

# TOWN OF MILTON, VT | DEVELOPMENT REVIEW APPLICATION

If you have any questions, call (802)893-1186 or visit us in the Milton Municipal Complex at 43 Bombardier Road, Milton, VT 05468.

## FILING INFORMATION *(This Section Staff Use Only)*

DRB Case # \_\_\_\_\_

Filing Date: \_\_\_\_\_

## PROPERTY LOCATION & LEGAL DESCRIPTION

Street Address/Unit: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

School Parcel Account # 396 - 123 - \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot Size (acres): \_\_\_\_\_

Existing Principal Use Definition (e.g. "single family dwelling") \_\_\_\_\_

## APPLICATION PARTIES

*Please indicate with an asterisk by the name who will be the primary contact for this application.*

| APPLICANT       | LANDOWNER       |
|-----------------|-----------------|
| Name            | Name            |
| Name            | Name            |
| Mailing Address | Mailing Address |
| City State Zip  | City State Zip  |
| Phone Email     | Phone Email     |
| CONSULTANT      | CONSULTANT      |
| Name            | Name            |
| Name            | Name            |
| Mailing Address | Mailing Address |
| City State Zip  | City State Zip  |
| Phone Email     | Phone Email     |

## APPLICATION INFORMATION

*Check boxes for applicable applications. Ensure your narrative addresses the sections listed in parentheses.*

- ☐ **MINOR SITE PLAN** (Chapter 320)
- ☐ **MAJOR SITE PLAN** (Chapter 320)
- ☐ **CONDITIONAL USE** (Chapter 330)
- ☐ **SUBDIVISION** (Chapter 340) or **PLANNED UNIT DEVELOPMENT** (Chapter 340, Chapter 350)
  - ☐ **Sketch**
  - ☐ **Preliminary**
  - ☐ **Final**
  - ☐ **Subdivision Amendment** (Chapter 340)
  - ☐ **PUD Amendment** (Chapter 340, Chapter 350)
- ☐ **WAIVER** (Section 4604 & Figure 4-01)
- ☐ **VARIANCE** (Section 4605 & Figure 4-01)
- ☐ **APPEAL OF ZONING ADMINISTRATOR'S DECISION** (Section 4602 & Reason for decision to be overturned)

## NARRATIVE

*Provide a narrative that addresses sections listed in the Application Information applicable to your application type & the following sections in the UDR:*

- ☐ **Chapter 130** (Only applicable to nonconforming lots, uses, or structures)
- ☐ **Chapter 200**
- ☐ **Chapter 210** (Section based on zoning district)
- ☐ **Chapter 220** (Only applicable to properties in the FHO district)
- ☐ **Chapter 300**
- ☐ **Chapter 310** (Only applicable to uses listed in this section)

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## PLANS

**Application plans are required in order for the application to be deemed complete. The DRB or Staff will evaluate your application plans in accordance with the applicable sections of the Unified Development Regulations. Please ensure that your Plans and/or Plat adequately address the same standards listed in the narrative section above. We recommend submitting a full size to scale plan set and a reduced size copy that includes the proposed site conditions (structures, easements, driveways, parking & loading area, landscaping, utilities, etc). Please contact Planning & Zoning staff for number of copies required.**

## DIMENSIONAL CONFORMITY

**Attach a Table that shows the proposed dimensional standards for all lots, buildings, & structures applicable to your Zoning District (Chapter 210). An example table is listed below.**

| Dimensional Standard | District Standard (see Chapter 210) | Proposed |
|----------------------|-------------------------------------|----------|
| Lot Size             |                                     |          |
| Lot Frontage         |                                     |          |
| Front Setback        |                                     |          |
| Side Setback         |                                     |          |
| Rear Setback         |                                     |          |
| Density              |                                     |          |
| Building Height      |                                     |          |
| Building Coverage    |                                     |          |
| Lot Coverage         |                                     |          |

## INTERESTED PARTIES

**Provide a list of with the full names and complete mailing addresses of all "Interested Parties" along with this application form. Interested Parties include:**

1. Adjoining landowners who control land/easements that abut your land. (This includes landowners on opposite sides of public/private roads and/or navigable right-of-ways.)
2. Existing encumbrance holders/owners.
3. Any applicable homeowner/road association.
4. Neighboring municipalities (ONLY if your property abuts a neighboring municipality OR if the project is a final subdivision and your property is located within 500 feet of the municipality).

