

# 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.

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

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

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

## 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
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#### 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
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#### 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.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## BUSINESS PARTNERSHIP FORM

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*(Complete form for each applicant and landowner, as needed.)*

Applicant or  Landowner

*(To add additional partners, copy, paste and complete this section for each one.)*

Name \_\_\_\_\_

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

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

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

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## CORPORATION FORM

(Complete form for each applicant and landowner, as needed)

Applicant or  Landowner

Corporation Name \_\_\_\_\_

Date Corporation Registered in Vermont \_\_\_\_\_

Registered Agent \_\_\_\_\_

Firm (if applicable) \_\_\_\_\_

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

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

(To add principals, copy, paste and complete this section for each one.)

Principal \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## R6, SHORELAND DISTRICT FORM

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**Check each box below to verify that you have read, understood and will comply with the following:**

- Docks, Stairs and Shoreland Restoration projects may be approved provided that the Development Review Board finds that the conditions of Section 500 are met and that the proposed STRUCTURE is necessary for the operation of the PRINCIPAL USE. (ZR§353.7)
- No more than 25% of existing trees and/or ground cover shall be removed along the SHORELINE for a distance of 25 feet from the SHORELINE within a 5-year period. (ZR§356.1)
- No more than 35% of existing trees and/or ground cover shall be removed for an additional distance of 125 feet (beyond the no-cut area in 357.1) without Site Plan approval from the Development Review Board within a 5-year period. Erosion and stormwater best management practices must be employed during and after site work and tree clearing. (ZR§356.2)
- Unless otherwise provided by the Development Review Board in a PLANNED UNIT DEVELOPMENT, no building shall be closer than fifty (50) feet from the ordinary high water mark of any stream, river or brook. (ZR§691)
- Existing trees and ground cover along any SHORELINE, body of water or fully carrying spring flood waters shall be maintained for a distance of 25 feet from the SHORELINE or body of water to protect against erosion. (ZR§692)

**Are you requesting relocation of the district boundary, per ZR§670?**

- Yes, (submit a survey showing the boundary relocation prepared by a licensed surveyor)
- No

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## FH, FLOOD HAZARD DISTRICT FORM

(Refer to Appendix A of the Zoning Regulations & [FEMA Map](#)).

Check here to verify that you have read, understood and complied with all applicable development standards of Appendix A?

Where is the development located?

- Special Flood Hazard Area Only
- Floodway
- Both

How is the proposed development categorized by the Regulations? (check all that apply)

- Substantial improvement, elevation, relocation, or flood proofing of existing structures;
- New or replacement storage tanks for existing structures;
- Improvements to existing structures in the floodway;
- Grading, excavation; or the creation of a pond;
- Improvements to existing roads;
- Bridges, culverts, channel management activities, or public projects which are functionally dependent on stream access or stream crossing;
- Public utilities
- The repair, relocation, replacement, or enlargement of a nonconforming structure within a flood hazard area.

Check the boxes below to verify that you have attached the following to your application.

- A site plan that depicts:
  - The proposed development,
  - All water bodies,
  - Special Flood Hazard Areas,
  - Floodways,
  - Any existing and proposed drainage,
  - Any proposed fill, and pre and post development grades, and
  - The elevation of the proposed lowest floor, as referenced to the same vertical datum as the elevation on the current Flood Insurance Rate Maps.
- A Vermont Agency of Natural Resources Project Review Sheet for the proposal. The Project Review Sheet shall identify all State and Federal agencies from which permit approval is required for the proposal, and shall be filed as a required attachment to the municipal permit application. The identified permits, or letters indicating that such permits are not required, shall be submitted to the ZA and attached to the permit before work can begin.

Check here to verify that you understand that the appropriate municipal panel may only issue an approval following receipt of comments from the State of Vermont Agency of Natural Resources, or the expiration of 30 days from the date the application was mailed to the Agency, whichever is sooner.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## FC, FORESTRY CONSERVATION DISTRICT FORM

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**Check each box below to verify that you have submitted and comply with the following:**

- A topographic survey showing: contour intervals of five feet for the portion of the site that is to contain the proposed use showing the relationship of the proposed use to the surrounding terrain and existing vegetation. All slopes greater than 15% as determined by the change in elevation divided by distance in feet shall be clearly delineated on the survey and shall be excluded from the BUILDABLE ENVELOPE;
- A survey delineating all designated WETLANDS, navigable streams, navigable watercourses, wooded and open areas, flood hazard areas and earth movement hazard areas occurring within 200 feet of any proposed use or means of access.
- A roadway profile with grading limits clearly defined and existing and proposed cross-sections at critical locations that shows the proposed means of access to the BUILDABLE ENVELOPE or use; the profile must demonstrate that a roadway with a grade of 10% or less can be constructed in the location of any proposed means of access to the BUILDABLE ENVELOPE or use;
- Sections and elevations clearly showing the relationship of the existing site and the proposed use and access roadway or driveway to the existing surroundings, specifically the existing vegetation and topography;
- A letter from a certified engineer, indicating that all of the elements required for submission as indicated above are complete and accurate;
- A septic design conforming to State standards for the proposed use.

**Check each box below to verify that you understand and comply with the following:**

- When a parcel of land occurs in both the Forestry/Conservation/Scenic Ridgeline District and the Agricultural/Rural Residential District, the portion of the lot occurring in the Forestry/Conservation/Scenic Ridgeline District can be used to satisfy LOT AREA requirements of the Agricultural/Rural Residential District.
- The minimum area of that lot must satisfy the area requirements of the Agricultural/Rural Residential District.
- At least two ACRES of land must occur within the Agricultural/Rural Residential District.
- BUILDABLE ENVELOPES for any permitted or CONDITIONAL USE occurring in the portion of the lot contained within the Agricultural/Rural Residential District must occur entirely within the Agricultural/Rural Residential District, and must conform to the lot dimension requirements of that district, except where permitted as a CONDITIONAL USE under Section 483.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## PRE-APPLICATION REVIEW FORM

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### INFORMATION ONLY

Pre-applications often 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.



# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## EXCAVATION & FILL FORM, ZR§680

Describe the proposed grading action in detail:

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If the proposal includes fill, what is the source of the fill? *(describe location)*

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If the proposal includes fill, have you verified that the fill is clean (free of hazardous or toxic substances)?

- No *(many hazardous waste sites are known and mapped by Agency of Natural Resources)*
- Yes

If the proposal involves excavation, where is the soil being moved? *(describe location)*

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Does the proposal include blasting?

- No
- Yes *(describe)*

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By submitting this form, you agree to notify the Zoning Administrator if any excavated material is being relocated within Milton -- as well as notify the recipient of the fill that a permit may be required per ZR§860.

Check the boxes below if the proposed development includes excavation or fill that meets any of the following (ZR§680):

- Grading action of more than 100 cubic yards.
- Cut, fill or excavation more than 5' in vertical dimension that will maintain a 2' horizontal time soon to a 1' vertical dimension slope ration.
- The existing ground slope exceeds 2' horizontal dimension to a 1' vertical slope ratio.
- The grading action is within Shoreline, Floodplain, Wetland or Stream.
- The grading action is within the zoning setbacks for a structure.
- Exempt grading action has occurred within a five-year period on an individual lot or series of lots in contiguous ownership.

If boxes above are checked, a Site Plan application is required and **ATTACHED**

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## EXTRACTION OF NATURAL RESOURCES FORM, ZR§860

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Describe the proposed extraction of sod, soil, sand, gravel or stone action in detail:

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Check each box below to verify that your site plan includes the following:

- Location and magnitude of the proposed operation
- Location and composition of access roads
- Existing grades and contours in the area from which the material is to be taken
- Finished grades at the conclusion of the operation
- Adequate fencing of excavation areas
- Landscape buffer zones,
- Measures to control dust, noise or other effects which may be harmful to the surrounding area
- Measures to protect soil fertility, drainage and lateral support of abutting land
- Provisions to cover the finished grades with at least four inches of topsoil and seed with a suitable crop cover

*(ZR§860.4 requires that you post surety with the Town of Milton sufficient to guarantee conformity with the approved plans. The amount of the surety shall be determined by the Development Review Board.)*

**What form of surety and amount of surety do you propose and how did you arrive at this calculation?**

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Check here to verify that you understand, accept and will comply with the following limitations:

No removal of soil, sod, loam, sand, gravel or stone shall be permitted:

- Within any Flood hazard or Forestry/Conservation/Scenic Ridgeline District (unless expressly permitted in Appendix A of the Milton Zoning Regulations: Inundation Hazard Area Regulations).
- Within seventy-five (75) feet of any property line.
- Within fifty (50) feet of the mean high water level of any stream, river or lake.
- Within any SETBACK or buffer zone required by these Regulations.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## MINOR SITE PLAN AMENDMENT FORM, ZR§801

(To determine if the proposal is a minor amendment eligible for administrative review, please answer the following questions.)

Is the proposal a modification of an approved Site Plan, which does not involve changes to curb cuts or traffic circulation patterns. Such modifications shall not result in an increase of more than 10% or 5,000 square feet in a building's GROSS FLOOR AREA or total LOT COVERAGE, whichever is less?

- No
- Yes

Is the proposal a change of USE, which involves no exterior changes to the property including modifications to building or lot coverage, parking and circulation, landscaping and grading?

- No
- Yes

Is the proposal minor exterior changes to a building's façade, such as a vestibule, awning, door or window change.

- No
- Yes

Is the proposal a PLANNED UNIT DEVELOPMENT which involves the division of an existing STRUCTURE into two or more units but does not involve an increase in the square footage of the building, new curb cut to a public highway, new access to any other lot, additional paved parking areas, or new patterns of circulation.

- No
- Yes

Is the proposal exterior changes to a building which do not involve an increase in the TOTAL GROSS FLOOR AREA of the building?

- No
- Yes

Check here to verify that your site plans include a complete plan set showing the entire lot to replace the previously approved final plan set.

What are the estimated hours of operation? \_\_\_\_\_

What are the estimated days of operation? \_\_\_\_\_

What are the estimated number of employees? \_\_\_\_\_

What is the total daily estimated trip (vehicle) generation? \_\_\_\_\_ (Refer to [ITE Manual](#))

AM Peak Hours \_\_\_\_\_

PM Peak Hours \_\_\_\_\_

Do the plans show the location locations and dimensions of proposed signage?

- No
- Yes

Complete the following table describing the parking for each principal use.

(Add rows as needed)

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

Please describe the proposed driveway/parking surface (paved, pavers, gravel):

Check here to verify that your proposal complies with the parking and internal circulation standards of ZR§812, and to verify that all spaces have been labeled for their intended use (for example: resident, visitor, customer, display/inventory, shared, etc.).

**STAFF USE ONLY**

The Zoning Administrator finds and concludes on \_\_\_\_\_(date) that:

- The proposal IS a minor site plan amendment eligible for administrative review. (*check*)
- The proposal IS NOT a minor site plan amendment eligible for administrative review.
- To forego administrative review of any Site Plan, pursuant to ZR801.3 and forwards this application to the Town Planner for Development Review Board review.

