

City Center Form Based Code District

Site Plan Application Submission Checklist

Note: These items are required for every application. In some circumstances additional items may also be required.

BASIC INFORMATION	
	Completed application form; three (3) full-sized, one (1) reduced [11" x 17"], and one (1) digital copy of plans; and a list of the owners or record of abutting property owners
	Name and address of the owner of record, applicant, and owners of record of abutting properties; and name and address of engineer(s), architect(s), landscape architect(s) preparing plans, plan preparation date, and date and description of all revisions shown on all plan sheets
	Date, true north arrow and scale (numerical and graphic). The preferred scale shall be not more than one hundred (100) feet to the inch, or not more than sixty (60) feet to the inch where lots have less than one hundred (100) feet of frontage.
	Narrative accompanying the application to include the following: (a) description of the project; (b) demonstration of compliance with applicable review standards; (c) list of submission elements; and (d) list of any changes made to plans from previous submittals under the same application
	Estimated project construction schedule, phasing, and date of completion, and estimated cost of all site improvements. (note: for FBC subdivisions, only public infrastructure information required)
	Any other information or data that the Administrative Officer or Development Review Board shall require for a full assessment of the project pursuant to the Land Development Regulations
SITE INFORMATION	
	Location map, showing relation of subject property to adjacent properties and surrounding area.
	Boundaries and area of existing subject property(ies), proposed property lines, continues properties, boundaries of all zoning districts, transects, and overlay districts, and all designations on the City's Official Map, and lots within the proposed subdivision numbered.
	Location of existing restrictions on land, such as easements and covenants.
	Location of planned restrictions on land, such as easements and covenants.
	In the case of a subdivision or development served by a privately owned and/or maintained street: A completed contract between the landowner and the City regarding the number of lots or dwelling units to be served by the proposed right-of-way or private street and the responsibility for the roadway maintenance and a copy of all proposed deeds, agreements, or other documents which convey or relate to the use of a privately owned street or right-of- way, and a certificate of the City Attorney that these documents are satisfactory.
	A complete survey of the subdivision, prepared by a licensed land surveyor, showing the location, bearing and length of every street line, lot line and boundary line, and existing and proposed restrictions on the land, including but not limited to access ways and utility easements. Where applicable, this information shall be tied to reference points previously established by the City.
	Lot area in square feet and acres, and lot coverage calculations including building, overall, and front yard coverage and the location and layout of any off-street parking or loading areas, traffic circulation areas, pedestrian walkways, and fire lanes.
	Point-by-point lighting plan and cut sheets for all proposed outdoor lighting within the site
	Preliminary grading, drainage, landscaping and buffering plan in accordance with Article 13, Supplemental Regulations.
	The extent and amount of cut and fill for all disturbed areas, including before-and-after profiles and cross sections of typical development areas, parking lots and roads, and including an erosion and sedimentation control plan, and proposed locations of sediment sink/setting pond and interceptor swales.
	The location of any outdoor storage for equipment and materials if any, and the location, type and design of all solid waste-related facilities, including dumpsters and recycling bins.
	Estimate of all earthwork, including the quantity of any material to be imported to or removed from the site or a statement that no material is to be removed or imported.
	Location of existing structures on the site, and showing all site conditions to remain.
LANDSCAPE FEATURES	
	Existing water courses & buffers, wetlands & buffers, base flood elevations if located in an area of special flood hazard, wooded areas, ledge outcrops, and other natural features.

	Existing and proposed open space
	By proper designation on such plat, all public space for which offers of cession are made by the applicant and those spaces title to which is reserved by him.
	The location of all open space to be dedicated to the City as well as all open space to be retained by the applicant or to be held in common private ownership.
	Existing and proposed contours at a maximum vertical interval of two (2) feet.
	Detailed specifications and locations of planting, landscaping, screening, and/or buffering materials.
	A list of existing vegetation, with the location, type, and size of existing trees of six inches or greater in caliper.
	A written plan to preserve and protect significant existing vegetation during and after construction. Such plan will be of sufficient detail that the City of South Burlington will be able to inspect the site during construction to ensure that existing vegetation is protected as per the plan.
	Detailed landscaping plan, specification of materials, costs, and phasing plan, including vegetation to remain, types of new plant materials, identified by common name and botanical name, sizes of all new plant materials by height and/or diameter at time of planting and at maturity, quantities of each of the planting materials, and treatment of the ground surface (paving, seeding, or groundcover) for all plantings, screening, buffering, and stormwater infiltration.
	Detailed erosion control plan demonstrating compliance with these regulations
BUILDINGS	
	Existing and proposed structures
	One set of preliminary plans, elevations, floor plans, and sections of proposed structures showing the proposed location, use, design and height of all structures, roads, parking areas, access points, sidewalks and other walkways, loading docks, outdoor storage areas, sewage disposal areas, landscaping, screening, site grading, and recreation areas if required. Plans shall also show any proposed division of buildings into units of separate occupancy and location of drives and access thereto.
	Detailed elevations to demonstrate compliance with Building Envelope Standards and material requirements
	Solar ready roof analysis report
STREETS AND UTILITIES	
	Location, type, and width of existing and proposed streets and block layout (including roadways, sidewalk, recreation path)
	Plans and profiles showing location of existing and proposed street pavements, proposed elevations along center lines of all streets, curbs, gutters, sidewalks, manholes, catch basins, and culverts
	Plans showing the location, size and invert elevations of existing and planned sanitary sewers, storm water drains, and fire hydrants and location and size of water, gas, electricity and any other utilities or structures.
	Location of existing septic systems and wells.
	Existing and proposed water and wastewater usage
	Location and design of all utility distribution facilities
	The location and details of all the improvements and utilities, including the location of all utility poles, utility cabinets, sewage disposal systems, water supply systems, and all details and locations of the stormwater management system.
	Construction drawings of all required improvements.
	The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves tangent distance and tangent bearings for each street.
	All means of vehicular access and egress to and from the site onto public streets, and all provisions for pedestrian access and circulation.
	Analysis of traffic impacts, if required by the traffic overlay district and/or the DRB.
	Proposed stormwater management system, including (as applicable) location, supporting design data and copies of computations used as a basis for the design capacities and performance of stormwater management facilities.
	Detailed plans, designs and finished grades of retaining walls, steps, ramps, paving, site improvements, fences, bridges, culverts, and drainage structures.