## FEES

**Application fee is due at time of submittal in order for application to be deemed complete.**

| DEVELOPMENT REVIEW APPLICATION FEE CALCULATOR                                                                                                                                                                            |                                   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---|
| Base Application Fee (includes warning and recording fees)                                                                                                                                                               | refer to fee schedule             |   |
| Multiple Application Discount<br>(If applicable. Confirm with staff that the applications can be heard concurrently; discount does not apply to Variances or Appeals; multiply each LOWER cost application fee by 0.50.) |                                   |   |
| Extra Application 1 (subtract out \$15 recording fee and \$85 warning fee if applicable)                                                                                                                                 | fee _____ x 0.50 =                | + |
| Extra Application 2 (subtract out \$15 recording fee and \$85 warning fee if applicable)                                                                                                                                 | fee _____ x 0.50 =                | + |
| Extra Application 3 (subtract out \$15 recording fee and \$85 warning fee if applicable)                                                                                                                                 | fee _____ x 0.50 =                | + |
| Adjoiners/Abutters Notice                                                                                                                                                                                                | total no. _____ multiplied by 2 = | + |
| Legal Review Escrow (if applicable)                                                                                                                                                                                      | \$500                             | + |
| <b>TOTAL DUE</b>                                                                                                                                                                                                         |                                   | = |

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## APPLICANT & LANDOWNER ACKNOWLEDGEMENTS

**By signing this application form, the applicant(s) acknowledge and accept the following:**

- ☒ It is the applicant's obligation to understand the relevant requirements of Milton's regulations prior to submitting an application and demonstrate compliance with the regulations;
- ☒ Applications shall not be considered properly filed and vested for rights to review under a set of regulations until all required items are submitted and the application is deemed complete by staff;
- ☒ All submissions are public record available for inspection and copy;
- ☒ All representations made in this application and the materials accompanying it are true, accurate and binding; omission or misstatement of any material fact on this application or at any hearing (which would warrant refusing the permit or approval) shall be grounds for revoking the permit or approval;
- ☒ Filing of this application shall grant permission to conduct an on-site inspection of the subject property, including (but not limited to) a publicly noticed site visit by the appropriate municipal panel and/or staff;
- ☒ It is the applicant's obligation to post a public hearing notice (mailed by the Town) in a location visible from the subject property's nearest public right-of-way prior to the hearing;
- ☒ Application parties shall not engage in *ex-parte*, off-the-record communication about the content of an application with a member of the appropriate municipal panel outside of a noticed/warned hearing;
- ☒ Private agreements (such as covenants, deed restrictions and easements) may apply, may be more or less restrictive than Milton's regulations and may affect this project; it is the applicant's responsibility to disclose and honor these agreements;
- ☒ State and federal regulations may apply, may be more or less restrictive than Milton's regulations, and may affect this project; it is the applicant's responsibility to obtain all required state and federal permits;
- ☒ It is the applicant's responsibility to determine whether or not the project requires a Vermont Residential or Commercial Building Energy Standards [Certificate](#) prior to applying for any zoning permit;
- ☒ A Town approval will include terms and conditions for which the applicant is responsible;
- ☒ No development or work may commence until receipt of all applicable permits and approvals; and
- ☒ No regulatory representations made in Town forms should be interpreted to supersede the governing regulations.

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Signature of Applicant

Printed Name

Date

***By signing this application, the landowner(s) authorize the processing of this application (from the applicant(s) named on this form) for the project described herein on land(s) in which the person(s) named below owns, control, or have a significant property interest in.***

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Signature of Landowner

Printed Name

Date