**Zoning Administrator Signature:**

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## 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.

What are the estimated hours of operation? \_\_\_\_\_

What are the estimated days of operation? \_\_\_\_\_

What are the estimated number of employees? \_\_\_\_\_

What is the total daily estimated trip (vehicle) generation? \_\_\_\_\_ (Refer to [ITE Manual](#))

AM Peak Hours \_\_\_\_\_

PM Peak Hours \_\_\_\_\_

Do the plans show the location locations and dimensions of proposed signage?

- No
- Yes

Complete the following table describing the parking for each principal use.

(Add rows as needed)

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

Please describe the proposed driveway/parking surface (paved, pavers, gravel):

- 
- For uses subject to site plan approval, check here to verify that your proposal complies with the parking and internal circulation standards of ZR§812, and to verify that all spaces have been labeled for their intended use (for example: resident, visitor, customer, display/inventory, shared, etc.).
  - 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.
- 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.
- 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.



# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## TOWN CORE SITE PLAN STANDARDS FORM, ZR§804

### Special Provisions Applicable to the M1, M2, M4 and DB1 Zoning Districts (ZR§804)

Is the project a Planned Unit Development containing residential uses or a multi-family use with more than 10 units?

- No
- Yes (the standards below are mandatory instead of encouraged)

Check each box below to verify that you have read, understood and taken into consideration the following:

- Uses may mix as long as they are sited and designed of LIKE KIND QUALITY with neighboring properties. Houses, offices and stores may be above, next to, or in the general vicinity of each other; but consideration should be given to elements of common concern - hours of operation, lighting, shared parking, etc.
- Buildings should be placed close to the sidewalks. Street trees and green belts along sidewalks should be constructed to provide a pedestrian-friendly environment.
- Site design should accommodate pedestrian movements. Sidewalks/bike paths will be encouraged along all public streets in the district. Buildings, parking lots and internal walkways should be located to encourage connections to those public sidewalks and bike paths.
- Street trees should be encouraged along major connecting roads and pedestrian spaces to be placed within a green belt of at least 6 feet in width and spaced no more than 50' apart. Tree grates may be used in places with limited width.
- Parking should not be allowed to dominate the site. Parking spaces should be limited to the needs of the use. Some front yard parking may be allowed at the discretion of the DRB, but parking lots should be behind or on the side of buildings. Where parking lots are visible from the public street, appropriate landscaping should be included. On-street parking may be possible along some roadways.

If the project includes ten or more dwelling units, check each box below to verify that you have read, understood and taken into consideration the following:

- OPEN SPACE Requirements for developments with ten (10) or more multi-family residential units. The proposal shall provide for the preservation and maintenance of OPEN SPACE which is designed to be an integral part of the whole development. The size, shape and locations of OPEN SPACE shall be approved by the Development Review Board. The OPEN SPACE shall be protected by appropriate legal devices to ensure the continued USE of such lands for the purpose of AGRICULTURE, FORESTRY, recreation or conservation. Such mechanisms include dedication of development rights, conservation easements, homeowners associations, restrictive covenants, conveyance to land trusts, or other appropriate grants or restrictions approved by the Development Review Board. Permitted future USES and maintenance of the OPEN SPACE shall be specifically identified as part of the approval of development with ten (10) or more multi-family units. An improved or unimproved right-of-way to the OPEN SPACE must be provided so that all residents of the development shall have access to the OPEN SPACE.
- Minimum OPEN SPACE Requirements:
  - o In the M1, M2, M4, DB1 Zoning Districts, a minimum of 20 percent of the land shall be required as OPEN SPACE for all developments with ten (10) or more residential units.
  - o In the M1, M2, M4 Zoning Districts, a minimum of 50% of the OPEN SPACE shall be considered community recreation space, where the intent is to encourage the creation of places for recreation and civic activities that foster neighborliness and the space shall be contiguous. This space shall not consist of BUFFER STRIPS, parking lots, areas between buildings, or undevelopable land as listed in Section 856.1(b). This area shall be maintained by the development, unless accepted by the town as public property. Appropriate legal devices to ensure the continued USE of such lands for continued neighborhood use shall protect it. The DRB shall approve the location and use of this community recreation space.

### Special Provisions Applicable to the M3 Zoning District

**Check each box below to verify that you have read, understood and taken into consideration the following:**

- All of the special provisions noted in Section 804 shall apply to the M3 Zoning District.
- Where possible, access drives and parking areas should be placed under existing VELCO transmission lines to avoid using open land areas for such uses. Access to this area should also support pedestrian circulation and drop-off areas for use of recreational facilities. Handicapped accessibility and connections to existing trails should be carefully considered for all projects within this district.
- Additional access points to this area should be considered. Proposed access roads should be encouraged to align with existing roads.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## CONDITIONAL USE FORM, ZR§500

Which section of the Zoning Regulations requires that the proposal receive conditional use approval?

(check all that apply)

- ALL Conditional Uses, ZR500: complete this form
- Excess Height, ZR560.2: complete this form
- Relocation of Shoreland Residential, ZR670: complete this form and [R6 Form](#)
- Use Not Permitted or Prohibited, ZR110: **ATTACH** [Uses Not Permitted Nor Prohibited Form](#)
- Change of Non-Conforming to Another Non-Conforming, ZR511: **ATTACH** [Non-Conforming To Non-Conforming](#)
- Expansion of Non-Conforming Use or Structure, ZR510: **ATTACH** [Expansion Of Non-Conforming](#)
- Home Occupation, ZR600.10: **ATTACH** [Non-Exempt Home Occupation](#)
- Interim Zoning, Interim Zoning Bylaws, **ATTACH** [Interim Zoning Form](#)
- Recycling Yard, ZR900, **ATTACH** [Recycling Yard Form](#)

### All Conditional Uses, ZR§500

- If the proposal does not require site plan approval, check here to verify that you have **ATTACHED** a [Zoning Permit](#) application drawing showing the layout of the lot.
- Check here to verify that you have read and understood the review standards:
  - ♦ The capacity of existing or planned community facilities or services including water, waste disposal, roads, police, fire services and schools.
  - ♦ The character of the area affected, as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the municipal plan.
  - ♦ Environmental limitations of the site or area, and significant natural resource areas or sites.
  - ♦ The Comprehensive Plan and all bylaws, ordinances and/or regulations of the Town of Milton.
  - ♦ Traffic on roads and highways in the vicinity.
  - ♦ Utilization of renewable energy resources.
- Check here if you have opted to **ATTACH** a narrative explaining how the proposal addresses the standards above.
- Check here to verify that you understand and accept the following (ZR501):

In granting such CONDITIONAL USE, the Development Review Board may attach such additional reasonable conditions and safeguards as it may deem necessary to implement the provisions and intentions of these Regulations and the Milton *Comprehensive Plan*.
- Check here to verify that you understand that a panel's conditional use approval shall expire one year from the date of issue if the a Zoning Permit is not pulled to activate the approval.

(Applicants sometimes choose to propose use limitations to reduce impact).

- Check here if you request that any restrictive conditions be placed on the use to ensure that the impact would not have an undue adverse affect. (list below)

### Expiration of Approval (ZR§1020)

- Check here to verify that you understand and accept that a CONDITIONAL USE approval shall expire one year from the date of issue

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## **USES NOT PERMITTED OR PROHIBITED FORM, ZR§110**

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Check here to verify that the proposed USE is not specifically permitted or prohibited in the Zoning Regulations.

**Explain which uses in the Zoning Regulations are similar but do not sufficiently describe this use?** *(specify use(s), including relevant definitions)*

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## NON-CONFORMING TO NON-CONFORMING FORM, ZR§5 I I

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- Check here to verify that you have read and understood the definition of "non-conforming use" as defined by the Zoning Regulations.

Is the proposed USE is a permitted USE within at least one ZONING DISTRICT within the Town of Milton, except as limited under Section 894(1) of this Ordinance?

- No  
 Yes (*complete next question*)

Is the proposed the proposed USE is one which is less in degree of non-conformity than the previous USE. In making such a determination, the Development Review Board must find that the proposed USE will more closely resemble the permitted USES within the district, and will reduce the impact of the previous USE on such factors as parking, traffic, open storage, visual impact and noise.

- No  
 Yes

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## EXPANSION OF NON-CONFORMING FORM, ZR§512

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- Check here to verify that you have read and understood the definition of "non-conforming use" as defined by the Zoning Regulations.

Is the proposed EXPANSION a permitted USE in at least one ZONING DISTRICT within the Town of Milton, except as limited under Section 894(1) of this Ordinance

- No  
 Yes

Does the proposed EXPANSION not exceed that which is permitted for the most extensive USE permitted within the ZONING DISTRICT in which it is located

- No  
 Yes

Does the proposed EXPANSION or enlargement of USE result in an increase in only the volume, intensity, frequency or area of the previous USE, and does not involve the creation of a new NON-CONFORMING USE, the displacement of a conforming USE, nor the creation of a non-conformity in relation to SETBACKS or LOT COVERAGE.

- No  
 Yes

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## NON-EXEMPT HOME OCCUPATION FORM, ZR§600.10

Check here to verify that you have read and understood the definition of "home occupation" as defined by the Zoning Regulations.

Check here to verify that your Zoning District allows residential uses.

Check here to verify that you have read and understood and agree to the definition of a home occupation below.

An occupation, **personal service**, profession, or trade customarily and commonly carried out by an occupant of a DWELLING UNIT as a secondary USE which is customary in residential areas and which does not have an undue adverse effect upon the character of the residential area in which the DWELLING UNIT is located, and which, for the purposes of this Ordinance, shall in all cases comply with the requirements of Section 600.

**Answer the following:**

What are the estimated hours of operation? \_\_\_\_\_

What are the estimated days of operation? \_\_\_\_\_

What are the estimated number of employees? \_\_\_\_\_

What is the total daily estimated trip (vehicle) generation? \_\_\_\_\_

AM Peak Hours \_\_\_\_\_

PM Peak Hours \_\_\_\_\_

Do the plans show the location locations and dimensions of proposed signage?

No

Yes

**Complete the following table describing the parking for each 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

**Please describe the proposed driveway/parking surface (paved, pavers, gravel):**

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

**Check the standards below that the HOME OCCUPATION does not meet.**

- The HOME OCCUPATION shall be carried on only by full time residents of the dwelling and no more than two employees who are not full-time residents of the dwelling.
- The HOME OCCUPATION shall be clearly incidental and secondary to the residential USE of the dwelling. The area utilized for the HOME OCCUPATION can be up to fifty percent (50%) of the dwelling square footage plus any accessory buildings not to exceed 1,000 square feet. For HOME OCCUPATIONS utilizing greater than 50% of the dwelling square footage plus any accessory buildings or 1,000 square feet, CONDITIONAL USE approval is required.
- The HOME OCCUPATION can be carried on entirely indoors, however, there can be OUTDOOR STORAGE of materials or equipment provided it is covered or screened from view from outside the property boundaries.
- Parking shall be provided off-STREET and shall not be located in FRONT SETBACK areas. Not more than one business-related vehicle not exceeding 15,000 pounds gross vehicle weight as designated by the manufacturer may be kept on a lot as part of a HOME OCCUPATION. No heavy equipment shall be kept on a lot as part of a HOME OCCUPATION.

