



## DRB Hearing Application - Review Checklist

FOR SMALL RESIDENTIAL PROJECTS

### Type of Application:

- Conditional Use
- Subdivision
- Boundary Line Adjustment
- Setback Waiver
- Other \_\_\_\_\_

Application: \_\_\_\_\_

Checklist discussed with staff? Yes  No

Phase of approval: Conceptual  Final

Please schedule a time to review this application checklist with a member of Staff before each phase of review, to help you determine which of the following elements are relevant to your application.

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- Pre-Application review with member of Staff**
- Project Narrative-** Typed project description and narrative addressing the items from this checklist.
  - Written request for any waivers needed to complete this project as proposed
  - Description of how this project meets the Conditional Use Review Standards in Section 540, Part III (p. 32) of the *Middlebury Zoning and Subdivision Regulations*
- DRB Hearing Application Form and Fee**
- Site Plans or Drawings**, which shall include:
  - Conceptual level review: Sketch Plan, drawn to scale with date, north arrow, approximate property boundaries and roads, adequate to describe the proposed action.
  - Final plans: Date, scale, north arrow, signature block, parcel ID numbers, parcel sizes, a location map, location and dimensions of lot lines, topographic contours and zoning district boundaries.
  - Official survey prepared by a licensed surveyor (required for subdivisions, boundary line adjustments, and most setback waiver requests)
  - For projects involving onsite wells and/or septic, the locations of existing/proposed septic systems, wellheads, and isolation zones
  - All access to public streets or roads, parking and service areas, pedestrian walkways, circulation and parking lot layout, entrances to structures
  - Grading plan and/or runoff and erosion control plan (if requested)
  - Existing structures, easements, rights-of-way, driveways, roads, utilities, structures, parking areas, street lights, sidewalks, paths and trails
  - Existing natural features such as principal vegetation and wooded areas, tree-lines, hedgerows, outcrops, stone walls and large trees.
  - Locations of existing wetlands and buffers, watercourses and stream buffers, special flood hazard areas (SFHAs) and fluvial erosion hazard areas (FEHs).
  - Identification of any known sensitive wildlife habitat areas, wildlife corridors, etc.
  - Proposed* building envelopes, clearing limits (if applicable), driveways and curbcuts, and underground water, sewer and power lines



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#### Legal Documents,

- Existing and proposed easements, deeds, rights-of-way, offers of dedication, shared maintenance agreements, etc. (as applicable)

#### Water/Wastewater

- Letter of allocation for municipal water and/or sewer service (if applicable)
- The proposed design of the wastewater treatment system, including profiles and other descriptive data, prepared by a licensed designer
- Copy of the most recent State of Vermont Wastewater System and Potable Water Supply Permit, with a description and status of any permit amendments needed for the proposed project.

#### Stormwater and Natural Resources

- Stormwater narrative describing the direction of surface water runoff, existing/proposed stormwater infrastructure, stormwater permits required, or why stormwater permits are not required
- Wetland delineation endorsed by a certified wetlands scientist, if applicable

#### Traffic/Access

- For any applications proposing access to a State Highway, a letter of intent from the VT Agency of Transportation confirming that the Agency has reviewed the application and is prepared to issue a Section 1111 permit (Act 167 - 24 V.S.A. §4416).
- Department of Public Works approval of any proposed new driveway curbcuts (email Dan Werner: [dwerner@townofmiddlebury.org](mailto:dwerner@townofmiddlebury.org))

#### Parking

- Table or narrative describing the current and proposed uses, number of spaces required, and how the plan proposes to meet the zoning requirements for parking.
- A parking plan showing current and proposed parking and number of spaces.

#### Outdoor Lighting

- Description or schedule of all proposed outdoor lighting, with locations and specifications of fixtures and how these meet the zoning requirements.

#### Other Items

As needed, at the discretion of the DRB and/or Administrative Officer

- \_\_\_\_\_

Please submit **ten (10) complete sets** of application materials and 11x17 drawings, and two (2) sets of full-size drawings/color renderings. Please also submit an electronic copy of the submission to [jmurray@townofmiddlebury.org](mailto:jmurray@townofmiddlebury.org)

Applications must be submitted prior to the application deadline for any given DRB Hearing. A hearing date will be assigned by Staff once the application package has been reviewed and deemed complete. Applications for continued hearings must be submitted no less than 1 week prior to the scheduled (continuation) hearing date.