



southburlington
PLANNING & ZONING

Permit Number SD- _____ - _____
(office use only)

APPLICATION FOR SUBDIVISION PLAT REVIEW

Preliminary Final

PUD Being Requested? Yes No

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 plans will result in your application being rejected and a delay in the review before the Development Review Board.

1. OWNER(S) OF RECORD (Name(s) as shown on deed, mailing address, phone)

2. LOCATION OF LAST RECORDED DEED (Book and page #) _____

3. APPLICANT (Name, mailing address, phone) _____

4. CONTACT PERSON (Name, mailing address, phone) _____

a. Contact email address: _____

5. PROJECT STREET ADDRESS: _____

6. TAX PARCEL ID # (can be obtained at Assessor's Office) _____

7. PROJECT DESCRIPTION

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

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

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

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

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

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

g. Number of employees (existing and proposed, note office versus non-office employees):

h. Other (list any other information pertinent to this application not specifically requested above, please note if Overlay Districts are applicable): _____

i. List any changes to the subdivision, such as property lines, number of units, lot mergers, etc.

8. LOT COVERAGE (ALL information MUST be provided here, even if no change is proposed)

a. Size of Parcel: _____ (acres /sq. ft.)

b. Building Coverage:

Existing _____ square feet _____ %

Proposed _____ square feet _____ %

c. Overall Coverage (building, parking, outside storage, etc):

Existing _____ square feet _____ %

Proposed _____ square feet _____ %

d. Front Yard Coverage(s) (commercial projects only):

Existing _____ square feet _____ %

Proposed _____ square feet _____ %

9. WETLAND INFORMATION

a. Are there any wetlands (Class I, II, or III) on the subject property?

Yes No

b. If yes, is the proposed development encroaching into any of these wetlands associated 50' buffers (describe) _____

c. If yes, please submit the following with this application:

- 1. A site specific wetland delineation of the entire property or a written statement that the applicant is relying on the City's wetland map.
- 2. Response to the criteria outlined in Section 12.02(E) of the Land Development Regulations (applicant is strongly encouraged to have a wetland expert respond to these criteria)

10. AREA DISTURBED DURING CONSTRUCTION: _____ SQ. FT. *

*Projects disturbing more than one (1) 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 (1) acre require a permit from the Vermont Department of Environmental Conservation.

11. COST ESTIMATES

a. New Building or Addition, including initial fit-up. (If fit-up not available, contact Planning & Zoning staff)
\$ _____

b. Landscaping: \$ _____
(Please submit itemized list of landscaping proposed)

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

12. ESTIMATED TRAFFIC

a. P.M. Peak hour for entire property (In and out): _____

13. PEAK HOURS OF OPERATION: _____

14. PEAK DAYS OF OPERATION: _____

15. ESTIMATED PROJECT COMPLETION DATE: _____

16. PLANS AND FEE

Plat 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.

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.

SIGNATURE OF APPLICANT

SIGNATURE OF PROPERTY OWNER

PRINT NAME

Do not write below this line

DATE OF SUBMISSION: _____

I have reviewed this preliminary plat 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.