- A SIGN, as provided for under Section 830, may be displayed in the FRONT SETBACK area.
  - HOME OCCUPATIONS which produce objectionable noise, smoke, vibration, dust or odors discernable on any adjoining property or dwelling unit shall not be permitted.
  - HOME OCCUPATIONS which create an undue adverse effect upon the character of the neighborhood, substantially or permanently impair the USE of adjacent property or dwelling, or are detrimental to the public welfare shall not be permitted. Hours of operation, outdoor lighting, etc., shall be compatible with the character of the residential neighborhood. Hours of any activities that are discernible beyond the property boundaries (traffic, noise, etc.) shall be limited to 7:00 a.m. to 7:00 p.m. Monday through Saturday.
  - RETAIL SALES are permitted, provided they are limited to those items produced as part of the HOME OCCUPATION. Sales of products directly related to the delivery of a PERSONAL SERVICE are also permitted.
  - HOME OCCUPATIONS shall not produce traffic that alters the essential character of the neighborhood.
- Check here to verify that you understand and accept that any approval is granted to the applicant for the length of time that the applicant occupies the dwelling. Approval shall terminate upon relocation by the applicant and shall neither remain with subsequent occupants of the dwelling nor transfer to a new location with the original applicant.**



# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## INTERIM ZONING CONDITIONAL USE FORM (IZR)

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Check here to verify that you have **ATTACHED** all application requirements for the application to which it is normally subject to under the permanent Zoning and Subdivision Regulations, as well as any other additional data as may be deemed necessary for the Board to evaluate the review criteria.

Check here to verify that you have read, understood and accept the following:

At any time during the Selectboard's public hearing on an application, the Selectboard may request written comment from the Planning Commission regarding the application and one or more of the above-described standards. Upon such a request, the Planning Commission shall review the application materials at one of its regular meetings and prepare and provide to the Selectboard written comments, which may include recommendations, responding to the Selectboard's request. The Planning Commission's comments and recommendations are advisory only and the Selectboard is not required to adopt them in its written decision. During the continued public hearing, the Selectboard shall provide the opportunity for comment or responses to the Planning Commission's comments and recommendations.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## SUBDIVISION SKETCH PLAN FORM, SR§300

### Subdivision Classification

What type of subdivision is proposed?

- Minor** (6 or fewer lots) *(This is subject to Sketch and Final Plan approval.)*
- Major** (7 or fewer lots) *(This is subject to Sketch, Preliminary and Final Plan approval)*

### Sketch Plan Checklist

- Check here to verify that you have submitted four (4) sets of plans drawn to scale with fifteen (15) reductions of the plans and any supporting written materials.

Check each box below to verify that your sketch plan drawing includes the following:

- Name and address of the owner of record and applicant.
- Name of owners of record of contiguous properties.
- Boundaries and area of proposed subdivision.
- Existing and proposed layout of property lines; type and location of existing and proposed restrictions on land, such as easements and covenants.
- Type, location, and approximate size of existing and proposed streets, utilities and open space.
- Date, true north arrow, and scale (numerical and graphic).
- Location map, showing relation of proposed subdivision to adjacent property and surrounding area.
- Deed reference - tax map reference.
- Zoning district.

### Policies (SR§110)

Check each box below to verify that you have read, understood and accept the following policies.

- The subdivision of land and the subsequent development of the subdivided plat as subject to the control of the Town of Milton pursuant to the Vermont Planning and Development Act (Act) and the Milton Town Comprehensive Plan (Plan) for the orderly, planned, efficient and economical development of the Town.
- Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace. Land shall not be subdivided until proper provision has been made for drainage, water, sewage, and capital improvements such as schools, parks, recreation facilities and transportation facilities.

### Purposes (SR§120)

Check each box below to verify that you have read, understood, and accept the following purposes.

- To protect and provide for the public health, safety, and general welfare of the Town of Milton.
- To guide the future growth and orderly development of the Town in accordance with the Comprehensive Plan, Zoning Regulations and all other By-Laws enacted to implement the Plan.
- To provide for adequate light, air and privacy, to secure safety from fire, flood and other danger, and to prevent over-crowding of the land and undue congestion of population.
- To guide public and private policy and action in order to provide adequate and efficient transportation, water, sewage, schools parks, playgrounds, recreation and other public requirements and facilities.
- To provide the most beneficial relationship between the uses of land and buildings, and the circulation of traffic throughout the Town, having particular regard to the avoidance of congestion in the streets and highways.
- To insure that public facilities are available and will have a sufficient capacity to serve any proposed subdivision.
- To present the pollution of air, streams, ponds and Lake Champlain; to assure the adequacy of drainage facilities; to safeguard the water tables; and to encourage the wise use and management of natural resources throughout the Town in order to preserve the integrity, stability, and beauty of the community and the value of land.
- To preserve the natural beauty and topography of the Town and to insure appropriate development with regard to these natural features.
- To further the purposes contained in the Vermont Planning and Development Act, and in particular, those purposes set forth in Section 4302 of the Act.

## Standards of Evaluation (SR§700)

Check each box below to verify that you have read, understood, and accept the following standards of evaluation.

- The land is suitable for subdivision or development. In making this determination it shall at least consider flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements or other features which will be harmful to the safety, health, and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas.
  - The proposal includes due regard for the preservation and protection of existing aesthetic features such as trees, scenic points, brooks, streams, rock outcroppings, water bodies, other natural resources and historical resources.
  - The proposal includes sufficient open space for recreation.
  - The proposal includes adequate provision for control of runoff and erosion during and after construction.
  - The proposed development is in compliance with the Milton Comprehensive Plan, Zoning Regulations and other By-Laws then in effect.
  - The proposed development will not result in undue water or air pollution. In making this determination it shall at least consider the elevation of land above sea level and its relation to the floodplains, the nature of the soils and subsoils and their ability to adequately support waste disposal; the slope of the land and its effect on effluents; the availability of stream for disposal of effluents; and the applicable health and Vermont Department of Water Resources regulations.
  - The proposed development is compatible with surrounding properties.
  - The site is suitable for the proposed density.
  - The proposal contains adequate provision for pedestrian traffic in terms of safety, convenience, access to points of destination and attractiveness.
  - The proposed development will not place an unreasonable burden on the ability of local governmental units to provide municipal, educational, or governmental services and facilities.
  - There is sufficient water available for the reasonably foreseeable needs of the proposed development.
  - The proposed development will not cause unreasonable highway congestion or unsafe conditions with respect to the use of roads and highways in the Town.
- Check here if you have opted to **ATTACH** a narrative explaining how the proposal addresses the standards above.

## Required Improvements and Design Standards (Article VIII)

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

- Streets, SR§800
- Curbs, Sidewalks and Pedestrian Access, SR§810
- Outdoor Lighting, SR§820
- Shade Trees, SR§830
- Drainage, SR§840
- Water System, SR§850
- Sewage Disposal, SR§860
- Utilities, SR§870
- Layout, SR§880

## Conditions of Approval (SR§330)

Check here to verify your understanding and acceptance that the DRB shall study the sketch plan to determine whether or not it conforms to, or would be in conflict with the Plan, the Zoning Regulations and any other By-laws then in effect, and shall where it deems necessary, make specific recommendations for changes in subsequent submissions. The DRB may also require where necessary for the protection of the public health, safety, and welfare that a minor subdivision comply with all or some of the requirements specified in these regulations for major subdivisions.

## Expiration of Approval (SR§340)

Check here to verify your understanding that approval of a sketch plan shall not constitute the approval of a subdivision plat and is merely an authorization for the applicant to file a preliminary plan or final plan application within six (6) months of the DRB's signed Decision.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## SUBDIVISION PRELIMINARY PLAN FORM, SR500

### Preliminary Plan Checklist (SR§600)

- Check here to verify that the proposal conforms to the layout shown on the sketch plan plus any recommendations made by the DRB in its decision.

Check each box below to verify that your preliminary plat drawing includes the following:

- The Preliminary Subdivision Plat shall consist of one or more maps or drawings which may be printed or reproduced on paper with all dimensions shown in feet or decimals of a foot, drawn to scale of not more than one hundred (100) feet per inch, showing or accompanied by the following information:
  - Proposed subdivision name or identifying title and the name of the Town.
  - Name and address of record owner, subdivider and designer of Preliminary Plat.
  - Number of acres within the proposed subdivision, location of property lines, existing easements, building envelopes, building locations, natural resources and other essential existing physical features.
  - The names of all subdivisions immediately adjacent and the names of owners of record of adjacent acreage.
  - The zoning district designation of the area to be subdivided and any zoning district boundaries affecting the tract.
  - Deed reference, tax map reference.
  - The location and size of any existing sewers and water mains, culverts and drains on the property.
  - Location, names and present widths of existing and proposed streets, highways, easements, building lines, alleys, parks, and other public open spaces as well as similar facts regarding adjacent property two hundred (200) feet from property lines.
  - Contour lines at intervals of five (5) feet for existing grades and for proposed finished grades where change of existing ground elevation will be five (5) feet or more.
  - Typical cross sections of the proposed grading and roadways and of sidewalks (*see public works specifications*).
  - Complete survey of subdivision tract by a licensed land surveyor.
  - Date, true north point and scale.
  - Means of providing water supply to the proposed subdivision.
  - Means of providing sewage disposal to the proposed subdivision.
  - Provisions for collecting and discharging storm drainage, in the form of drainage plan.
  - Preliminary designs of any bridges or culverts which may be required.
  - The proposed lot lines with approximate dimensions and suggested locations of buildings.
  - The location of temporary markers adequate to enable the DRB to locate readily and appraise the basic layout in the field. Unless an existing street intersection shall be shown.
  - All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
  - The location of natural features or site elements to be preserved.
  - The Preliminary Plat shall be accompanied by a vicinity map drawn at the scale of not over four hundred (400) feet to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The vicinity map shall show all the area within two thousand (2,000) feet of any property line of the proposed subdivision or any smaller area between the tract and all surrounding existing streets, provided any part of such a street used as part of the perimeter for the vicinity map is at least five hundred (500) feet from any boundary of the proposed subdivision. Within such area the vicinity map shall show:
    - All existing subdivisions and approximate tract lines of parcels together with the names of the record owners of all adjacent parcels of land, namely, those directly abutting or directly across any right-of-way adjoining the proposed subdivision.
    - Locations, widths and names of existing, filed or proposed streets, easements, building lines and alleys pertaining to the proposed subdivision and to the adjacent properties as designated in Paragraph one (1), above.
    - An outline of the platted area together with its street system and an indication of the future probable street system of the remaining portion of the tract, if the Preliminary Plat submitted covers only part of the subdivider's entire holding.

