

# 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/drb.html>.

### SECTION I APPLICANT & LANDOWNER ACKNOWLEDGEMENTS

#### I.1 Signature

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
<i>(To add more applicants, copy and complete this page.)</i>		

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
<i>(To add more landowners, copy and complete this page.)</i>		

## 1.2 Ethics 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 (**ATTACH** an explanation as an exhibit)

(Applicants and other interested persons may not discuss the content of a pending application outside of a hearing. It is a violation of Constitutionally-protected due process, 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 (**ATTACH** an explanation as an exhibit)

## Section 2 APPLICATION INFORMATION

### 2.1 Pre-Application Advisory Review

(Ask us how you can save time & money with this review; pre-application fee is credited to next application and discount eligible. Where possible, staff schedules multiple applications for concurrent review at a single hearing, but in some cases, applications must be sequenced.)

Which pre-application review(s) are you requesting?

- PRE-APPLICATION Advisory Review (**ATTACH** [Pre-Application Form](#))
  - 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](#))

### 2.2 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](#))
- 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](#))
- UNIFORM COMMON INTEREST OWNERSHIP FINAL PLAT APPLICATION (**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](#))
- PUD 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)

## 2.3 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** an explanation as an exhibit which states 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: \_\_\_\_\_.")

## 2.4 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.

## SECTION 3 APPLICATION PARTIES

### 3.1 Primary Contact for Application

(The Town's staff will communicate with one project lead.)

Who is the project manager and primary contact for this application?

- Applicant I
- Consultant I

### 3.2 Applicant(s)

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

#### **APPLICANT 1**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### **Legal Form**

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

#### **Legal Interest in Land**

- Ownership in Simple Fee
- Leasehold of more than 99 years
- Contract to Purchase
- Lease Agreement
- Other (describe) \_\_\_\_\_

#### **APPLICANT 2**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

#### **Legal Form**

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

#### **Legal Interest in Land**

- Ownership in Simple Fee
- Leasehold of more than 99 years
- Contract to Purchase
- Lease Agreement
- Other (describe) \_\_\_\_\_

### 3.3 Landowner(s)

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

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

#### LANDOWNER 1

Name(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

#### Legal Form

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

#### Ownership Interest

- Fee Simple
- Leasehold of more than 99 years

#### LANDOWNER 2

Name(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

#### Legal Form

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

#### Ownership Interest

- Fee Simple
- Leasehold of more than 99 years

### 3.4 Project Consultant(s) & Development Professional(s)

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.)

#### CONSULTANT 1

Firm \_\_\_\_\_  
Name(s) \_\_\_\_\_  
 Engineer License No. \_\_\_\_\_  
 Surveyor License No. \_\_\_\_\_  
 Attorney \_\_\_\_\_  
 Other: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

#### CONSULTANT 2

Firm \_\_\_\_\_  
Name(s) \_\_\_\_\_  
 Engineer License No. \_\_\_\_\_  
 Surveyor License No. \_\_\_\_\_  
 Attorney \_\_\_\_\_  
 Other: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### 3.5 Other Interested Parties

(The Planning Act ([24 VSA 4464\(a\)\(1\)\(C\)](#)) requires written notification to adjoining. An adjoining includes persons or organizations which owns or controls land or easements on lands which physically abut the tract or tracts of land on which your project located. Be certain to include landowners on the opposite sides of public/navigable right-of-ways ways as well as associations, utility companies, required agency referrals, and all others with significant legal interest in the project land. Refer to the Clerk's Land Records or Tax Map's and Assessment Cards/Grand List to determine current ownership.)

Submit a list of the Interested Parties (in the label formats shown below) using the label sheet on the next page. If you prefer, you may submit self-adhesive labels of your own making.

#### 3.5.1 Adjoining Landowners

Landowner Name RE: SPAN or Parcel ID Assessment Card/Grand List Mailing Address
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#### 3.5.2 Existing Encumbrance Holders/Controllers/Owners

(Encumbrances are restrictions on land and can include easements, covenants, right of ways, buffer strips, conserved open space, common land, etc. Restrictions are filed in the Town's Land Records).

Controller/Owner Name RE: (Description of encumbrance, i.e. Vermont Gas Easement) Mailing Address
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#### 3.5.3 Existing Homeowner/Road Association(s)

(If association is not active or organized, we recommend that you list all individual landowners having an interest in the association).

