦ [Milton's State Register of Historic Properties](#)

Topography & Drainage (Comprehensive Plan Map 5)

Does the proposal include any excavation, fill or grading?

- No
- Yes (**ATTACH** [Excavation & Fill Form](#))

Does the proposal include the removal of sod, soil, sand, gravel or stone for commercial purposes?

- No
- Yes (**ATTACH** [Extraction Of Natural Resources Form](#))

Describe the property's topography and drainage.

How does the proposal take into account the topography present? For example, are steep slopes protected and impervious runoff contained and infiltrated on site?

Streams & Shoreline (Comprehensive Plan Map 6)

Does the property contain a mapped stream or shoreline?

- No
- Yes (*describe*)

Will any natural water course, drainage area or wetland be piped, dammed, filled, dredged or altered in any way?

- No
- Yes (*Project requires DRB, State of Vermont, and United States Army Corps of Engineers review, see ZR§720*)

Are all the proposed building(s) at least 50 feet from the ordinary high water mark of any stream river or brook?

- No buildings are proposed
- Yes
- No (*unless a PUD, a Variance application is required and ATTACHED, see ZR§692*)

Will the proposed development maintain existing trees and ground cover along any shoreline, body of water or fully carrying spring flood waters for a distance of 25 feet from the shoreline or body to water to prevent erosion?

- Yes
- No (*a Variance application is required and ATTACHED, see ZR§692*).

How does the proposal take into account the stream and shoreline resources present?

Wetlands (Comprehensive Plan Map 6)

(In addition to local and state protections, streams and wetlands are regulated by the US Army Corps of Engineers, and the applicant is responsible for obtaining any required Army Corps permits.)

Are any wetlands or presumed wetlands present on the property?

- No
- Yes (*describe*)

How did you make this determination? *(If a wetland delineation was done, identify delineator.)*

How does the proposal take into account the wetland resources present?

Soils (Comprehensive Plan Map 7)

Are any prime agricultural soils present on the property?

- No
- Yes *(describe)*

Are any statewide significant agricultural soils present on the property?

- No
- Yes *(describe)*

How does the proposal take into account the soil resources present?

Vegetation

Describe the existing vegetation, landscaping, and forest present on the property?

Will any existing vegetation be removed?

- No
- Yes *(describe)*

How does the proposal take into account the vegetative resources present?

Habitat & Wildlife Crossings (Comprehensive Plan Map 9)

Does the site contain any resources identified on Map 9 of the Plan?

- No
- Yes *(describe)*

How does the proposal take into account the habitat and wildlife resources present?

Historic & Heritage Resources

Is the site included in Milton's survey of State Register of Historic Places?

- No
- Yes *(describe)*

Are there any other historic or culturally significant resources to be taken into consideration?

How does the proposal take into account these resources present?

PROJECT IMPLEMENTATION & PHASING

Check here to verify that you understand and accept that a Zoning Permit is required prior to development, is valid for one year, and can be renewed for an additional year upon application.

Check here to verify that you understand the following (ZR1020):

A Zoning Permit approval shall expire one year from the date of issue. If the work has not been completed, the applicant shall apply to the Zoning Administrator for an extension. The Zoning Administrator may grant a single, one-year extension for the identical project only.

Will you be able to implement the proposal within a maximum of a two-years from the date of permit issuance?

No (*you must phase your project*)

Yes

Does the project include a phased implementation?

No

Yes (*specify in detail the development included in each phase; and show phased areas on the plans*)

Check here to verify that you understand and accept that a Certificate of Occupancy is required prior to use or occupancy of the development.

Check here to verify that you understand and accept that most signage is subject to a permit per ZR§830.

Check here to verify that you understand and accept that temporary structures, construction offices, or construction trailers in conjunction with construction work are subject to permitting per ZR§650.

Check here to verify that you understand and accept responsibility for the proper filing/recording of all legal instruments as reviewed and approved by the Town.

HOW CAN WE IMPROVE THIS APPLICATION?

(Please mark defects in red pen on the application so we can fix them).

Did you encounter broken hyperlinks?

Does the application have any mistakes?

Are there parts of this application that do not make sense or need improvement?

HOW CAN WE IMPROVE OUR REGULATIONS?

For future applications, are there ways Milton can improve its regulations to better accomplish its Town Plan goals?