### Policies (SR§110)

Check each box below to verify that you have read, understood and accept the following policies.

- The subdivision of land and the subsequent development of the subdivided plat as subject to the control of the Town of Milton pursuant to the Vermont Planning and Development Act (Act) and the Milton Town Comprehensive Plan (Plan) for the orderly, planned, efficient and economical development of the Town.
- Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace. Land shall not be subdivided until proper provision has been made for drainage, water, sewage, and capital improvements such as schools, parks, recreation facilities and transportation facilities.

### **Purposes (SR§120)**

**Check each box below to verify that you have read, understood, and accept the following purposes.**

- To protect and provide for the public health, safety, and general welfare of the Town of Milton.
- To guide the future growth and orderly development of the Town in accordance with the Comprehensive Plan, Zoning Regulations and all other By-Laws enacted to implement the Plan.
- To provide for adequate light, air and privacy, to secure safety from fire, flood and other danger, and to prevent over-crowding of the land and undue congestion of population.
- To guide public and private policy and action in order to provide adequate and efficient transportation, water, sewage, schools parks, playgrounds, recreation and other public requirements and facilities.
- To provide the most beneficial relationship between the uses of land and buildings, and the circulation of traffic throughout the Town, having particular regard to the avoidance of congestion in the streets and highways.
- To insure that public facilities are available and will have a sufficient capacity to serve any proposed subdivision.
- To present the pollution of air, streams, ponds and Lake Champlain; to assure the adequacy of drainage facilities; to safeguard the water tables; and to encourage the wise use and management of natural resources throughout the Town in order to preserve the integrity; stability, and beauty of the community and the value of land.
- To preserve the natural beauty and topography of the Town and to insure appropriate development with regard to these natural features.
- To further the purposes contained in the Vermont Planning and Development Act, and in particular, those purposes set forth in Section 4302 of the Act.

### **Standards of Evaluation (SR§700)**

**Check each box below to verify that you have read, understood, and accept the following standards of evaluation.**

- The land is suitable for subdivision or development. In making this determination it shall at least consider flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements or other features which will be harmful to the safety, health, and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas.
- The proposal includes due regard for the preservation and protection of existing aesthetic features such as trees, scenic points, brooks, streams, rock outcroppings, water bodies, other natural resources and historical resources.
- The proposal includes sufficient open space for recreation.
- The proposal includes adequate provision for control of runoff and erosion during and after construction.
- The proposed development is in compliance with the Milton Comprehensive Plan, Zoning Regulations and other By-Laws then in effect.
- The proposed development will not result in undue water or air pollution. In making this determination it shall at least consider the elevation of land above sea level and its relation to the floodplains, the nature of the soils and subsoils and their ability to adequately support waste disposal; the slope of the land and its effect on effluents; the availability of stream for disposal of effluents; and the applicable health and Vermont Department of Water Resources regulations.
- The proposed development is compatible with surrounding properties.
- The site is suitable for the proposed density.
- The proposal contains adequate provision for pedestrian traffic in terms of safety, convenience, access to points of destination and attractiveness.
- The proposed development will not place an unreasonable burden on the ability of local governmental units to provide municipal, educational, or governmental services and facilities.
- There is sufficient water available for the reasonably foreseeable needs of the proposed development.
- The proposed development will not cause unreasonable highway congestion or unsafe conditions with respect to the use of roads and highways in the Town.

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

### **Required Improvements and Design Standards (Article VIII)**

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

- Streets, SR§800
- Curbs, Sidewalks and Pedestrian Access, SR§810
- Outdoor Lighting, SR§820
- Shade Trees, SR§830
- Drainage, SR§840
- Water System, SR§850
- Sewage Disposal, SR§860
- Utilities, SR§870
- Layout, SR§880

### **Sectionalizing (SR530)**

Check here to verify that you understand and accept that at the time the DRB grants preliminary plat approval, it may require the plat to be divided into two or more sections and may impose such conditions upon the filing of application for final plat approval for each section as it deems necessary to assure the orderly development of the plat.

### **Conditions of Approval (SR§330)**

Check here to verify your understanding and acceptance that the DRB shall study the sketch plan to determine whether or not it conforms to, or would be in conflict with the Plan, the Zoning Regulations and any other By-laws then in effect, and shall where it deems necessary, make specific recommendations for changes in subsequent submissions. The DRB may also require where necessary for the protection of the public health, safety, and welfare that a minor subdivision comply with all or some of the requirements specified in these regulations for major subdivisions.

### **Expiration of Approval (SR§540)**

Check here to verify your understanding that approval of a preliminary plat shall not constitute approval of the submission plat. Prior to approval of the final subdivision plat, the DRB may require additional changes as a result of further study. The approval of a preliminary plat shall be effective for a period of one (1) year, and any plat not receiving final approval prior to the expiration of one (1) year shall be null and void, and the subdivider shall be required to resubmit a new plat for preliminary approval subject to all new zoning and subdivision regulations. Should the DRB impose sectionalizing as a condition of preliminary plat approval, it may extend the one (1) year effective period of preliminary approval.

### **Final Application (SR§550)**

Check here to verify your understanding that within six (6) months of preliminary plat approval, the subdivider shall submit an application for approval of a final subdivision plat. The application shall contain those items set forth in Section 610 of these regulations, and shall conform to the layout shown on the approved preliminary plat and incorporate all conditions set forth in the preliminary plat approval. If sectionalizing was a requirement of preliminary plat approval, a separate final plat application shall be filed for each section within the time periods imposed in the preliminary plat approval.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## FINAL SUBDIVISION FORM, SR§600

### Final Plan Checklist (SR§600)

- Unless the application is a Boundary Line Adjustment, check here to verify that the proposal conforms to the layout shown on the sketch plan or preliminary plat plus any recommendations made by the DRB in its decision
- Check here to verify that you understand final approval by the DRB shall not be deemed to constitute or be evidence of an acceptance by the Town of any street, easement, utility, park, recreational area or open space shown on the final plat. Such acceptance may only be accomplished by formal resolution of the Legislative Body.

#### Check each box below to verify that your final plat drawing includes the following:

- The Final Subdivision Plat shall consist of one or more sheets of drawings prepared by a license surveyor which conform to the following requirements:
  - The size of the sheets shall be either 18 inches x 24 inches or a multiple thereof.
  - Such sheets shall have a margin of one (1) inch outside the border along three sides and of one and one-half (1-1/2) inch on the binder side.
  - Space shall be reserved thereon for endorsement by all appropriate agencies.

THIS FINAL PLAT HAS BEEN APPROVED BY RESOLUTION OF THE DEVELOPMENT REVIEW BOARD OF THE TOWN OF MILTON, VERMONT, THIS _____ DAY OF _____, 20__, SUBJECT TO THE REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. SIGNED THIS _____ DAY OF _____, 20__
---

- The final plat for a major subdivision shall conform in all respects to the preliminary or sketch plat as approved by the DRB. The subdivision plat shall show:
  - Proposed subdivision name or identifying title, the name of the Municipality, the name and address of the record owner and subdivider, the name, license number and seal of the licensed land surveyor, the boundaries of subdivision and its general location in relation to existing streets or other landmarks and scale, date and true north point.
  - Street names, as approved by the DRB, and lines pedestrian ways, lots, reservation, easements and areas to be dedicated to public use.
  - Sufficient data acceptable to the DRB to determine readily the location, bearing and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. When practicable these should be tied to reference points previously established by a public authority.
  - The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distances and tangent bearings for each street.
  - By proper designation on such Plat, all public open space for which offers of cession are made by the subdivider and those spaces title to which is reserved by him.
  - Lots within the subdivision numbered in alternating order within the blocks.
  - The location of all the improvements referred to in Article VIII and in addition thereto the location of all fire protection devices, utility poles, sewage disposal systems, and rough grading and other devices and methods of draining the area within the subdivision.
  - Permanent reference monuments and lot corner markers shall be clearly indicated.
  - Monuments shall be set at all corners and angle points of the boundaries of the subdivision, and for new roads at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the DRB.
  - Deed reference, tax map reference.

#### Check each box below to verify that you have attached the following:

- Copies of the proposed deeds, agreements or other documents showing the manner in which streets, open space, including park and recreational areas served and maintained and a certificate from the Legislative Body or Town Attorney that these documents are satisfactory. Such certificate shall not be construed, however, as acceptance by the Town of Milton of any areas proposed to be dedicated to the Town.

- Your preferred form of performance bond (if applicable) to secure completion of any improvements and their maintenance for a period of two (2) years.
- Any other documents required by the DRB as a result of sketch/preliminary plat approval.
- The final plan application for a minor or major subdivision shall be accompanied by a Certificate of Title showing the ownership of all property or easements to be dedicated or acquired by the Town, or reserved, and said Certificate of Title shall be approved by the Town Attorney. Copies of all proposed offers of Dedication, deeds, easements or other instruments conveying property or easements to the Town shall also accompany the final application, and be approved by the Town Attorney.

### **Policies (SR§110)**

**Check each box below to verify that you have read, understood and accept the following policies.**

- The subdivision of land and the subsequent development of the subdivided plat as subject to the control of the Town of Milton pursuant to the Vermont Planning and Development Act (Act) and the Milton Town Comprehensive Plan (Plan) for the orderly, planned, efficient and economical development of the Town.
- Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace. Land shall not be subdivided until proper provision has been made for drainage, water, sewage, and capital improvements such as schools, parks, recreation facilities and transportation facilities.

### **Purposes (SR§120)**

**Check each box below to verify that you have read, understood, and accept the following purposes.**

- To protect and provide for the public health, safety, and general welfare of the Town of Milton.
- To guide the future growth and orderly development of the Town in accordance with the Comprehensive Plan, Zoning Regulations and all other By-Laws enacted to implement the Plan.
- To provide for adequate light, air and privacy, to secure safety from fire, flood and other danger, and to prevent over-crowding of the land and undue congestion of population.
- To guide public and private policy and action in order to provide adequate and efficient transportation, water, sewage, schools parks, playgrounds, recreation and other public requirements and facilities.
- To provide the most beneficial relationship between the uses of land and buildings, and the circulation of traffic throughout the Town, having particular regard to the avoidance of congestion in the streets and highways.
- To insure that public facilities are available and will have a sufficient capacity to serve any proposed subdivision.
- To present the pollution of air, streams, ponds and Lake Champlain; to assure the adequacy of drainage facilities; to safeguard the water tables; and to encourage the wise use and management of natural resources throughout the Town in order to preserve the integrity; stability, and beauty of the community and the value of land.
- To preserve the natural beauty and topography of the Town and to insure appropriate development with regard to these natural features.
- To further the purposes contained in the Vermont Planning and Development Act, and in particular, those purposes set forth in Section 4302 of the Act.

