



DRB Hearing Application - Review Checklist

FOR COMMERCIAL AND LARGE RESIDENTIAL PROJECTS

<p>Type of Application:</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Other _____</p>
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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 elements are relevant to your application.

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:

- 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
- 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 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, forested areas, scenic vistas, etc.
- Proposed* building envelopes, clearing limits (if applicable), driveways, curbcuts, underground utilities (water, sewer and power lines), outdoor lighting fixtures, landscaping and buffers, signage, dumpsters, trash compactor/recycling enclosures, outdoor storage areas, and snow storage areas (see below)



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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

- Narrative describing the direction of surface water runoff, existing/proposed stormwater infrastructure, stormwater permits required, or why stormwater permits are not required
- Stormwater calculations showing quantities of new impervious surface creation, and plans for retention and treatment of runoff.
- Description of any green stormwater infrastructure best-management practices (BMPs)
- Stormwater Plan showing the locations of all stormwater structures, catch basins, etc.
- Grading plan and/or runoff and erosion control plan (if requested)

Traffic/Access

- Traffic generation and parking generation estimates, based on the ITE Manuals
- If required, a traffic study that addresses specific concerns posed by the DRB
- 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.
- Specifications and pre-approval of any streets proposed for public dedication.

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.

Landscaping and Screening

- Landscaping plan showing detailed site grading, as well as the location, types and specifications of trees and other screening materials, shrubs and ground cover. Identify landscaping to be retained during construction.



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Natural Resources

- Wetland delineation endorsed by a certified wetlands scientist (if applicable)
- Hydrologic study, pump test or water quality data (if required)
- Visual renderings that adequately demonstrate potential impacts of the project on visual and scenic resources (if required)
- Wetland delineation endorsed by a certified wetlands scientist
- Additional information or regulatory opinion about the potential stormwater impacts of the proposed project (if required).
- Jurisdictional Opinion from the Agency of Natural Resources, about whether this project is subject to Act 250 review (if required)
- Additional information or regulatory opinion about the potential impacts of the proposed project on flood or fluvial erosion hazard areas and their functionality (if required).
- Habitat disturbance assessment evaluating the potential impacts of the proposed project on sensitive wildlife habitat areas (if required).
- Site-specific forestry management plan or other natural resources management plan (if required).

Outdoor Lighting

- Schedule of all proposed outdoor lighting, with locations and specifications of fixtures and how these meet the zoning requirements.
- An outdoor lighting plan, including the locations, height and types of all proposed outdoor fixtures
- Photometric plan

Signs

- Map showing the locations and dimensions of all existing and proposed signs and advertising displays for the subject property
- Schedule demonstrating that all existing and proposed signage meets the criteria of Section 772 of the *Middlebury Zoning and Subdivision Regulations* (size, setback, etc.)

Outdoor Storage

- Description and scaled drawings of all proposed outdoor storage areas, including screening and buffers and the location of dumpster/recycling enclosures.
- Description and location of all proposed outdoor storage as well as the location and quantities of any regulated hazardous materials, including fuel tanks.
- Renderings showing perspective views from different principal vantage points.
- Location of construction phasing and/or snow storage areas.



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- Architectural Renderings** (required for all applications going before Design Advisory Committee)
Complete color elevations and floor plans for all proposed structures

- Legal Documents**, as applicable (ex: existing and proposed easements, deeds, rights-of-way, offers of dedication, homeowner's association documents, shared maintenance agreements, etc.)

Other Items

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

Applications going before the Design Advisory Committee will require an additional six (6) complete sets of application materials and 11x17 drawings/color renderings.

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.