SITE PLAN & CONDITIONAL USE APPLICATION

Permit # _____

Parcel ID: _____

Please review the Richmond Zoning Regulations and provide all the information requested in this application. Additional local permits and approvals may also be required (such as access permits, water & sewer allocations, E911 address assignments.) For information contact the Zoning Administrative Officer at 434-2430. Other federal, state and local permits or approvals may additionally be required, it is the duty of the applicant to obtain all relevant and applicable approvals. To inquire about State permits contact the State Permit Specialist at 802-477-2241.

Application Date: _____ Physical Address of Property: _____

Applicant Name: _____ Property Owner Name: _____

Applicant Mailing Address: _____ Owner Mailing Address: _____

_____ _____

_____ _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Brief description of Project: _____

All projects which require Conditional Use approval also require Site Plan approval.

Please review Section 5.5 and Section 5.6 of the Richmond Zoning Regulations. A use requiring conditional use approval by the DRB is required, at a minimum, to comply with the following general standards and specific standards:

- ☐ General Standards - A proposed use shall not result in an undue adverse effect upon:
- ➢ The capacity of existing or planned community facilities;
- ➢ The character of the area affected, as defined by the purpose or purposes of the zoning district in which the project is located and with specifically stated policies and standards of the Richmond Town Plan;
- ➢ Traffic on roads and highways in the vicinity;
- ➢ Bylaws and ordinances then in effect; and,
- ➢ The utilization of renewable energy sources.
- ☐ Specific Standards - Conditional uses shall comply with the following specific standards:
- ➢ Obnoxious or excessive noise, smoke, vibration, dust, glare, odors, electrical interference or heat that is detectable at the boundaries of the lot shall not be generated.
- ➢ There shall be no outside displays except those that are brought indoors at the end of the business hours and are the actual product of the business.
- ➢ Outside storage of goods, parts, supplies, vehicles machinery and other personal property shall be appropriate to the neighborhood and shall not impair safety.
- ➢ Applicable state permits for water supply and sewage disposal shall have been obtained, and any other applicable state permits, before the use commences.
- ➢ The development is proposed over a reasonable time period in order that the general and specific standards for conditional uses may be met.
- ➢ In determining the appropriateness of the use in the Zoning District, the DRB shall consider the scale of the proposal in relation to the scale of existing uses and structures.
- ➢ No fire, explosive, or safety hazard shall be permitted that, in the judgment of the DRB, after consideration of the advice of Richmond fire fighting officials, significantly endangers other property owners or emergency personnel.

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- The development shall not result in an Undue Adverse Effect on state or community-owned and operated institutions and facilities.
- Existing water supplies and the quality of ground and surface water resources shall not be adversely affected.
- The proposed Land Development shall not have an undue adverse effect on an Historic Site or rare or irreplaceable natural areas.
- Proposed structures should take advantage of existing slopes and vegetation to provide screening for the project.
- Any other standards, such as natural landscape and "character of the neighborhood" standards, as indicated for specific districts shall also be applied.

Application requirements: Please provide the following information as specified within Section 5.5 and Section 5.6 of the Richmond Zoning Regulations. Information may be presented within the form of a cover letter with associated plans and technical information.

- ☐ Narrative description of the project, including how the project does or does not meet any of the general standards and specific standards listed on page 1.
- ☐ Names and addresses of all abutters, including those across contiguous roads or highways.
- ☐ Stamped addressed envelopes for all abutters.
- ☐ A site plan prepared by a registered surveyor, professional planner, engineer, architect, or landscape planner. The site plan shall be drawn to scale, and submitted with written supporting data, showing the following:
  - ☐ Existing features: contours, structures, utility easements, rights-of-way, deed restrictions, significant landscape features, roads or highways, surveyed boundaries, dimensions, total lot size; and
  - ☐ Proposed land development: land use areas, structures, driveways, curb cuts, parking and loading areas, traffic circulation, pedestrian walkways, outside display areas, signs, site grading, landscaping, plantings and screening, setbacks and buffer strips, outside lighting, equipment and waste storage areas and sewage disposal areas.
- ☐ Information as to the time period or phasing for completion of the project.
- ☐ Three copies of the application packet (no larger than 11"x17"), one large format copy of all plans, one digital copy of all plans materials.
- ☐ Conditional Use Application Fee— $360.00 (An additional $500 Technical Review Fee maybe applied to some projects—Staff shall determine)

Please note, upon review of the application the DRB may also require the following submittals:

- Security as provided in Section 8.2.5
- Formal traffic study if a substantial alteration in public traffic flow is anticipated or a large-scale parking area is planned. This may include analyses of traffic volumes, average daily trips, turning movements, patterns of ingress and egress, levels of service on roadways and at intersections, and modes of traffic control.

Signatures: The undersigned hereby certifies this information to be complete and true.

_____	_____
Applicant Signature Date	Property Owner Signature Date

***NOTE**: Upon review of the application, the Zoning Administrative Officer shall issue a Development Review Board referral letter to the applicant confirming the date and time of the upcoming hearing before the Board as per 5.2.1. The referral letter shall also include a Notice Poster which will be required to be posted on the subject property within view of a public right of way, as per section 8.2.3. This information shall be sent directly to the Applicant unless otherwise directed.*

— DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY —

Application Complete Date:_____DRB Referral Letter Issued (date):_____ DRB Hearing Date:_____

Comments: _____Zoning Fee: _____

Zoning Administrative Officer signature: _____Date:_____