### **Standards of Evaluation (SR§700)**

**Check each box below to verify that you have read, understood, and accept the following standards of evaluation.**

- The land is suitable for subdivision or development. In making this determination it shall at least consider flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements or other features which will be harmful to the safety, health, and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas.
- The proposal includes due regard for the preservation and protection of existing aesthetic features such as trees, scenic points, brooks, streams, rock outcroppings, water bodies, other natural resources and historical resources.
- The proposal includes sufficient open space for recreation.
- The proposal includes adequate provision for control of runoff and erosion during and after construction.
- The proposed development is in compliance with the Milton Comprehensive Plan, Zoning Regulations and other By-Laws then in effect.
- The proposed development will not result in undue water or air pollution. In making this determination it shall at least consider the elevation of land above sea level and its relation to the floodplains, the nature of the soils and subsoils and their ability to adequately support waste disposal; the slope of the land and its effect on effluents; the



availability of stream for disposal of effluents; and the applicable health and Vermont Department of Water Resources regulations.

- The proposed development is compatible with surrounding properties.
- The site is suitable for the proposed density.
- The proposal contains adequate provision for pedestrian traffic in terms of safety, convenience, access to points of destination and attractiveness.
- The proposed development will not place an unreasonable burden on the ability of local governmental units to provide municipal, educational, or governmental services and facilities.
- There is sufficient water available for the reasonably foreseeable needs of the proposed development.
- The proposed development will not cause unreasonable highway congestion or unsafe conditions with respect to the use of roads and highways in the Town.

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

### **Required Improvements and Design Standards (Article VIII)**

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

- Streets**, SR§800
- Curbs, Sidewalks and Pedestrian Access**, SR§810
- Outdoor Lighting**, SR§820
- Shade Trees**, SR§830
- Drainage**, SR§840
- Water System**, SR§850
- Sewage Disposal**, SR§860
- Utilities**, SR§870
- Layout**, SR§880

### **Expiration (SR§940)**

Check here to verify your understanding that Final approval shall expire if the final plat is not filed by the subdivider within one hundred eighty (180) day period. The initial one hundred eighty (180) day period may be extended another ninety (90) days at the discretion of the Zoning Administrator/Acting Zoning Administrator if final local or state permits or approvals are still pending.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## BOUNDARY LINE ADJUSTMENT FORM

Check here to verify that your draft plat clearly shows the existing and proposed boundary lines.

Complete the table below describing the area of land being transferred between lots to make sure it zeros out. (add rows as needed).

Lot Description	Existing Size (s.f.)	Proposed Size (s.f.)	Total Increase/Decrease
<b>Total Area</b>			<b>ZERO</b>

Check here to verify that you understand the following (ZR§620):

No lot shall be so reduced in area so that the total area, SETBACK areas, lot width, FRONTAGE, coverage, or other requirements of these Regulations shall be other than herein prescribed for the district in which the lot is located?

Are the subject lots adjoining, existing, non-conforming lots? (Refer to dimensional conformity section on general information form.)

- No (skip next question)
- Yes

If yes, check here to verify that you understand and accept that an approval shall be subject to the following restrictions.

- (1) Neither lot may enjoy additional building or development rights that did not exist prior to the lot line adjustment; for the lot receiving additional land, any STRUCTURE which was permitted prior to the lot line adjustment may be situated any place within the newly formed lot in accordance with the LOT AREA and dimensional requirements of its particular district; and
- (2) Neither lot may be further subdivided; and
- (3) The boundary line adjustment may not result in a non-conformity that did not previously exist for either lot; and
- (4) No land containing a primary STRUCTURE or waste water disposal system may be transferred through this exception; and
- (5) A statement must be submitted to the Development Review Board by a certified site technician or engineer verifying that the lot to be diminished in size will have an adequate septic replacement area after the reduction in lot size authorized herein.

### Expiration (SR§940)

Check here to verify your understanding that final approval shall expire if the final plat is not filed by the subdivider within one hundred eighty (180) day period. The initial one hundred eighty (180) day period may be extended another ninety (90) days at the discretion of the Zoning Administrator/Acting Zoning Administrator if final local or state permits or approvals are still pending.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## PLANNED UNIT DEVELOPMENT FORM, ZR§850

### PUD Classification

What type of PUD is proposed?

- Administrative** (see ZR§852.7 and 801), attach [Minor Amendment Form](#)
- Minor** (6 or fewer lots & subject to Sketch and Final Plan approval)
- Major** (7 or fewer lots & subject to Sketch, Preliminary and Final Plan approval)

### PUD Category

What category of PUD is proposed?

- Residential**, **ATTACH** [PUD-R Form](#) & [Density Form](#)
- Mixed-Use**, **ATTACH** [PUD- M Form](#) & [Density Form](#)
- Industrial/Commercial**, **ATTACH** [PUD-I/C Form](#)

### Stage of Review

Which stage of review is this application undergoing?

- Sketch**, **ATTACH** [Subdivision Sketch Plan Form](#)
- Preliminary**, (major only), **ATTACH** [Subdivision Preliminary Plan Form](#) & [Site Plan Form](#)
- Final**, **ATTACH** [Subdivision Final Plan Form](#) & [Site Plan Form](#)

(Staff will schedule a SITE VISIT per ZR§851.8 & 851.9 prior to a Sketch Plan hearing. The purpose of this site visit shall be to confirm the locations of natural features identified above, and to assist you with the identification of BUILDABLE ENVELOPES.)

**If your application is at the sketch plan stage, check here to verify that you will have temporary markers placed on the lands in order to enable the Development Review Board to locate readily and appraise the basic layout of the proposed PLANNED UNIT DEVELOPMENT in the field during their site visit.**

### Policies

**Check here to verify that you have read, understood and accept the following policies:**

- No PLANNED UNIT DEVELOPMENT will be approved by the Development Review Board until the applicant has demonstrated complete compliance with the intentions and requirements of ZR850 and the Town of Milton's Comprehensive Plan.
- Requests for waivers and their justification shall be submitted in writing by the applicant for consideration by the Development Review Board in its final approval decision.
- The Development Review Board reserves the right to require additional supporting information from applicants as would typically be required if the application was being reviewed in accordance with the Milton Subdivision Regulations (e.g., traffic studies, drainage plans).

### Purposes

**Check here to verify that you have read, understood and accept the following purpose of a Planned Unit Development:**

The purpose of PLANNED UNIT DEVELOPMENTS is to provide for flexibility in site and lot layout, placement and clustering of buildings, use of open areas, provision of circulation facilities, including pedestrian facilities and parking, and related site and design considerations that will best achieve the goals for the area as articulated in the Comprehensive Plan and bylaws; conservation of OPEN SPACE; efficient use of public facilities and services; to encourage energy efficient development and to meet the purposes, goals and objectives of the Milton Comprehensive Plan.

### PUD Plan Checklist

Check each box to verify that your subdivision and site plans meet the following (ZR§851), regardless of the stage of review:

- Have been prepared by a licensed professional civil engineer, certified land surveyor or landscape architect

- Identifies lands that are clearly undevelopable due to environmental limitations, such as but not limited to, designated WETLANDS and wetland buffers as defined in the Vermont Wetland Rules, slopes in excess of 15%, streams and watercourses, rock formations, UNDEVELOPABLE SOILS, and flood and earth movement hazard areas. All BUILDABLE ENVELOPES must occur outside of these features.
- Identifies open fields, wooded areas, prime and Statewide agricultural lands
- Identifies proposed lot lines,
- Identifies BUILDABLE ENVELOPES,
- Identifies the location, HEIGHT and space of all existing and proposed buildings,
- Identifies OPEN SPACE,
- Identifies landscaping,
- Identifies streets,
- Identifies driveways
- Identifies off-street parking spaces
- Identifies all other physical features.
- Includes elevations prepared by an architect or landscape architect which shall depict the relationship of buildings, landscaping and parking areas.

## Narrative

*(Include a narrative here that responds to prompts below, per ZR§851)*

**Describe how the design provides for the purposes of the PLANNED UNIT DEVELOPMENT, as identified in Section 850 and in the applicable ZONING DISTRICT in which the development is proposed.**

**Describe the proposed number of units and how the design preserves the natural features of the land and site characteristics as identified above.**

**Identify the benefits to the Town of the PLANNED UNIT DEVELOPMENT over a conventional development.**

**Identify the proposed USE of the OPEN SPACE lands and possible mechanisms for its protection.**

## General Standards

*(For the purposes of a PLANNED UNIT DEVELOPMENT, lot is defined as a parcel of land dedicated to the entire PLANNED UNIT DEVELOPMENT, and not any subdivision or leasing of land and/or building within the PLANNED UNIT DEVELOPMENT.)*

**Is the PUD within one or more STRUCTURES on a singular lot?**

- No
- Yes

**If the proposed uses within the PUD do not conform to the zoning district's permitted and conditional uses, explain below how the uses do not differ substantially the district's permitted and conditional uses (ZR852.4).**

**If the PUD is to be developed in anticipation of a general range of uses; specify the range of intended uses below using terms that correspond with the Zoning Regulation (ZR§852.5).**

Check here to verify that you understand and accept that all uses defined as conditional within the zoning district shall be subject to conditional use approval whether proposed as part of a new PUD or proposed as a change of use within an existing PUD (ZR842.5)

Check here to verify that you understand and accept that individual USES occupying a planned commercial and/or industrial park shall be subject to the receipt of a Zoning Permit for USES occupying an individual unit for the first time and that Changes of USE shall be subject to all applicable provisions of these Regulations (ZR852.5).

Check here to verify that you understand and accept that the Development Review Board in granting approval of a greater concentration or density of land USE may require that it be offset by a lesser concentration in another section, or sections, of the PLANNED UNIT DEVELOPMENT (ZR852.8).

Will ownership within the PUD be conveyed or leased along building lines through a condominium plat or through configuration as footprint lots (ZR852.9)?

- No
- Yes, clearly label all conveyable property

Check here to verify that you understand and accept that connection to municipal sewer or the development of a community sewage disposal system may be required by the Development Review Board (ZR852.10).

Check here to verify that you understand and accept that Connection to municipal water or the development of a community water supply system may be required by the Development Review Board (ZR852.11).

Check here to verify that you understand and accept that PUBLIC ROAD, PRIVATE ROAD, or DRIVEWAY must be proposed in accordance with Section 590 of these Regulations, and Section 800 when applicable (ZR852.13).

Explain how DRIVEWAYS and accesses to individual lots shall be planned to minimize direct access to Town highways and STREETS by encouraging the creation of frontage roads (ZR852.13).

Check here to verify that you understand and accept that the Development Review Board may require that a PLANNED UNIT DEVELOPMENT be phased (ZR852.14).

Check here to verify that you understand that the DRB may require may require (as a condition to subdivision approval) the dedication of land or the payment of a fee in lieu of land thereof for public recreation and school purposes (SR710). If you propose any public dedications, please explain this below.