Association Name ATTN: Association Principal Mailing Address
--

#### 3.5.4 Neighboring Municipality

(If this application is for final approval of a subdivision plat and is located within 500 feet of a municipal boundary check here , and include the adjoining municipality on the label table [[24VSA4463\(A\)](#)] according to the format below.)

Town Name ATTN: Town Clerk Clerk's Mailing Address
--

#### 3.5.5 Vermont Agency of Transportation Referral

(In any situation in which a variance is sought regarding setbacks from a State highway, you must notify the Secretary of the Agency of Transportation. [[24VSA4464\(C\)](#)]. If this applies, check here , and include the Secretary's address on the label table.)

#### 3.5.6 National Flood Insurance Program Referral

(Development within the Flood Hazard District may require referrals and notice to the following: State National Flood Insurance Program [NFIP] Coordinator, adjacent communities, Vermont Agency of Natural Resources Stream Alteration Engineer, US Army Corps of Engineers. See Appendix A of the Zoning Regulations. If these apply, please check here:

Sample Label  
RE: SPAN #####  
43 Bombardier Road  
Milton, VT 05468

## Section 4 COMPANION PERMITS & JURISDICTION

### 4.1 Milton Public Works Permits

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

Check all Department of Public Works permits that will apply to your proposal.

- I'm not sure what applies.
- Town Highway Access
  - Existing Highway Access Permit Number(s)\_\_\_\_\_
- Town Water (See [water service area map & Ordinance](#).)
  - Existing Water/Wastewater Permit Number(s)\_\_\_\_\_
- Town Wastewater (See [sewer service area map & Ordinance](#).)
  - Existing Water/Wastewater Permit Number(s)\_\_\_\_\_
- [Gross Weight Limits](#) on Town Streets, Highways, Bridges, see Ordinance.

### 4.2 State of Vermont Project Review & Permitting

(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. Please contact the District [Permit Specialist](#) in Essex at **(802)477-2241** 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**
- No project review sheet has been requested at this time because:

Is this project subject to Act 250 jurisdiction?

- I'm not sure (waiting on Project Review Sheet or Act250 Coordinator jurisdictional opinion)
- No
- Yes

Does this property contain development with a Section 248 (utility/telecommunication) Certificate of Public Good from the Public Service Board?

- I'm not sure
- No
- Yes, Certificate No. \_\_\_\_\_

## Section 5 EXHIBITS & EVIDENCE

### 5.1 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.

### 5.2 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:
Exhibit 9:
Exhibit 10:
Exhibit 11:

## Section 6 PROPERTY LOCATION & LEGAL DESCRIPTION

### 6.1 Address, Lot, Deed, Landowner, Survey & Zoning District Information

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 [Zoning Regulations](#).

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	

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

Is any part of the subject property located within the following zoning districts? (Check all that apply)

- R6, Shoreland Residential (**ATTACH** [R6 District Form](#))
- FH, Flood Hazard (**ATTACH** [FH District Form](#))
- FC, Forestry/Conservation/Scenic Ridgeline (**ATTACH** [FC District Form](#))

## 6.2 Comprehensive Planning Area(s)

(The Comprehensive Plan is the adopted vision for Milton's future and the foundation and basis for the Zoning and Subdivision Regulations. Consistency with the Town Plan is a common requirement of development review applications. Refer to applicable Town Plan goals and propose your project accordingly.)

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

(Refer to the [Comprehensive Plan](#) and Map 2 of the Plan to learn more about your planning area.)

- |  |   |
|--|---|
| <input type="checkbox"/> Town Core (p.112 of the Plan) | <input type="checkbox"/> Catamount (p.121)      |
| <input type="checkbox"/> Checkerberry Sub-Area         | <input type="checkbox"/> Cobble Hill (p.123)    |
| <input type="checkbox"/> Eastern Transition Sub-Area   | <input type="checkbox"/> Arrowhead Lake (p.124) |
| <input type="checkbox"/> Gimlet Hill Sub-Area          | <input type="checkbox"/> North Road (p.125)     |
| <input type="checkbox"/> New Downtown Sub Area         | <input type="checkbox"/> Lamoille (p.127)       |
| <input type="checkbox"/> Old Towne Sub Area            | <input type="checkbox"/> West Milton (p.129)    |
|  | <input type="checkbox"/> East Milton (p.130)    |

## Section 7 PERMITTING & COMPLIANCE BACKGROUND

(Please be aware that development review can spotlight unpermitted and/or uncertified development in violation of the regulations. If you think that this could apply to you, we recommend that you come into compliance prior to submitting the application. The Town's officers are obligated to uphold the law upon discovery of a violation.)

