



**southburlington**  
PLANNING & ZONING

Application Number SP- \_\_\_\_\_ - \_\_\_\_\_  
(office use only)

## APPLICATION FOR SITE PLAN REVIEW (City Center FBC District)

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.

1. **Street Address of Project:** \_\_\_\_\_

2. **Brief project description** (explain what you want approval for):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Applicant**

Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

4. **Primary Contact** (person who will receive all correspondence from Staff)

Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

5. **Owner(s) of Record** (Name(s) as shown on deed, mailing address, phone and fax #):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Project Summary**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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c. Building size (GFA) Existing \_\_\_\_\_ Proposed \_\_\_\_\_

d. Residential Units Existing \_\_\_\_\_ Proposed \_\_\_\_\_

e. Does this project require meeting Section 18.01, Inclusionary Zoning?  Yes  No

If yes to above, please indicate below the number of dwelling units that will be reserved in perpetuity for households in each income category. Please see 18.01(C) for the proportion that must be devoted to each income category and how to calculate fractional dwelling units.

Affordable Units #s 80% of Median \_\_\_\_\_ 100% of Median \_\_\_\_\_ 120% of Median \_\_\_\_\_

f. Qualifying open space (SF) Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**7. Project Details.**

a. Completed Submission checklist

b. Completed BES checklist & self-evaluation

c. Supporting documents and narrative for certain circumstances (including but not limited to):

- i. Section 8.06, Special Standards; Section 8.07 Materials; Section 8.08 Open Space Standards; Section 8.09 Nonconformities
- ii. Article 10, Overlay Districts
- iii. Article 12, Surface Water Protection Standards
- iv. Article 13, Supplemental Requirements

**8. 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 and Stormwater Management in Article 12 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. Traffic / Trip Generation.**

a. Land Use Code(s) Used, Independent Variables, Calculations

\_\_\_\_\_  
\_\_\_\_\_

b. P.M. Peak hour for entire property (In and out): \_\_\_\_\_

**11. Estimated Project Completion Date.** \_\_\_\_\_

**12. Site Plan and Fee.** A site plan 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 site plan must be submitted. A site plan application fee shall be paid to the City at the time of submitting the site plan application in accordance with the city’s fee schedule.

**13. List of Project Sheets.** Include a list of each project sheet submitted by number.

**14. Notification of Adjoining Property Owners, Neighborhood Meeting.** Notification of adjoining property owners is the responsibility of the applicant. After determining that all submission requirements have been met, the Administrative Officer will provide the applicant with a project description and sample certificate of service. The sworn certificate of service shall be returned to the City along with demonstration of having met all of the requirements of Section 14.05 of the Land Development Regulations.

a. Proposed location of neighborhood meeting (if applicable): \_\_\_\_\_

I hereby certify that all the information requested as part of this application has been submitted and is accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Applicant’s Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Property Owner’s Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Do not write below this line**

**Date of Submission:** \_\_\_\_\_

**Review Authority:**  Development Review Board  Administrative Officer

**Action:** I have reviewed this site plan application and find it to be:  Complete  Incomplete

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
Date

*The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 879-5676 to speak with the regional Permit Specialist.*