

**DEVELOPMENT REVIEW BOARD: SITE PLAN APPLICATION**

P.O. Box 95, Fairlee, Vermont 05045  
802-333-4158

Tax Parcel # \_\_\_\_\_

Application # \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_  
(Form A-1 must be attached to be complete)

Plan Preparer (if different from above): \_\_\_\_\_

Preparer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Describe proposed use and construction:**

Provide a construction sequence and time schedule for completion of your project (see attached Example Sheet):

**Attach a map or plan which shows:** (see attached Example Sheet for a sample plan)

*(Note: The nature of your project may require scaled drawings such as those provided by an architect, engineer or other professional.)*

1. Location of property. Show directions by indicating NORTH towards the top of the map. Show roads, by name, and natural landmarks.
2. Show the names of abutters to all sides of your property, including those across the road.
3. Indicate buildings by exterior dimensions (include foundation footprint and drip edge dimensions). The map need not be to scale, but all dimensions given should be accurate. If the map is to scale, give the scale.
4. Show location and size of the septic system and the water supply system (including municipal water).
5. Show location of driveways, parking areas, paths, signs, lighting, and landscaping.
6. For additions, show proposed use, i.e., Deck, Bedroom, Greenhouse, etc.
7. Elevation drawings may be required at the request of the Development Review Board and/or Zoning Administrator. (See attached Elevation Example Sheet for more information.)

Estimated value of proposed project: \$ \_\_\_\_\_

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**For Office Use Only**

Application Fee: . . . . . \$ 100.00 plus \$10.00 recording fee  
plus project cost x 0.0001 . . . . . \_\_\_\_\_

Total Fee Due: \$ \_\_\_\_\_ Paid \_\_\_\_\_  
Date & Authorized Town Official \_\_\_\_\_

Date of Hearing: \_\_\_\_\_ DRB Decision: Date approved: \_\_\_\_\_  
Date denied: \_\_\_\_\_

Other Action: \_\_\_\_\_

**From the Fairlee Zoning Regulations:****Section 5.8 DEVELOPMENT REVIEW BOARD APPROVAL OF SITE PLANS**

In accordance with Section 4407 (5) of the Act, no zoning permit shall be issued by the Administrative Officer for any multi-family dwellings, commercial or industrial uses, or for public and quasi-public uses, or parking and recreation facilities made available to the public, until the Development Review Board grants Site Plan approval. In instances where conditional use approval is also necessary, Site Plan approval must be obtained first.

**Section 5.9 SITE PLAN INFORMATION**

Every application for a site plan approval shall include submission of the following plans and supporting information:

- A. Name and address of the owner of record and also adjoining lands. The name and address of person preparing the map, the scale of the map, northpoint, and the date.
- B. Perimeter lines of the property showing existing features, including contours, structures, large trees, streets, utility easements, rights-of-way, lakes, rivers, streams, land use and deed restrictions.
- C. Plan showing proposed structures, locations, and land use areas; streets, driveways, traffic circulation, parking and loading spaces, and pedestrian walks; landscaping plans, including site grading, landscaping design and screening; septic systems and water systems used.
- D. Construction sequence and time schedule for completion of each phase of the entire development.
- E. Where the Development Review Board finds that extraordinary and unnecessary hardships may result from strict compliance to the above procedures, the Development Review Board may waive or vary such, where it is found that substantial justice may be done and the public interest secured.

**Section 5.10 SITE PLAN REVIEW**

Upon receipt of the Site Plan, the Development Review Board shall review the plans and supporting information. In rendering its approval, the Development Review Board may impose appropriate conditions and safeguards with respect to only the adequacy of traffic areas, circulation and parking, and landscaping and screening. In rendering its decision, the Development Review Board shall give specific consideration to the following objectives:

- A. Harmonious relationship between proposed uses and existing adjacent uses.
- B. Maximum safety of vehicular circulation between site and the street network.
- C. Adequacy of circulation, parking and loading facilities with particular attention to safety.
- D. Adequacy of landscaping, screening and setbacks in regard to achieving maximum compatibility and protection to adjacent property.

The Development Review Board shall act on any Site Plan within 60 days after the date upon which it receives the proposed plan, and failure to do so shall be deemed approval.

**EXAMPLE SHEET**

**“Construction Sequence and Time Schedule”** example (for Site Plan Application, **Form S-1**):

Site Plan preparation – April, 2000

Building/addition begun – August, 2000

Landscaping and screening completed – by May, 2001

**Sample Plot Plan:**

## ELEVATION EXAMPLE SHEET

**Elevation drawings should include:**

1. The difference in feet between the highest and lowest points on the property.
2. Area of structures below grade.
3. Location of structures vertically above the lowest point on the property.
4. Composition of any fill material to be utilized.