



southburlington
PLANNING & ZONING

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

APPLICATION FOR SITE PLAN REVIEW

Administrative 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.

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

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

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

4. CONTACT PERSON (person who will receive all correspondence from Staff. Include name, address, phone): _____

4a. 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 (explain what you want approval for):

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): _____

8. LOT COVERAGE

Total Parcel Size: _____ Sq. Ft.

a. Building: Existing _____ % / _____ sq. ft.
Proposed _____ % / _____ sq. ft.

b. Overall impervious coverage (building, parking, outside storage, etc)
Existing _____ % / _____ sq. ft.
Proposed _____ % / _____ sq. ft.

c. Front setback non-building coverage (along each street, commercial properties only)
Existing _____ % / _____ sq. ft.
Proposed _____ % / _____ sq. ft.

d. 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. New Building or Addition, including initial fit-up (if initial fit-up cost not available, contact Planning & Zoning staff): \$ _____

b. Landscaping: \$ _____

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

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. 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.

