



DEVELOPMENT REVIEW APPLICATION

Planning Division
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PRE-APPLICATION REVIEW FORM

INFORMATION ONLY

Pre-applications save time and money. A pre-application review is more likely to result in:

- Applicants knowing about any issues or red flags prior engaging in the formal application process;
- Fewer issues that must be resolved at a hearing before the Development Review Board and neighbors;
- An approval from the Development Review Board;
- A decision with fewer conditions that require follow-up and costly engineering or surveyor revisions and zoning permit delays.

Staff will review a complete subdivision sketch/PUD sketch, subdivision/PUD amendment, boundary line adjustment, site plan, and site plan amendment applications for evaluation and present a written, non-binding report as soon as possible (and within 15 business days of submission) to address potential regulatory issues.

The cost of review will be credited to the next application, and the next application will be eligible for a 25% application fee discount according to the fee calculation table if ALL identified, non-discretionary regulatory issues are addressed in the application to the satisfaction of staff.

- An example of a non-discretionary issue would be the required dimensions of a parking space.
- An example of discretionary issue could be determining whether or not the landscaping is adequate.