



3045 Theodore Roosevelt Highway
 Waterbury, VT 05676
 Phone: (802) 434-3064 • Fax: (802) 434-6404
 E-Mail: zoning@townofboltonvt.com

APPLICATION TO THE DEVELOPMENT REVIEW BOARD

For Site Plan Review, Conditional Use Review –See Attached Table 5.1
VARIABLE FEES (SEE SCHEDULE)

NO.

Note: All information requested on this application must be completed in full and submitted to the Zoning Administrator, with required fees and attachments, at least 30 days in advance of a regularly scheduled Development Review Board meeting. Information checklists for each type of application are available at the Bolton Town Office. A request to waive one or more application requirements may be submitted in writing with the application. Failure to provide required information may result in the application being deemed incomplete by the Zoning Administrator, which may delay the development review process.

Type of Application (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Access Review (existing lots lacking frontage) | <input type="checkbox"/> Planned Unit/Planned Residential Development |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Preliminary Subdivision Review (Major Subdivisions) |
| <input type="checkbox"/> Conditional Use Review | <input type="checkbox"/> Final Subdivision Review (All Subdivisions) |

Applicant Information

	Owner(s) of Record (as shown on deed)	Applicant(s) (if not owner)	Other Contact
Name(s) (all)			
Mailing Address			
Phone / Fax #’s			

Property Information

Location: _____ <small>(911 Address + Town Road / Street / Highway)</small>	Warranty Deed: _____ <small>(Book and Page Number – In Bolton Town Office)</small>
Tax Parcel ID #: _____ <small>(Tax Maps in Bolton Town Office)</small>	Zoning District(s): _____ <small>(Zoning Maps in Bolton Town Office)</small>
Total Lot Area: _____ <small>(Deed / Calculated / Surveyed)</small>	Road Frontage: _____ <small>(Measured along all roads)</small>

Project Summary Information

(also attach one page project summary)

	Existing	Proposed
Lots (#):		
Use Type(s) (see zoning district lists):		
Structure(s) (#):		
Road(s) (total length in feet):		
Parking Spaces (#):		
Building/Structure Height(s) (feet):		
Building Coverage (sq. ft.): ¹		
Lot Coverage (sq. ft.): ²		

I solemnly swear to affirm, under pains of penalty and perjury that all statements herein, and other evidence I submit in connection with this application shall be true and correct to the best of my knowledge and belief, and that I have read and followed all instructions.

Signature of Applicant(s): _____ **Date:** _____

Administrative Use Only	Date Received: _____	Fee Paid: _____
	<input type="checkbox"/> Incomplete – Notified Applicant	Date: _____ (Letter Attached)
	<input type="checkbox"/> Referred to Development Review	Date: _____
Zoning Administrator: _____		Date: _____

¹ Total (combined) building footprint area.
² Total (combined) area of building footprints, parking areas, and all other impervious surfaces.

5.1 DEVELOPMENT REVIEW APPLICATION MATERIALS			
Required Information (unless waived)	Site Plan Review	Conditional Use Review	Flood Hazard Area Review
Names, addresses of property owner(s) of record and persons preparing the application	Y	Y	Y
Names, addresses of the owner(s) of record of adjoining and facing properties; proof of notification of adjoining property owners	Y	Y	Y
Project description (summary, one page maximum)	Y	Y	Y
Site location map showing project location in relation to town roads, surface drainage and adjoining and facing parcels	Y	Y	Y
Copy of an approved subdivision plat showing the lot to be developed and any applicable development restrictions or conditions of subdivision approval (for lots within approved subdivisions)	Y	Y	Y
Statement of compliance with all applicable zoning district standards including overlay district and specific use standards	Y	Y	Y
Site plan, drawn to scale, prepared by a registered land surveyor, civil engineer, architect, landscape architect or other person(s) approved by the Board, showing as applicable:	Y	Y	Y
1. Date, scale, north arrow, title block, preparer information	Y	Y	Y
2. Legal property boundaries	Y	Y	Y
3. Zoning district boundaries (inc. designated flood hazard areas)	Y	Y	Y
4. Required setbacks and designated building envelope(s), if any	Y	Y	Y
5. Existing site features: topography, including 5ft.contours, steep slopes (15% to 25%) very steep slopes (>25%), prominent ridgelines and hill tops; land use/cover, including tree lines; surface waters, wetlands, shorelines, and associated setback and buffer areas; critical wildlife habitat areas; existing structures (e.g., buildings, walls, fence lines, signs); known historic sites and structures; parking, loading and service areas; roads and driveways; utility corridors; water supply and wastewater system locations; rights-of-way and easements.	Y	Y	Y
6. Proposed land uses and structures (footprints); accesses, driveways, and pedestrian walkways; parking, loading and service areas; utility corridors; water supply and wastewater system locations; rights-of-way and easements	Y	Y	Y
7. Proposed site grading and drainage	Y	Y	Y
8. Proposed landscaping, screening, outdoor lighting and signage	Y	Y	
9. Channel, floodway and base elevations			Y
Photographs of the site	Y	Y	
Traffic (trip) generation rates and circulation patterns	Y	Y	
Draft legal documents (e.g., proposed easements, improvement, development and/or maintenance agreements)	Y	Y	
Construction schedule, including the sequence and timing of proposed site development and related improvements	Y	Y	Y
The following information, as applicable for a particular use or zoning district, or as requested by the Board to determine conformance with these regulations:			
1. Landscaping plan (including landscaping material specifications)	Y	Y	
2. Outdoor lighting plan (including lighting fixture specifications)	Y	Y	
3. Open space management plan (for forest, farm land)	Y	Y	
4. Buffer management plan (for surface waters, wetlands)	Y	Y	
5. Stormwater management and erosion control plan	Y	Y	
6. Site reclamation plan (for earth extraction activities)		Y	
7. Traffic impact analysis		Y	
8. Community service/facility impact analysis		Y	
9. Environmental impact analysis (e.g., water quality, habitat)		Y	

**APPLICATION TO THE DEVELOPMENT REVIEW BOARD -For Site Plan Review, Conditional Use Review –See
Attached Table 5.1**

10. Visual impact analysis		Y	
11. FEMA Elevation Certificate			Y
12. FEMA Floodproofing Certificate [nonresidential buildings]			Y
13. Hydraulic analysis [for development located within the floodway]			Y
14. Description of proposed watercourse alterations or relocations			Y