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## PUD DENSITY CALCULATION & OPEN SPACE FORM

### Open Space for PUD-M & PUD-R

Check here to verify that you understand and accept that the proposal must provide for the preservation and maintenance of OPEN SPACE which is designed to be an integral part of the whole development.

Describe the use(s) of the open space and specify the areas classified as open space. (Use examples might include: general outdoor recreation, hunting, community gardening, forestry, or dog walking).

Check here to verify that you understand and accept that the size, shape and locations of OPEN SPACE shall be approved by the Development Review Board.

Check here to verify that you understand and accept that the OPEN SPACE shall be protected by appropriate legal devices to ensure the continued USE of such lands for the purpose of AGRICULTURE, FORESTRY, recreation or conservation. Such mechanisms include dedication of development rights, conservation easements, homeowners associations, restrictive covenants, conveyance to land trusts, or other appropriate grants or restrictions approved by the Development Review Board.

Specify the legal devices proposed to protect the open space below and **ATTACH** the instruments if at the final stage of review.

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Check here to verify that the proposal includes an improved or unimproved right-of-way to the OPEN SPACE must be provided so that all residents of the PLANNED UNIT DEVELOPMENT-Residential or MIXED USE have access to the open space.

The minimum open space requirement for the site's Zoning District per ZR§852.15 is \_\_\_\_\_%.

The percentage of the lot's is open space is \_\_\_\_\_% or \_\_\_\_\_sq. ft.

Check here to verify that the plans clearly indicate the areas included in the open space.

### Community Recreation Space for PUD-M & PUD-R

Is the PUD located in the M1, M2, M4, M5 or M6 District?

- No (skip this section)
- Yes

Check here to verify that your proposal complies with the requirement to have a minimum of 50% of the OPEN SPACE to be designated as community recreation space, where the intent is to encourage the creation of places for recreation and civic activities that foster neighborliness and the space shall be contiguous.

Describe the community recreation space's use and amenities.

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Check here to verify that you understand and accept that location and use of the community recreation space is subject to Development Review Board approval.

Check here to verify that the community recreation space does not consist of BUFFER STRIPS, parking lots, areas between buildings, or undevelopable land as listed in Section 856.1(b).

Check here to acknowledge and accept that this area shall be maintained by the development, unless accepted by the town as public property; and appropriate legal devices to ensure the continued USE of such lands for continued neighborhood use shall protect it.

Specify the legal devices proposed to protect the open space below and **ATTACH** the instruments if at the final stage of review.

Check here to verify that the plans clearly label the areas designated as community recreation space.

**Density Calculator**

Check here to verify that you have read and understood the density calculation as explained by ZR856.1 and complete the table below.

*This density analysis shall be deemed to be the maximum number of units that could be sustained within the PUD. The Development Review Board, at its discretion, may require that the number of units permitted be less than the maximum number if it finds that fewer units than the maximum will be necessary to fulfill the purposes of such developments, as indicated in Section 850, Section 855 and the Comprehensive Plan of the Town of Milton, or if the Development Review Board finds that development constraints on the land prevent the number of units generated through the density analysis. The Development Review Board may grant a bonus density above the maximum number of units deemed by the density analysis in accordance with Section 853.*

a. Amount of land in the PUD within this Zoning District		ft. <sup>2</sup>
b. Amount of Class I, II, or III wetlands and buffers	ft. <sup>2</sup>	
c. Amount of land encompassed by a stream or watercourse	ft. <sup>2</sup>	
d. Amount of land with slopes greater than 15%	ft. <sup>2</sup>	
e. Amount of rock formations, or undevelopable soils	ft. <sup>2</sup>	
f. Amount of land encompassed by flood & earth hazard movement	ft. <sup>2</sup>	
g. Amount of land within restrictive easements or rights-of-way	ft. <sup>2</sup>	
h. Add lines b through g (Total undevelopable land)		ft. <sup>2</sup>
i. Subtract line h from line a		ft. <sup>2</sup>
j. Multiply line i by 0.9 (Total developable land, adjusted for roads, utilities, etc.)		ft. <sup>2</sup>
DEPENDING ON YOUR PROPOSAL PROCEED TO LINE k OR m.		
k. For SINGLE FAMILY DWELLINGS, DUPLEXES, or MULTIFAMILY DWELLINGS in Zoning Districts where no maximum density is specified, enter the minimum lot area for single family or duplexes (if specified and proposing duplexes) in the Zoning District and proceed to line l.		ft. <sup>2</sup>
l. Divide line j by line k (Round up to the nearest whole number)		UNITS
m. For MULTIFAMILY DWELLINGS, where a maximum density is specified in the Zoning District, divide line j by 40,000 ft. <sup>2</sup> , and proceed to line n.	ft. <sup>2</sup>	
n. Enter the maximum DENSITY as specified in the Zoning District and proceed to line o.	_____	
o. Multiply line m by line n (Round up to the nearest whole number)		UNITS
DEPENDING ON YOUR PROPOSAL YOUR MAXIMUM NUMBER OF ALLOWABLE UNITS IS EITHER ON LINE l OR LINE o.		

\_\_\_\_\_ (Signature)  
 Certified Engineer or Licensed Land Surveyor, certifying that the information provided above is true and accurate.

## **Bonus Density (ZR§853.1)**

*An applicant seeking PUD approval may request a bonus density from the Development Review Board along with their Preliminary Plat Application for a Major Subdivision or their application for a Minor Subdivision. Requests for bonus densities will not be accepted in the first instance in a Final Plan Application for a Major Subdivision. Applicants intending to seek bonus densities shall notify the Development Review Board of such intent within their Sketch Plan Application. No bonus density shall exceed a total of 25% more units than can be provided in Sections 856.1(c)[1], 856.1(c)[2], 856.1(c)[3], and 856.1(c)[4] for a proposed PUD. The number of bonus units to be granted shall be rounded up to the nearest whole number. The bonus must be in conformance with the Town Plan and not have an impact on the capacities of community facilities or services and the character of the area. The DRB may also condition density bonuses on the goals below.*

**Check here if you are requesting a bonus density.**

**Does your project propose conditions for any of the following prioritized goals:**

- Preservation of Agricultural Use per ZR853.2(1)
- Provision of Public Access or Dedication per ZR853.2(2)
- Provision of a Green Building per ZR853.2(3)
- Provision of Under-building Parking per ZR853.2(4)

**Explain how the proposal specifically addresses the prioritized bonus density goals.**



# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## PUD RESIDENTIAL FORM

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Check here to verify that you have read, understood and addressed the purposes of a Residential PUD as stated in ZR§856. Stated purposes include (but are not limited to):

- Compact, intensive and pedestrian oriented development;
- Minimal visual impact and retention of community character;
- Compatibility with development patterns;
- Preservation of natural features;
- Efficient use of public services; and
- Access to common open space.

Check here to verify that the proposal complies with the requirement to result in the creation of BUILDABLE ENVELOPES that are situated in the best possible location after an evaluation of the unique characteristics and natural features of the site in which it is to be located. No BUILDABLE ENVELOPES shall occur in areas deemed undevelopable as defined in 856.1(b) above.

Check here to verify that the proposal complies with the requirement to have a BUFFER STRIP to be maintained around the perimeter of all major PLANNED UNIT DEVELOPMENTS-Residential, except along the front property lines of lots with FRONTAGE on a public or private STREET or right-of-way.

*The width of the BUFFER STRIP shall be at least twice the required SIDE SETBACK for the district in which the major PLANNED UNIT DEVELOPMENT-Residential is located. The required BUFFER STRIP shall be kept free of buildings or STRUCTURES and the Development Review Board may require that it be landscaped, screened or protected by natural features.*

Check here to verify that the plat states the following, "No land included within a PLANNED UNIT DEVELOPMENT-Residential may be included in any future subdivision of land." and ATTACH covenants and deed restrictions to this effect shall be provided."

Check here to verify that the proposal complies with the requirement that all DWELLING UNITS must occur within BUILDABLE ENVELOPES. BUILDABLE ENVELOPES must be identified in all plans submitted, and on the final plat mylar that is filed with the Town Clerk.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## PUD MIXED USE FORM

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Check here to verify that you have read, understood and complied with the following:

In addition, to the purposes stated in Section 850, the purpose of PLANNED UNIT DEVELOPMENTS-MIXED USE is to promote a mix of residential uses and nonresidential uses, and to provide for compact, pedestrian-oriented MIXED USE development.

855.1 PLANNED UNIT DEVELOPMENTS-MIXED USE in MIXED USE Zoning Districts may incorporate a mix of all permitted or CONDITIONAL USES as defined in Articles III and IV.

855.2 The density analysis established in Section 856.1 shall be used to determine the allowable number of residential units within a PLANNED UNIT DEVELOPMENT-MIXED USE.

855.3 PLANNED UNIT DEVELOPMENTS-MIXED USE in the MIXED USE Zoning Districts shall select appropriate BUILDABLE ENVELOPES and building HEIGHTS, which will enhance the downtown as outlined in Sections 804 and 805 of these regulations.

855.4 In the M1, M2, M4 and DB1 Zoning Districts, the proposed development also shall meet the special provisions of Sections 804.1 – 804.5.

855.5 The use of landscaping is a key element of the design of PLANNED UNIT DEVELOPMENTS-MIXED USE, and shall assist with preserving and enhancing site aesthetics, and for noise and lighting attenuation. In all cases, PLANNED UNIT DEVELOPMENTS-MIXED USE shall result in the creation of BUILDABLE ENVELOPES which are situated in the best possible location after an evaluation of the unique characteristics and natural features of the site in which it is to be located.

855.6 PLANNED UNIT DEVELOPMENTS-MIXED USE shall provide for the preservation of OPEN SPACE, which is designed to be an integral part of the development. This may take the form of more urban OPEN SPACES such as outdoor public parks, indoor public atriums, enhanced streetscape incorporating outdoor seating areas. The size, shape and locations of OPEN SPACE shall be approved by the Development Review Board. See also Section 852.15.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## PUD-INDUSTRIAL & PUD-COMMERCIAL FORM

Check here to verify that you have read, understood and complied with the following:

854.1 PLANNED UNIT DEVELOPMENTS- Industrial and Commercial shall select appropriate BUILDABLE ENVELOPES and building HEIGHTs which will minimize the visual impact of proposed developments from existing STREETS and adjacent residential developments, and where applicable, retain rural community characteristics. The use of landscaping is a key element of the design of PLANNED UNIT DEVELOPMENTS-Industrial and Commercial, and shall assist with preserving and enhancing site aesthetics, buffering developments from adjacent residential developments, and for noise and lighting attenuation. In all cases, PLANNED UNIT DEVELOPMENTS-Industrial and Commercial shall result in the creation of BUILDABLE ENVELOPES which are situated in the best possible location after an evaluation of the unique characteristics and natural features of the site in which it is to be located.

854.2 The PLANNED UNIT DEVELOPMENT-Industrial and Commercial shall provide for the preservation of OPEN SPACE which is designed to be an integral part of the development. The size, shape and locations of OPEN SPACE shall be approved by the Development Review Board. Landscaped areas required for parking areas in accordance with Section 814.6 "Landscaping for Parking Lots" shall not be included in the calculation for required OPEN SPACE.