### 7.1 Prior Milton Development Review

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

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

- 1.
- 2.
- 3.
- 4.
- 5.

If the property has an active development review approval (where a plat has been recorded and/or Zoning Permit approved), have you checked that the property is in compliance with the approval's conditions of approval?

- Not Applicable (no active approval)  
 No  
 Yes

### 7.2 Amendment to a Prior Permit

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

- Not Applicable: (no prior approval)  
 No  
 Yes (answer the questions below)

If yes above, is the proposal a "substantial" change to the original permit such that it should be reviewed as if there is no prior permit?

- No (Staff will make a finding and the DRB will make a final determination.)  
 Yes (The application will be processed as a new proposal, not an amendment.)

If yes above, does this proposal seek to alter or remove any of the existing conditions of approval?

- No  
 Yes (**ATTACH** a list of the any existing conditions to be amended along with the proposed changes. Also explain any changes in factual or regulatory circumstance, unforeseeable events, or changes in technology since approval.)

### 7.3 Pending Enforcement Action

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

- No  
 Yes (**ATTACH** an explanation listing enforcement actions, dates, and what is being done to cure or contest the violation).

## 7.4 Pending Litigation

Is the subject property subject to any pending litigation?

- No
- Yes (**ATTACH** an explanation listing all active litigation cases and explain how the application does or does not impact the litigation).

## Section 8 PROPERTY DEVELOPMENT

### 8.1 Lots

**CHECK HERE AND SKIP THIS SECTION IF THERE ARE NO LOT ALTERATIONS.**

- Check here if the project proposed to adjust the boundaries between lots but does not create a new lot (a boundary line adjustment application is required)
- Check here if the project proposes new lots (a subdivision application is required)
- Check here if the project proposes new footprint lots (a uniform common interest ownership final plat application is required)

### 8.2 Lot Access & Circulation

How are the lots accessed? (check all that apply)

- From a navigable water (write water body name) \_\_\_\_\_
- From an access easement connecting to a box checked below.
- From a private road connecting to a public road checked below.  
(write private road name) \_\_\_\_\_
- From a public road (write road names(s)) \_\_\_\_\_  
Is this a class IV Road?
  - Yes (Refer to ZR530)
  - No

Are there existing highway access, also known as "curb cuts", on the property?

- No
- Yes (show the location and label each existing access on the plans, including the approximate width)

Will any existing access be altered, demolished, or removed?

- Not Applicable (no existing accesses)
- No
- Yes (show the location and label each access alteration on the plans, including width and inside turn radius; **ATTACH** VTrans Letter of Intent for US7 or Town Highway Access Permit, per ZR§594)

Does the proposal include new access?

- No
- Yes (show the location and label each new access on the plans, including the width and inside turn radius; **ATTACH** VTrans Letter of Intent for US7 or aTown Highway Access Permit, per ZR§594))

Does the proposal include a new or altered driveway or internal lot circulation?

- 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](#))

### 8.3 Building(s)

Are there existing building(s) on the property?

- No
- Yes (show the location and label each existing building on the plans, including existing gross floor area, footprint area under roof and number of floors.)

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

- Not Applicable (no existing buildings)
- No
- Yes (show the location and label each building alteration on the plans, including any changes in gross floor area, footprint area under roof, and number of floors.)

Does the proposal include new building(s)?

- No
- Yes (show the location and label each new building on the plans, including the gross floor area, footprint area under roof and number of floors.)

#### 8.4 Units within Buildings

**CHECK HERE AND SKIP THIS SECTION IF NO BUILDINGS CURRENTLY HAVE OR WILL CONTAIN MORE THAN ONE PRINCIPAL USE, SUCH AS AN INDIVIDUAL BUSINESS OR DWELLING UNIT.**

Are there individual unit(s) within the existing building(s) on the site?

- No
- Yes (show the location and label the existing units within each building on the plans, including the unit's gross floor area)

Will any existing unit(s) be reduced, expanded, demolished/removed?

