

# Milton, VT Planning Commission

**(In accordance with Title 24, V.S.A., Chapter 117, Sections 4384, 4403, 4441, 4444)**

## **Application for Site or Land Tract, Specific Zoning Language, and/or Map Change and Process**

The Planning Commission (PC) or any other person can prepare an amendment to the Zoning Regulations and to the Municipal Plan. The amendment proposal must be submitted in writing along with supporting documents to the municipal planning commission.

When considering an amendment to a plan, the planning commission shall prepare a written report on the proposal, which addresses the extent to which the plan, as amended, is consistent with the goals established in section 4302 of this title. If the proposal would alter the designation of any land area, the report should cover the following points that are outlined as questions below. (24 V.S.A. §4384 (c))

When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning bylaw amendments and subsection 4384(c) of this title concerning plan amendments. (24 V.S.A. §4441(c))

**To complete your application, please (1) write a description of the proposed amendment, (2) answer the questions below and (3) attach any supporting information, maps, etc.**

**Also, please read the attached document, which outlines the process for amending Zoning Regulations, and agree to abide by its conditions and regulations. Typically, a collection of agreed upon amendments are collectively submitted to the Selectboard each year.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**A Brief Explanation of the Proposed Bylaw/Plan Amendment:**

\_\_\_\_\_  
\_\_\_\_\_





7. Discuss how the proposal is compatible with the proposed future land uses and densities of the municipal plan.

8. Discuss how the proposal carries out, as applicable, any specific proposals for any planned community facilities.

I, undersigned, have read and fully understand the attached document regarding the process for Amendments to Zoning Regulations and agree to abide by its conditions and regulations.

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Signature and Date

**Please email this form along with your supplemental materials to the Milton Planning Director.**

At least 15 days before the public hearing, the proposed amendment and report are circulated to abutting Towns, the Regional Planning Commission, the State of Vermont, and any other community interest groups.



At least 15 days before the public hearing, a warning is published in a newspaper of general circulation.



The PC holds at least one warned public hearing.



The PC may make minor revisions to the proposed amendment and report if they prepared it. However, if the proposed amendment is brought forward by petition or is requested by the Select Board (SB), the proposed amendment, the PC shall promptly submit the amendment, together with changes only to correct technical deficiencies to the SB. If the PC makes any major revisions to proposed amendment and to the report, they should hold an additional warned public hearing.



The PC submits the proposed amendment and report to the SB and files same with the Town Clerk for public review.

## Select Board Process

Once the Select Board (SB) receives the proposed amendment and report, they must hold two or more public hearings between 30 to 120 days from the time of receipt.



At least 15 days before the public hearing, a warning is published in a newspaper of general circulation.



The SB holds the first warned public hearing.



The SB may make revisions to proposed amendment, and is required to file same with the Town Clerk for public review, but shall do so more than 15 days prior to the second warned public hearing.



Additional public hearing(s) may be required if SB makes substantial changes to the concept or meaning.



The Amendment can be adopted after the second warned public hearing  
The Zoning amendment shall be effective 21 days after adoption.



If amendment not adopted within one year of PC's final public hearing, it shall be considered rejected by the municipality.