854.3 The OPEN SPACE shall be protected by appropriate legal devices to ensure the continued USE of such lands for the purpose of AGRICULTURE, FORESTRY, recreation or conservation. Such mechanisms include dedication of development rights, conservation easements, property owners' associations, restrictive covenants, conveyance to land trusts, or other appropriate grants or restrictions approved by the Development Review Board. Permitted future USES of the OPEN SPACE shall be specifically identified as part of the final approval decision of any PLANNED UNIT DEVELOPMENT-Industrial and Commercial.

854.4 A BUFFER STRIP shall be maintained along the lot line(s) of all PLANNED UNIT DEVELOPMENTS-Industrial where they abut residential properties. The Development Review Board, at its discretion, may require an increase in the size of the BUFFER STRIP. The required BUFFER STRIP shall be kept free of buildings or STRUCTURES and the Development Review Board shall require that this area be landscaped, screened or protected by natural features such that buffering exists during all seasons of the year. The BUFFER STRIP may be included in the calculation for required OPEN SPACE.

Zoning District	Required BUFFER STRIP
I1	15 feet
I2	25 feet
I3	100 feet

854.5 The granting of waivers shall result in a design, which is sensitive to the preservation of natural features identified in this Section.

854.6 BUILDABLE ENVELOPES in the Industrial Zoning Districts shall be designed in order to minimize visual impacts associated with the development. To the greatest extent practicable, BUILDABLE ENVELOPES shall be situated on the edges of fields, within wooded areas, and away from tops of ridgelines.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## ELDERLY (SENIOR) HOUSING USE FORM, ZR§890

### Purpose

Check here to verify that you have read and understand the purpose of Milton's senior housing provisions.

### Density, Occupancy and Ownership

Does the proposed lot size correspond with the allowable minimum lot per complex associated with the water/wastewater provision per ZR890?

- No (*this requires a variance*)  
 Yes

Enter the minimum buildable land area and parking associated with the unit types and water/wastewater according to ZR§890.

Unit Types	Number of Units	Required Square Footage
Efficiency Units		
1-Bedroom Units		
2-Bedroom Units		
<b>Total</b>		

Do the units comply with the area with the minimum and maximum gross floor area requirements of ZR890?

- No (*this requires a variance*)  
 Yes

Check here to verify that you have you read, understood and accept the occupancy limits for the unit types.

Check here to verify that all buildings in the complex shall be located on the same lot, and that the lot shall be under common ownership.

### Parking

Calculate the parking requirements using the table below.

Parking Type	Parking
Resident Parking: one (1) per unit (enter total number of units)	
Visitor Parking: one (1) per four (4) units (divide total units by 4)	
<b>Totals</b>	

Check here to verify that the parking is conveniently located for access to the dwelling units.

### Site Design Considerations

Check here to verify that you have read, understood and taken into consideration the following:

- Site Plan approval shall be required for ELDERLY HOUSING COMPLEXes and particular attention shall be given to adequate lighting, sufficient sidewalks, and safe ingress/egress for vehicular traffic.
- A canopied drop-off area may be permitted within the required setback area or front yard of the complex for the convenience of the elderly residents.
- The architectural design and arrangement of buildings shall be residential in character and consistent with the appearance of the community in general and the neighborhood in particular.
- The Development Review Board may require that all roads within the Complex be built in accordance with the "Public Works Road Specification Standards."

### Open Space

Check here to verify that you have read and understood the Zoning Regulation's definition of "open space".

For complexes with 10 or more units, check here to verify that you have complied with the open space percentage below.

Zoning District	Percent of Land in OPEN SPACE
R1, M1, M2, M3, M5, M6, DBI	20%
R2, M4, R7	25%
R6	35%
R3, R4, R5, FC	50%

What is the proposed area (in square feet) of open space? \_\_\_\_\_

Describe the open space:

\_\_\_\_\_

For complexes located in the M1, M2, M4, M5, and M6 districts, check here to verify that you have complied with the following:

- A minimum of 50 percent of the OPEN SPACE shall be considered community recreation space, where the intent is to encourage the creation of places for recreation and civic activities that foster neighborliness and the space shall be contiguous.
- This space shall not consist of BUFFER STRIPS, parking lots, areas between buildings, or undevelopable land as listed in Section 856.1(b).
- This area shall be maintained by the development, unless accepted by the town as public property.
- Appropriate legal devices to ensure the continued USE of such lands for continued neighborhood use shall protect it.
- The DRB shall approve the location and use of this community recreation space.

### Legal Documents

Check here to verify that you have **ATTACHED** legal document(s) establishing a homeowners association pursuant to ZR890.7(a).

Check here to verify that you have **ATTACHED** a report, per ZR890.7(b), describing how the project complies with the provisions of all applicable federal regulations that affect the project.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## RECYCLING YARD USE FORM (ZR900)

### Classification

Was the recycling yard in existance on January 1, 1994 for a period of 12 months or longer?

- No (not eligible for approval without a variance)
- Yes (attach all items requested by ZR900)

Is the use permitted in the district?

- No (not eligible for approval without a variance)
- Yes (attach all items requested by ZR900)

### Checklist

Check each box blow to verify that your application includes the following:

- Number of vehicle trips per day based on peak seasons;
- A survey of the lot by a licensed land surveyor containing the RECYCLING YARD, with detailed information showing:
  - lot dimensions and acreage,
  - all STRUCTURES and storage areas,
  - SETBACKS and LOT COVERAGE of all STRUCTURES and storage areas, including BUILDABLE ENVELOPE,
  - existing and proposed landscaping and fencing,
  - DRIVEWAYS and traffic circulation,
  - parking and loading spaces,
  - names of owners of record of adjacent properties,
  - location of water and wastewater,
  - location of "control area" for waste disposal (such as, but not limited to, disposal of radiators, batteries, petroleum), and location and construction specifications of existing and proposed waste storage containers;
- Information from a certified engineer indicating the capacity of the existing wastewater system, and its capability to handle the present and/or future USE of the RECYCLING YARD;
- A copy of the Level I and/or Level II Site Assessment as required in Section 901(3), as prepared by the Town's consulting engineer, retained by the Town and paid for by the applicant. The applicant shall establish an escrow account of a minimum of \$2,500.00 prior to the engineer commencing the Level I Site Assessment and site inspection. In the event that the Level I Site Assessment and site inspection amount to less than \$2,500.00, the applicant shall be reimbursed the amount remaining in escrow. In the event that the applicant does not wish to use the services of the Town's consulting engineer, the Town and applicant shall mutually agree to using a different consulting engineer. In this case, the applicant shall pay the engineer directly. The applicant shall forward copies of the Site Assessment(s) to the State Health Department, Agency of Natural Resources--Environmental Conservation Department, Regional District Environmental Board Office, Agency of Transportation--Department of Motor Vehicles, and Emergency Management--Hazardous Materials Division, only in the event that the Site Assessment(s) identified groundwater contamination; and
- Photographs and/or videotapes of the currently existing RECYCLING YARD operation.
- A list of all property owners within the required radius to the Zoning Administrator who shall ensure satisfactory compliance with this Section prior to the mailing of the certified letters. Prior to the public hearing for the CONDITIONAL USE approval, the applicant shall provide the acting Chair of the Development Review Board with all certified mailing receipts and any returned envelopes. The Zoning Board shall check to ensure that all property owners have either received a copy of the meeting warning via certified mail, or have attempted to have been reached by certified mail.

### Special Warning Requirements

In addition to all required procedures for CONDITIONAL USE review, this application requires official legal warning for the CONDITIONAL USE review via certified mail, return receipt requested, to the owner of each lot that is within a three

hundred (300) foot radius of the boundary of the lot containing the RECYCLING YARD; this mailing must occur not less than fifteen (15) days prior to the public hearing.

**Required Findings**

Check here to verify that you have read, understood and taken into consideration the required findings of ZR§901.

**Conditions of Approval**

Check here to verify that you have read, understood and accept the mandatory conditions of an approval, per ZR§904.

**Certificate of Approved Location**

Check here to verify that you have read, understood and accept the licensing requirements of ZR§904 and State Statute.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## MONUMENT/STATUE FORM (ZR760)

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If the use is subject to site plan approval, check here to verify that the site plans show the location of the monument or statute on the site plan and include all of the items on the checklist below.

If the use is not subject to site plan approval, **ATTACH** an aerial view drawing of the property showing the following:

- Lot shape and property lines
- Dimensions of the land
- Size and location of all existing buildings/structures and the proposed monument/statue
- A 3D rendering and elevations that clearly depict all sides of the monument
- Measurable distances between the monument and other structures and boundaries



# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## ADULT USE FORM (ZR§910)

### Accessory Adult Use

Is the proposal for a retail establishment which offers adult media for sale but does not meet the definition of an Adult Oriented Business?

- No (skip the next question)
- Yes

Will the media be kept in a separate, specified portion of the establishment that is:

- (a) Is physically or visually separated from the rest of the store by an opaque wall of durable material; and
- (b) Is located as far from the entrance(s), and from media or goods likely to be of interest to persons less than 18 years of age, as is reasonably practical; and
- (c) Is clearly identified as not being open to persons under the age of 18.
  - No (stop here; this may not be permitted without a variance)
  - Yes (stop here)

### Principal Adult Use

How is the proposed use defined by ZR§911? (check all that apply)

- Adult Retail
- Adult Cabaret
- Adult Theatre

Is the business located a minimum of 500 feet from any zoning district within which Adult Oriented Business is not an allowed use?

- No
- Yes

Is the business located a minimum of 1,000 feet from any other Adult Oriented Business already in existence?

- No
- Yes

Is the business setback a minimum of 150 feet from a PUBLIC ROAD right-of-way?

- No
- Yes

Is the business located a minimum of 1,000 feet from any existing residential use, CHURCHES, public or private school, CHILD DEVELOPMENT CENTER, CHILD DAY CARE FACILITY, CHILD DAY CARE HOME, and/or public OUTDOOR RECREATION facility?

- No
- Yes

Do you consent to the standard that sexually oriented toys or novelties, Adult Media, or live performances shall not be displayed or be visible from the exterior of the establishment?

- No
- Yes

Do you consent to the standard that exterior windows shall not be made opaque through the use of paint, newspaper or other paper covering, or exterior wood surface (e.g., plywood); rather, interior curtains, blinds or similar conventional window treatment shall be used to prevent visual access into the premises?

