



**southburlington**  
PLANNING & ZONING

Application # \_\_\_\_\_  
(office use only)

**CONDITIONAL USE / VARIANCE / MISCELLANEOUS  
APPLICATION FOR THE DEVELOPMENT REVIEW BOARD**

All information requested on this application must be completed in full. Failure to provide the requested information either on this application form or on the site plan will result in your application being rejected and a delay in the review before the Development Review Board.

Type of application (check one):

- ( ) Miscellaneous Application
- ( ) Request for a conditional use
- ( ) Request for a variance

**1) OWNER(S) OF RECORD** (Name(s) as shown on deed, mailing address, phone & fax #):

\_\_\_\_\_

**2) LOCATION OF LAST RECORDED DEED** (book & page #) \_\_\_\_\_

**3) APPLICANT** (name, mailing address, phone, fax #)

\_\_\_\_\_

**4) CONTACT PERSON** (person who will receive staff correspondence. Include name, mailing address, phone & fax #, if different from above):

\_\_\_\_\_

a. **Contact e-mail address:** \_\_\_\_\_

**5) PROJECT STREET ADDRESS:** \_\_\_\_\_

**6) TAX PARCEL ID #:** \_\_\_\_\_

**7) PROJECT DESCRIPTION**

a. General Project Description (describe what you are proposing): \_\_\_\_\_

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b. Existing Uses on Property (including description and size of each separate use):

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c. Proposed Uses on Property (include description and size of each new use and existing uses to remain):

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d. Total building square footage on property (proposed buildings & existing building to remain):

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e. Height of building & number of floors (proposed buildings and existing buildings to remain, specify if basement & mezzanine): \_\_\_\_\_

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f. Number of residential Units (if applicable, new units & existing units to remain):

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g. Number of employees & company vehicles (existing & proposed, note office vs. non-office employees):

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h. Other (list any other information pertinent to this application not specifically requested above, please note if overlay districts are applicable): \_\_\_\_\_

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**8) LOT COVERAGE**

a. Total parcel size: \_\_\_\_\_ Sq. Ft.

b. Buildings: Existing \_\_\_\_\_ % / \_\_\_\_\_ Sq. Ft  
Proposed \_\_\_\_\_ % / \_\_\_\_\_ Sq. Ft.

c. Overall impervious coverage (building, parking, outside storage, etc)  
Existing \_\_\_\_\_% / \_\_\_\_\_ Sq. Ft.  
Proposed \_\_\_\_\_% / \_\_\_\_\_ Sq. Ft.

d. Front yard impervious coverage (building, parking, outside storage, etc)  
Existing \_\_\_\_\_% / \_\_\_\_\_ Sq. Ft.  
Proposed \_\_\_\_\_% / \_\_\_\_\_ Sq. Ft.

e. Total area to be disturbed during construction: \_\_\_\_\_ Sq. Ft. \*

\* Projects disturbing more than one-half acre of land must follow the City's specifications for erosion control in Article 16 of the Land Development Regulations. Projects disturbing more than one acre require a permit from the Vermont Department of Environmental Conservation.

**9) COST ESTIMATES**

a. Building (including interior renovations): \$ \_\_\_\_\_

b. Landscaping \$ \_\_\_\_\_

c. Other site improvements (please list with cost):

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**10) ESTIMATED TRAFFIC:**

a. P.M. Peak hour for entire property (in and out): \_\_\_\_\_

**11) PEAK HOURS OF OPERATION** \_\_\_\_\_

**12) PEAK DAYS OF OPERATION** \_\_\_\_\_

**13) ESTIMATED PROJECT COMPLETION DATE** \_\_\_\_\_

**14) PLANS AND FEE**

Plans shall be submitted which shows the information required by the City's Land Development Regulations. Three (3) regular size copies, one reduced copy (11" x 17"), and one digital (PDF-format) copy of the plans must be submitted. A subdivision application fee shall be paid to the City at the time of submitting the application. See the City fee schedule for details.

**NOTE: NOTIFICATION of ADJOINING PROPERTY OWNERS:** Notification of adjoining property owners, in accordance with 24 V.S.A. §4464(a) and Section 17.06(B) of the South Burlington Land Development Regulations, is the responsibility of the applicant. After deeming an application complete, the Administrative Officer will provide the applicant with a draft meeting agendas or public hearing notice and sample certificate of service. The sworn certificate of service shall be returned to the City prior to the start of any public hearing.