- Not Applicable (no existing units)
- No
- Yes (show the location and label the altered units within each building on the plans, including the unit's change in gross floor area.)

Does the proposal include new unit(s) capable of housing a principal use?

- No
- Yes (show the location and label the new units within each building, including the unit's gross floor area.)

#### 8.5 Accessory Structures

(For example: patios, decks, outdoor seating areas, recreational structures, shipping containers, sheds, waste disposal areas/containers, communications towers.)

In addition to the buildings listed above, are there other existing accessory structures present on the site?

- No
- Yes (show the location and label the existing structures on the plans, including the existing footprint area and use (i.e. storage shed)

Will any of the existing accessory structures be reduced, expanded, demolished/removed?

- Not Applicable (no existing structures)
- No
- Yes (show the location and label the altered structures on the plans, including the change in footprint area and use)

Does the proposal include new accessory structures?

- No
- Yes (show the location and label the new structures on the plans, including the footprint area, and use)

## Section 9 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.**

### 9.1 Dimensional Table for Lots, Buildings, & Structures

(Milton is divided into Zoning Districts. Each district has dimensional requirements. Refer to the [Zoning Map](#) and the [Zoning 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 [ZR§ 1110].)

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

	Lot Area (sq.ft.)	New Lots Only, ZR640			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)	Other _____	Other _____
		Lot Width @ Frontage (ft.)	Lot Depth @ Deepest (ft.)	Width to Depth Ratio *									
____ District Standards		X	X	1:3									
____ District Standards		X	X	1:3									
Existing Lot ____ Conditions													
Existing Lot ____ Conditions													
Existing Lot ____ Conditions													
Proposed Lot ____ Conditions													
Proposed Lot ____ Conditions													
Proposed Lot ____ Conditions													
Proposed Lot ____ Conditions													

\* Width to Depth: Measure the widest continuous width of the lot at the frontage and compare to the depth of the lot at its deepest, perpendicular to the frontage.

**How is the frontage created for each resulting lot?**

(Example: Frontage is created along the Racine Road.)

Lot \_\_\_\_ :  
 Lot \_\_\_\_ :  
 Lot \_\_\_\_ :  
 Lot \_\_\_\_ :

Does the table above show that the existing lots and structures comply with the dimensional requirements of the Zoning District?

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

Does the table above show new or increased non-conformities for proposed lots and structures?

- No
- Yes (a Variance application required and **ATTACHED** unless the proposal includes Common Interest Ownership Subdivision Final Plans.)

## Section 10 USE CONFORMITY

Check here if the proposed use is a **Planned Unit Development** with multiple principal uses/buildings/units on a lot and complete the use sections below for all uses within the PUD. (A PUD application is required and **ATTACHED**.)

### 10.1 Existing Use(s)

(Milton is divided into Zoning Districts. Each district has allowable uses. Refer to the [Zoning Map](#) and the [Zoning Regulations](#)). To add more uses, add rows to the table below.)

List all **existing** uses below, and label them on any associated plans.

Lot/Building/Unit Label	How is the use defined by the regulations? (per ZR1110)	Principal or Accessory	Is the use listed as a permitted or conditional use in the Zoning District in which it is located?
			<input type="checkbox"/> No, it is a non-conforming use. <input type="checkbox"/> Yes, Permitted per Section _____ <input type="checkbox"/> Yes, Conditional per Section _____
			<input type="checkbox"/> No, it is a non-conforming use. <input type="checkbox"/> Yes, Permitted per Section _____ <input type="checkbox"/> Yes, Conditional per Section _____
			<input type="checkbox"/> No, it is a non-conforming use. <input type="checkbox"/> Yes, Permitted per Section _____ <input type="checkbox"/> Yes, Conditional per Section _____
			<input type="checkbox"/> No, it is a non-conforming use. <input type="checkbox"/> Yes, Permitted per Section _____ <input type="checkbox"/> Yes, Conditional per Section _____
			<input type="checkbox"/> No, it is a non-conforming use. <input type="checkbox"/> Yes, Permitted per Section _____ <input type="checkbox"/> Yes, Conditional per Section _____

If any use above is non-conforming, has it been:

- Continuously in use for the past fifteen years; or otherwise been
- Permitted by the Zoning Administrator?
- Not applicable (the use is conforming).

