

Office Use

application no.: _____

Tax Map no.: _____

applicant name: _____

date received: _____

meeting dates: _____

FORM D
APPLICATION & TECHNICAL CHECKLIST FOR MAJOR SITE PLANS
TOWN OF BRATTLEBORO, VERMONT

OFFICE USE

MAJOR SITE PLAN DETERMINATION: Your application has been classified as a major site plan because it meets one or more of the following thresholds:

- () New construction over 5,000 square feet.
- () Required additions/changes to public utilities or facilities including streets, roads or sidewalks.
- () Determined to have significant effect on traffic generation or patterns in the area; or will have a negative impact on an existing high traffic area.
- () The proposed development may affect public rights to or enjoyment of a historic or scenic area.
- () The proposed project may significantly impact the Town's streetscape or natural landscape or the rights of abutting property owners.

SUMMARY DATA

total gross floor area of the building(s) on the site _____ square feet

area of proposed use _____ square feet

proposed use as percent of total area _____ %

EXISTING

PROPOSED

number of parking spaces _____

number of employees _____

daily traffic (one-way trips, including employees) _____

noise levels _____

hours of operation _____

max. seating capacity (if applicable) _____

CHECKLIST

INSTRUCTIONS: Applicants must submit information as required by Section 1550 (Site Plan Review) of the Town of Brattleboro Zoning Bylaw. Complete submission for consideration by the Development Review Board must include the information listed below.

Waiver Requests: The DRB may waive certain requirements listed below if it is determined that the information is not significant or necessary in reaching a decision on the site plan. The applicant must specifically request such a waiver in the "PLEASE CHECK" column below and receive approval from the DRB at a preliminary discussion meeting prior to formal consideration of the site plan.

This form is intended to serve as both an application for major site plans and a checklist for review by the Planning Department. The applicant should review their materials to make sure that all requirements are met.

I. GENERAL CHECKLIST

Form A (Zoning Permit Application) complete. _____

Application fees paid. _____

II. SITE PLAN CHECKLIST

Does the site plan you are submitting include the following required information?

Name and address of the property owner.

Address of the property (if different from the owner's address).

An arrow pointing north.

Is plan prepared by a registered professional engineer, surveyor, licensed architect or landscape architect at a scale of 1 inch equals 20 feet, on standard 24" x 36" sheets, with continuation on 8 1/2" x 11" sheets as necessary for written information?

A location map at a scale no smaller than 1 inch equals 500 feet.

Names and addresses of all owners of parcels within three hundred (300) feet of the property line.

Zoning district boundaries within three hundred (300) feet of the site's perimeter on a separate plot plan drawn at a scale no smaller than 1 inch equals 100 feet.

Identification of adjacent streets (by name), alleys or other adjacent public property.

PROPERTY BOUNDARIES AND RESTRICTIONS

The property lines and lot lines, boundary dimensions, and source of information. (Provide survey if available). Include acreage and square feet, abutting land uses, and the location and use of structures within 100 feet of the site including those across public or private roads.

The building envelope and front, side and rear yard setbacks of structures, paved areas, porches and decks from the property line.

Any easements or rights-of-way on or across the property, or other pertinent legal features including sidewalks, streets and public utilities.

Show all areas within the 100-year floodplain as determined by BFEs and surveyed contours. (Elevations must use the nearest US Coastal and Geodetic Bench Mark).

SITE INFORMATION

Existing and proposed topography at 2 ft. contour intervals.

Notation of drainage patterns.

All changes that are proposed to the physical features of the site.

Indicate areas on site and within 50 feet of the site where soil removal or filling is required.

Storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes and drainage swales. (Applicants may also be requested to provide storm run-off calculations for large or environmentally sensitive developments.)

PLEASE CHECK
(or note that
waiver is
requested)

OFFICE USE
Complete (C)
Incomplete(I)
Waiver Decision

	PLEASE CHECK (or note that waiver is requested)	OFFICE USE Complete (C) Incomplete(I) Waiver Decision
Plans to prevent pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.	_____	_____
OTHER PROJECT INFORMATION		
Location, size and shape of any structures present on site or proposed for construction.	_____	_____
Elevation plans to scale for all exterior facades of existing and proposed structure(s) showing design features and the type and color of materials to be used.	_____	_____
Building dimensions including height, floor area and exterior entrances, and all anticipated future additions and alterations.	_____	_____
Square footage of all existing and proposed uses on site.	_____	_____
Location and size of all existing and proposed parking areas, loading areas and driveways, and the layout and dimensions of parking spaces.	_____	_____
Traffic circulation on site, and curbcuts on the site and within 100 ft of the site.	_____	_____
The location, height, size, materials, illumination and design of all proposed signage.	_____	_____
Location, type and screening of waste disposal containers.	_____	_____
ON SITE UTILITY INFORMATION		
<i>The site plan must identify the location of all present and proposed utility systems including:</i>		
Sewers and sewage disposal systems including septic tanks and leachfields.	_____	_____
Wells or other water supply system.	_____	_____
Telephone, cable and electrical systems.	_____	_____
Fuel storage structures (above or below grade).	_____	_____
All other mechanical equipment (e.g. HVAC, etc.).	_____	_____
LIGHTING AND LANDSCAPING INFORMATION		
The location, height, intensity and bulb type (e.g., fluorescent, sodium, incandescent) of all external lighting fixtures. The direction and height of illumination and methods to eliminate glare onto adjoining properties.	_____	_____
A landscape plan showing all existing natural land features, trees, forest cover and water sources, and proposed changes to these features <u>including size and type of plant material</u> . (Water sources shall include ponds, lakes, brooks, streams, springs, wetlands, floodplains and drainage retention areas.)	_____	_____
All existing and proposed pedestrian walks, fencing and screening.	_____	_____

TRAFFIC INFORMATION

(For large developments and those in heavy traffic areas, the Development Review Board may require a detailed, professional traffic study.)

1. Traffic projections:

Estimated number of one-way trips (entering or leaving the site), including employees:

	peak hour total	daily total
cars and light trucks		
trucks more than one ton		

2. What will be the impact of this traffic on:

(please provide specific traffic data/tables/maps)

a. adjacent public and private roads and their daily and peak hour capacities?

b. intersections at the site and nearby?

APPLICANT'S SIGNATURE _____ DATE _____