- No
- Yes

**Do you consent to the standard that no lascivious sounds associated with sexual conduct shall be audible outside the building or portion of the building in which Adult Oriented Business is conducted?**

- No
- Yes

**Will your proposal comply with the signage standards of ZR914?**

- No
- Yes

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## MOBILE HOME PARK USE FORM

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- Check here to verify that the site contains at least two (2) acres under unified ownership (see use definition).
- Check here to verify that the project includes the placement of four or mobile homes for non-transient use.
- Check here to verify that you understand that this use must be approved as a subdivision showing the division of lots even though it shall remain under unified ownership.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## VARIANCE FORM (ZR§1070)

*(Variances are extraordinary exceptions from the regulations and reviewed according to ZR§1071 and 1072 of the Zoning Regulations. Explain how the requested variance meets the review criteria below.)*

If your project does not include a subdivision or site plan, check here to verify that you have **ATTACHED** a zoning permit drawing of the proposed development with all elements required on a Zoning Permit.

Explain the unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and how unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the Zoning Regulations in the neighborhood or district in which the property is located.

Explain why (because of such physical circumstances or conditions) there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Regulation and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

Explain how the hardship came to be:

Check here to verify that such unnecessary hardship has not been created by you, the applicant/appellant.

Check here to verify that you understand and accept that the variance, if authorized, may not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate USE or development of adjacent property, reduce access to RENEWABLE ENERGY RESOURCES, nor be detrimental to the public welfare.

Explain how the variance, if authorized, would represent the minimum variance that will afford relief and will represent the least deviation possible from the Zoning Regulations and from the Plan.

Check here to verify that you understand and accept that a panel's variance approval shall expire one year from the date of issue if the a Zoning Permit is not pulled to activate the approval.

### Expiration of Approval (ZR§1020)

Check here to verify that you understand and accept that a VARIANCE approval shall expire one year from the date of issue.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## **APPEAL OF ZONING ADMINISTRATOR'S DECISION (ZR§1060)**

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Check here to verify that you have **ATTACHED** a copy of the decision you are appealing.

A notice of appeal shall be in writing and shall include a reference to the regulatory provisions applicable to that appeal, the relief requested by the appellant, and the alleged grounds why the requested relief is believed proper under the circumstances.

Describe how you think the Zoning Administrator has erred, citing all applicable bylaw provisions, statute, and/or case law.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## DRIVEWAY FORM

- Check here to verify your understanding that all drives on private property shall be considered private. Responsibility for construction, maintenance and improvements shall fall entirely upon the owners and operators of each private drive.**
  
- Check here to verify that your proposal and all exhibits comply with the following standards (ZR§593):**
  - (1) DRIVEWAYS shall be used to serve a maximum of three lots and no more than three DWELLING UNITS. Any excess in number of DWELLING UNITS must be served by a road and shall meet the requirements of either Section 591 or Section 592.
  - (2) DRIVEWAYS must be built to the DRIVEWAY specifications as defined in the Public Works Specifications. Proper drainage facilities shall be constructed to ensure that PUBLIC ROADS are not subject to flooding or other damage from a private DRIVEWAY.
  - (3) Intersections of DRIVEWAYS and PUBLIC ROADS shall be designed to ensure adequate visibility and safety.
  - (4) DRIVEWAYS shall be constructed so as to permit the safe access of emergency vehicles to all dwelling units. DRIVEWAYS shall be constructed with a minimum width of 12' with 2' shoulders; a minimum turning radius of 42'; and a maximum DRIVEWAY grade of 15%, unless otherwise expressly stated in these Regulations.
  - (5) The USE of a SHARED DRIVEWAY shall require a legally executed agreement for the perpetual maintenance of the DRIVEWAY by future owners of lots within the subdivision or for any lot utilizing the right-of-way for access regardless of whether said lot was created through the subdivision; a Homeowners Association must be established in order to ensure proper maintenance of the right-of-way in the future.
  - (6) The private DRIVEWAY shall reach a point near the subject building where fire equipment and personnel can be positioned to effectively fight a fire without inordinate risk to their personnel and equipment. In general the horizontal distance from the fire equipment parking spot to the house shall be no farther than 100 feet and shall include an open corridor suitable in the Rescue Department's judgment to lay out equipment, to approach the subject building, to enter the building, and to fight a fire. In some cases the approved location and accessibility of the residence may not be optimal to effectively fight a fire. However, in no case shall a residence have insufficient accessibility to allow rescue and police to protect human life.
  - (7) A private DRIVEWAY shall have a minimum of 15 foot height clearance. This clearance includes the height of tree branches and overhead wiring carrying a normal amount of snow and ice.
  - (8) SEASONAL CAMPS may be exempt from complying with Sections 593.5, 593.7, and 593.8 if the SEASONAL CAMP is inhabited on a part-time basis for less than 30 consecutive days at a time; and no more than 120 days in a calendar year.
  
- Check here to verify that you understand ZR§594:**

No Zoning Permit shall be issued for the construction of a PRIVATE ROAD or DRIVEWAY which intersects a Town or State highway without a valid Highway Access Permit in accordance with Title 19, V.S.A., Chapter 1, Section 43 and these Regulations and the Milton Public Works Specifications. A Zoning Permit may be issued by the Zoning Administrator only after completion of a Highway Access Permit application and approval by the Town Engineer or Highway Superintendent.
  
- Check here to verify that you understand ZR§595**

Before a Certificate of Compliance is granted by the Zoning Administrator, all new curb cuts or amended curb cuts to an existing PUBLIC ROAD, or DRIVEWAYS on a future PUBLIC ROAD shall be inspected by the Town Engineer or Highway Superintendent to ensure compliance with the requirements of this Section.

# TOWN of MILTON, VT | DEVELOPMENT REVIEW APPLICATION

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## NEW ROAD FORM

Propose three possible road names (in priority order) that are distinct from existing road names in the 05468 zip code.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### PUBLIC ROADS (ZR§591)

The Selectboard has the ultimate authority on acceptance of PUBLIC ROADS in accordance with Title 19 V.S.A. Chapter 7, Laying Out, Discontinuing and Reclassifying Highways. Meeting the requirements of this Section will not automatically guarantee acceptance of the road as public, however compliance with these conditions must be demonstrated to the Development Review Board through the subdivision review process if the intention is to establish a new PUBLIC ROAD.

New roads shall only be considered for acceptance as a PUBLIC ROAD if all of the following conditions are met:

- The road will provide improved traffic circulation to the local PUBLIC ROAD network, or have easements or rights-of-way secured to improve traffic circulation to the local PUBLIC ROAD network in the future; and
- The road will create a pattern of interconnecting roads and blocks, that encourages multiple routes from origins to destinations. The road, or network of roads, must have a looped road (roads having more than one separate connection to an existing PUBLIC RIGHT-OF-WAY). This shall not render developments in existence prior to January 15, 2009 as non-conforming; and
- The road will be constructed in accordance with the Town of Milton's Public Works Specifications; and
- The road will intersect an existing Town or State highway; and
- Acceptance of the road is in accordance with the goals of the Milton Comprehensive Plan.

Check here to verify that your proposal meets the criteria above.

Check here to verify that your roadway exhibits correspond with the Town of Milton Public Works Specifications.

### PRIVATE ROADS (ZR§592)

Check here to verify your understanding that A PRIVATE ROAD is any road that is not offered to and accepted by the Town as a PUBLIC ROAD. Responsibility for construction, maintenance and improvements shall fall entirely upon the owners and operators of each PRIVATE ROAD.

Check here to verify your understanding that the right-of-way is to remain in private ownership and is not intended for dedication as a Town road. PRIVATE ROADS must be certified by a Professional Engineer for conformance with the approved plans.

Check here to verify that your proposal meets all of the following standards:

- (1) PRIVATE ROADS must be built to the PRIVATE ROAD specifications as defined in the Public Works Specifications.
- (2) Proper drainage facilities shall be constructed to ensure that PUBLIC ROADS are not subject to flooding or other damage from a PRIVATE ROADS.
- (3) Intersections of PRIVATE ROADS and PUBLIC ROADS shall be designed to ensure adequate visibility and safety.
- (4) PRIVATE ROADS shall be constructed so as to permit the safe access of emergency vehicles to all STRUCTURES.
- (5) Units accessed through a PRIVATE RIGHT-OF-WAY must have FRONTAGE on that PRIVATE RIGHT-OF-WAY;
- (6) The width of a PRIVATE RIGHT-OF-WAY shall be at least forty (40) feet, if the subdivision is a PLANNED UNIT DEVELOPMENT. The Development Review Board must approve this reduced width.
- (7) The maximum length of the PRIVATE RIGHT-OF-WAY for any residential subdivision shall be one thousand linear (1000) feet in its entirety; this requirement may be waived by the Development Review Board if it is determined that the roadway proposed can provide safe access for emergency vehicles. This length shall be measured from the intersection with a PUBLIC RIGHT-OF-WAY;
- (8) All PRIVATE RIGHTS-OF-WAY in excess of five hundred (500) feet shall provide at least one pullout area every five hundred (500) feet, the exact location of which shall be determined through the subdivision review process;
- (9) A PRIVATE RIGHT-OF-WAY shall be paved when the grade of the roadbed exceeds 7%;

- (10) No roadway within a PRIVATE RIGHT-OF-WAY shall be constructed with a grade greater than 10%;
- (11) A PRIVATE RIGHT-OF-WAY serving more than 30 lots or 50 dwelling units must have a LOOPED ROAD (roads having more than one separate connection to an existing PUBLIC RIGHT-OF-WAY). This requirement may be waived by the Development Review Board if it is determined that the roadway proposed can provide safe access for emergency vehicles and efficient layout of utilities. This waiver may not be allowed for PRIVATE RIGHTS-OF-WAY serving more than 60 lots or 100 dwelling units. This shall not render developments in existence prior to January 15, 2009 as non-conforming;
- (12) A dead-end PRIVATE RIGHT-OF-WAY shall have a suitable cul-de-sac or hammerhead at the terminus;
- (13) Deeds or declarations creating PRIVATE RIGHTS-OF-WAY approved by the Development Review Board shall contain legally binding covenants, running with the land, absolving the Town from taking over said right-of-way as a Town highway; such covenants shall be included in the recorded deeds for each parcel created through the subdivision, and this condition shall be clearly indicated on the final subdivision plat for the development; such agreements shall inform all current and future land owners that the Town shall not be asked to maintain or take over the right of way in the future; such agreement shall involve all units that utilize the right-of-way regardless of whether said lot was created through the subdivision;
- (14) The USE of a PRIVATE RIGHT-OF-WAY shall require a legally executed agreement for the perpetual maintenance of the right-of-way by future owners of lots within the subdivision or for any lot utilizing the right-of-way for access regardless of whether said lot was created through the subdivision. A Homeowners Association must be established in order to ensure proper maintenance of the right-of-way in the future;
- (15) When a PRIVATE RIGHT-OF-WAY is proposed, the applicant shall provide a roadway profile by a certified engineer guaranteeing compliance with the terms of this Section; no PRIVATE RIGHT-OF-WAY shall be approved by the Development Review Board without the receipt of a letter of approval from the Town's Fire Chief, Police Chief or Rescue Squad stating that the right-of-way will provide safe access to each DWELLING UNIT that it serves; such profile shall be submitted prior to the final public hearing for the subdivision.