### 10.2 Proposed Use(s)

**CHECK HERE AND SKIP THIS SECTION IF NO CHANGE IN USE IS PROPOSED OR NO NEW USE IS PROPOSED AT THIS TIME.**

(To add more uses, add rows to the table below.)

List all **proposed** uses below and label them on any associated plans.

Lot/Building/Unit Label	How is the use defined by the regulations? (per ZR1110)	Principal or Accessory	Is the use listed as a permitted or conditional use in the Zoning District in which it is located?
			<input type="checkbox"/> No, a Variance application is required and <b>ATTACHED</b> <input type="checkbox"/> Yes, Permitted per Section _____ <input type="checkbox"/> Yes, Conditional per Section _____, Conditional Use application required and <b>ATTACHED</b>
			<input type="checkbox"/> No, a Variance application is required and <b>ATTACHED</b> <input type="checkbox"/> Yes, Permitted per Section _____ <input type="checkbox"/> Yes, Conditional per Section _____, Conditional Use application required and <b>ATTACHED</b>
			<input type="checkbox"/> No, a Variance application is required and <b>ATTACHED</b> <input type="checkbox"/> Yes, Permitted per Section _____ <input type="checkbox"/> Yes, Conditional per Section _____, Conditional Use application required and <b>ATTACHED</b>

### 10.3 Uses Requiring Special Review

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

- Statue or Monument**, per ZR760 (a Statue/Monument application is required and **ATTACHED**)
- 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**)  
(Check here  to verify that you have Indicated location of outdoor product placement on the 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 explain the outdoor storage in the USE section above and indicate location of outdoor storage placement and screening on the site plan.)

## Section II WATER/WASTEWATER SERVICE

### II.1 Water Service

(Refer to the water/wastewater ordinances and service area maps at: <http://miltonvt.org/government/officialdocs/ordinances.html>, the Town's Land Records, and the State Water Wastewater Division [website](#).)

Is the property located within a municipal water service area? (See [water service area](#) map & Ordinance.)

- Not applicable, no alterations proposed.
- No
- Yes, Area # \_\_\_\_\_

Is there existing water service(s) on the property?

- No
- Yes (show the location and label the existing system for each lot/building/unit on the plans, including the approximate year of installation)

Will any existing water service(s) be altered or removed?

- Not Applicable (no existing system)
- No
- Yes (show the location and label and describe the system's changes for each lot/building/unit on the plans)

Does the proposal include new water service?

- No
- Yes (show the location and label the new system for each lot/building/unit on the plans)

### II.2 Wastewater Service

If the property located within a municipal sewer service area? (See [sewer service area](#) map & Ordinance.)

- Not applicable; no alterations proposed.
- No
- Yes, Area # \_\_\_\_\_

Is there existing wastewater service(s) on the property?

- No
- Yes (show the location and label the existing system for each lot/building/unit on the plans, including the approximate year of installation)

Will any existing wastewater service(s) be altered or removed?

- Not Applicable (no existing system)
- No
- Yes (show the location and label the system's changes for each lot/building/unit on the plans)

Does the proposal include new wastewater service?

- No
- Yes (show the location and label the new system for each lot/building/unit on the plans)

## Section 12 ENCUMBRANCES

(Such as: easements, covenants, rights of way, buffer strips, building/buildable envelopes, conserved open space, area enrolled in current use, common land, etc.)

Check here to verify that all existing encumbrance holders are identified as interested parties for notice or have otherwise been made party to this application.

Does the project property contain commonly owned or controlled land area or infrastructure? (shared driveways, shared wells, shared septic, open space, private roads, stormwater systems, etc.)

- No  
 Yes (describe)

Does the project include easement(s) or encumbrance(s) over adjoining properties that benefit the project property and which are being proposed and/or developed as part of this project?

- No  
 Yes (NOTE: The adjoining property may also be subject to site plan amendment/permitting, contact Staff).

Are there existing encumbrances on the property?

- No  
 Yes (show the location and label each existing encumbrance on the plans, including the width, areas, date of recording, and the volume and page number).

Will any existing encumbrance(s) be altered or removed?

- Not Applicable (no existing encumbrances)  
 No  
 Yes (show the location and label each encumbrance alteration on the plans, noting any changes in location, width and area and **ATTACH** draft legal instruments lifting the encumbrance with the final application).

Does the proposal include new encumbrance(s)?

