



# DEVELOPMENT REVIEW APPLICATION

Planning Division  
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[miltonvt.org/planning](http://miltonvt.org/planning)

Last revised: May 10, 2016

## SITE PLAN FORM, ZR\$800

### Classification

Which section(s) of the Zoning Regulations requires that the proposal receive site plan approval?

- Standard Site Plan, ZR\$170 & 800
- Shoreland Ground Cover, ZR\$405
- Child Day Care Facility, ZR\$610
- Non-exempt Excavation and Fill, ZR\$680
- Vacation Trailer and Tent Camp, ZR\$730
- Non-exempt Vendor Sales, ZR\$740

### Category

Specify the type of Site Plan application

- New Site Plan
- Amendment to an Existing, Approved Site Plan, **ATTACH** previously approved Site Plan.

For amendments, check here to verify that your site plans include a complete final plan set showing the entire lot; where possible, clearly show what is being amended.

### Standards of Evaluation (ZR\$802.2)

Check here to verify that you have read and understood the review standards

- ♦ Maximum safety of vehicular and pedestrian circulation on site, between the site and adjacent roads and sidewalks, and between the site and adjacent land uses.
- ♦ Adequacy of traffic circulation, parking, and loading facilities.
- ♦ Impacts on capacity of roadways and other transportation facilities in the vicinity.
- ♦ Adequacy of landscaping, screening, and outdoor lighting.
- ♦ Impacts on the Town's ability to provide adequate sewer, water, fire, police, or other municipal services and facilities.
- ♦ Suitability of the site for the proposed scope of development, including due regard for the preservation of existing natural and historical resources.
- ♦ Consistency with the Comprehensive Plan.

Check here if you have opted to **ATTACH** a narrative explaining how the proposal addresses the standards above.

### Exhibit and Plans Checklist

*(While engineered plans are not required, clean, legible and reliable accurate plans are).*

*(Amendments to approved site plans must include a complete plan set to replace the prior final version; minor changes may be made on the approved plans and updated to the greatest extent feasible to account for the items in the checklist below).*

The Site Plan application shall include the following information

*(check each item below to verify that you have met the requirements).*

- Copies of all deed restrictions or covenants.
- If accessing a State Highway, the application for site plan approval shall include a letter of intent from the AOT per 19 VSA 1111 setting out any conditions that the Agency proposes to attach to the Section 1111 permit (See 24 VSA 4416 (b)).
- Estimate of daily and peak hour traffic generation and a report on traffic impacts at project access points, major intersections nearby and other locations.
- A certification that there are no outstanding violations with respect to the property, or a detailed, written description of any and all outstanding violations.

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- Plans, containing the following:
  - Project title;
  - Site address;
  - Name and address of the applicant;
  - Name and address of the property owner of record;
  - Name and address of the adjoining landowners;
  - Name and address of the person or firm preparing the map;
  - Scale of the map, north point and date;
  - Deed reference(s);
  - Lister's tax map and parcel number ;
  - All existing features, including but not limited to
    - Boundaries;
    - Total area of the lot;
    - Contours;
    - Drainage patterns and storm drainage systems;
    - STRUCTURES and land USES;
    - Trees, shrubs and other vegetation;
    - Wetlands;
    - Floodplains;
    - Rock outcroppings;
    - STREETS (public and private) and the associated rights of way;
    - Driveways;
    - Outdoor lighting;
    - Signage;
    - Sidewalks;
    - Alternate transportation paths; and
    - Easements and rights-of-way.
- All proposed improvements, including but not limited to:
  - STRUCTURES;
  - DRIVEWAYS; **ATTACH [Driveway Form](#)**
  - Contours depicting site grading;
  - Off-street parking and loading spaces showing:
    - Parking dimensions
    - Drainage/stormwater facilities
    - ADA compliance & signage
    - Parking barriers
    - Surfacing
  - Internal Circulation;
  - Sidewalks and Public Works Specifications for Sidewalks
  - Alternative transportation paths; and
  - SIGNS.
    - Show location and sizing on building elevations and site plan.
- A landscaping plan showing
  - Locations of all existing and proposed plantings;
  - A plant list with species (common & botanical name), size and quantity; and
  - A written cost estimate of all landscaping prepared by a professional landscape architect or landscape contractor.
  - Preferred method of surety per ZR806.2
    - Letter of Credit
    - Certificate of Deposit
    - Escrow
    - Performance Bond
  - Percentage that landscaping comprises total land development cost.
  - Compliance with screening goals of ZR§806.7 & §806.8.

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- Building elevations indicating location and HEIGHT of all existing and proposed structures, including rooftop mechanical structures.
- An outdoor lighting plan showing:
  - Locations and designs of existing and proposed outdoor lighting (including all flood and/or security lights, building mounted lights, and parking and street lights).
  - At a minimum, outdoor lighting specifications shall be provided showing photometric data, types of fixtures and lamps, and mounting height of fixtures.
  - Height of all lighting fixtures.
- A utility plan showing existing and proposed:
  - Public water and sewer;
  - Private sewage disposal systems;
  - Wells;
  - Storm drainage facilities;
  - Fire protection details; and
  - Electric, gas, telephone, cable and all other utility lines (indicating whether buried or overhead).

### Improvement & Design Standards (General Provisions and Detailed Regulations)

Is the property located in the M1, M2, M3, M4 or DB1 Zoning District, a PUD containing residential uses, or a multi-family development with more than 10 units?

- No
- Yes (**ATTACH** the [Town Core Standards Form](#))

Check each box below to verify that you have read, understood and complied with the following improvement and design standards, where applicable:

- Parking and internal circulation standards, ZR§814.4
- Visibility standards, ZR§815
- Access management standards, ZR§816
- Sidewalk standards, ZR§817
- Loading standards, ZR§818
- Bicycle parking standards, ZR§819
- Lighting standards, ZR§820

### Conditions of Approval

Check here to verify that you understand and accept the following (ZR§802.1): In reviewing Site Plans, the Development Review Board may impose appropriate conditions and safeguards to meet the standards of this section.