- No  
 Yes (show the location and label each encumbrance alteration on the plans, noting any changes in location, width and area and **ATTACH** draft instruments with the final application).

## Section 13 PHYSICAL SETTING & RESOURCES

CHECK HERE AND SKIP THIS SECTION IF NO SUBDIVISION OF LAND, OUTDOOR STORAGE, OR OTHER PHYSICAL IMPROVEMENTS (SUCH AS GRADING, FILL, EXCAVATION, CONSTRUCTION, DEMOLITION, ETC.) ARE PROPOSED AT THIS TIME.

Please refer to the following resources to help answer the questions in the sections below.

- ♦ [Comprehensive Plan](#) & Maps
- ♦ Milton's Mapviewer: <http://map.ccrpcvt.org/miltonmap/>
- ♦ [Federal Emergency Management Agency National Flood Hazard Layer](#)
- ♦ Agency of Natural Resources, [Natural Resources Atlas](#)
- ♦ Agency of Natural Resources, [BioFinder](#)
- ♦ [Milton's State Register of Historic Properties](#)

### 13.1 Like Kind Quality Standard (ZRI 60)

(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 architecture. Compatibility does not mean "the same as". Rather, compatibility refers to the sensitive of development proposals in maintaining the character of existing development.)

What are the surrounding land uses and character of the area?

### 13.2 Topography, Drainage & Stormwater (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 any sod, soil, sand, gravel or stone for commercial purposes?

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

Are there steep slopes on the site?

- No
- Yes

Explain how stormwater runoff from impervious surfaces (roofs, driveways, parking spaces, sidewalks, etc.) will be principally managed and infiltrated on the property and not diverted onto the property of others or into public right of ways?

### 13.3 Water Resources: Watershed, Streams, Shoreline, and Wetlands (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.)*

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?

- 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*).

If present, how does the proposal take into account the stream and shoreline resources present?

Are any wetlands or presumed wetlands present on the property?

- No
- Yes (*describe*)

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

### 13.4 Soils (Plan Map 7)

Are any known hazardous wastes, toxic substances, or buried tanks on the site?

- No
- Yes (describe)

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)

### 13.5 Vegetation (Landscaping, Trees, Screening, Riparian Buffers)

What existing vegetation or landscaping will be removed?

- No
- Yes (describe)

Are existing and proposed vegetative resources maximized to screen or prevent earth movement, erosion and stormwater management?

### 13.6 Wildlife Habitat (Comprehensive Plan Map 9)

Does the site contain any resources identified on Map 9 of the Plan, such as critical habitat, deer wintering yards, significant wildlife corridors/crossings, etc.?

- No
- Yes (describe)

### 13.7 Historic & Heritage Resources

Does the project propose demolition of a building included in Milton's survey of State Register of Historic Places linked above?

- No
- Yes (describe)

Are there other known historic or culturally significant resources present?

## Section 14 PROJECT IMPLEMENTATION & PHASING

For projects that require a zoning permit, will you be able to implement the proposal within a maximum of two years from the date of permit issuance? (Permits are valid for one year and may be renewed for an additional year prior to expiration).

- Not applicable (no zoning permit required for this project)
- No (you must phase your project, separating out a permit for each phase)
- Yes

For projects that require a Zoning Permit, does the project include a phased implementation?

- Not applicable (no zoning permit required for this project)
- No
- Yes (detail the specific development included in each phase; and label phasing on the plans)

Check the boxes below to acknowledge that you have read, understood and accept responsibility for the following:

- Most signage is subject to a permit per ZR§830, and can be integrated into this and subsequent zoning permit applications to save time and money.
- For projects that require a Zoning Permit, you must apply for and be issued a Zoning Permit prior to development. An issued permit is valid for one year, and can be renewed one-time only for an additional year upon application. Upon completion, you must apply for a Certificate of Compliance/Occupancy and all work must be certified by the Zoning Administrator prior to eligibility for use and occupancy of the development.
- For projects that require a Zoning Permit, temporary structures, construction offices, or construction trailers in conjunction with construction work are subject to permitting per ZR§650.
- Nearly all development review approvals have conditions of approval.
- Check here if this proposal will result in 8 or more units, and coordinate with the Milton Post Office at 893-4014 on the placement of a cluster/neighborhood box unit; show the unit's placement on your plans.