
APPENDIX G: APPLICATION SUBMISSION REQUIREMENTS

SPECIFICATIONS FOR THE SUBMISSION OF APPLICATIONS

A. Purpose: In order to provide for uniform treatment of requests under these Regulations, all applications submitted for review by the Zoning Administrator or Development Review Board under the Colchester Development Regulations shall comply with these specifications stated herein.

B. Notice Requirements: All applications shall be noticed in accordance with the requirements of 24 VSA § 4464. The applicant shall be required to bear the cost of the public warning and the cost and responsibility of notification of adjoining landowners. The applicant shall be required to demonstrate proof of delivery to adjoining landowners either by certified mail, return receipt requested, or by written notice hand delivered or mailed to the last known address supported by a sworn certificate of service.

C. Digital Format Requirements: The submission of applications, site plans, and supporting material in digital format shall occur at or before the time of applying for a permit and should comply with the following specifications:

1. Digital submittals shall be in pdf form with each pdf not exceeding 20mb in size.
2. Application forms, plans, and supporting documents shall each be separate pdfs. Plans shall be submitted as a set whenever feasible.
3. PDFs shall be submitted via e-mail to pzinfo@colchestervt.gov or the requesting reviewer. If e-mail is not feasible, submissions will be accepted via CD/ DVD.
4. Files shall be named the address of the property and the type of document followed by the year (i.e. 205RooseveltHwyApp15). Each file name shall be unique with no spaces and characters shall be numbers or letters (no characters such as hyphens, #, &, or *).
5. Subsequent submittals shall include a version reference in the name (i.e. 205RooseveltHwyApp15v2) or final as the suffix if it is as approved. Plans submitted as sets shall be resubmitted as sets. This shall also apply to applications and all other supporting materials with page replacements or updates.
6. All pdfs shall be at least at 300dpi, color, and to scale if a plan, elevation, or similar document.
7. One paper copy of DRB applications and plans may be required if requested by Staff.

D. Submission Requirements: Applications for Site Plan, Sketch Plan, Preliminary Plat, and Final Plat and plans, drawn to scale, submitted shall comply with Appendix G herein and include the following information for the Administrative Officer to deem the application complete and ready to send to the Development Review Board for its review:

	Site Plan	Subdiv Sketch Plan	Subdiv Prelimin -ary Plat	Subdiv Final Plat
1. Existing Conditions Plan and Data				
(a) A list of the owners of record of abutting properties.	√	√	√	√
(b) Boundaries of existing zoning and overlay districts on the subject property and adjacent zoning and overlay district boundaries.	√	√	√	√
(c) Area and boundaries of the property, building or setback lines as required in this chapter, and lines of existing streets and adjoining lots, as shown on a survey.	√	√	√	√
(d) Reservations, easements and areas dedicated or to be dedicated to public use shall be shown.	√	√	√	√
(e) Lot dimensions and survey data, and section and lot numbers of the subject property. The preferred scale shall be not less than one (1) inch equals thirty (30) feet.	√	√	√	√
(f) Such map shall show the applicant's entire property in a closed bound survey, adjacent properties, streets within two hundred (200) feet of the site, approximate location and dimensions of all existing structures, and location of all existing structures on adjacent properties and within one hundred (100) feet of the site boundary. At the discretion of the Administrative Officer the required area of the site plan shall be increased.	√	√	√	√
(g) Location of watercourses, waterbodies, wetlands, floodplains, and floodplain boundaries as determined by the Federal Emergency Management Agency or as mapped by the Town of Colchester, watercourses, wetlands, rock outcrops, wooded areas, existing vegetation, and other significant natural features on the site.	√	√	√	√
(h) Topographic contours and profiles as needed. Existing and proposed contours should be shown at a maximum vertical interval of two (2) feet.	√	√	√	√
(i) Location of, square footage, and height of existing structures and uses on the site.	√	√	√	√
(j) Existing structures and access points on adjacent properties, including those directly across a public street.	√		√	√
2. Development Plan and Data				
(a) The title of the development, date, North arrow, parcel ids, scale, name and address of the owner of record and of the applicant, if other than the owner, and of the engineer, architect, landscape architect or surveyor preparing the plan shall be shown on a site	√	√	√	√

	Site Plan	Subdiv Sketch Plan	Subdiv Preliminary Plat	Subdiv Final Plat
plan map. The preferred scale is one (1) inch equals thirty (30) feet.				
(b) Property lines and dimensions of all land that is offered, or to be offered, for dedication for public use, with purpose indicated thereon, and of all property that is proposed to be served by deed covenant for the common use of the property owners of the development.	√	√	√	√
(c) Estimated project construction schedule, phasing, and date of completion.	√		√	√
(d) All means of vehicular access and egress to and from the site onto public streets (dimensions, widths, & turning radii), and all provisions for pedestrian access and circulation. Existing highway geometries should be given that include access points near the project. Sight distance in both directions of all driveway intersections should also be shown on the plans. The linear footage and width for proposed roads/driveways should be provided.	√		√	√
(e) Elevations, floor plans, and sections of proposed structures showing the proposed location, use, design and height of all structures, key boxes, and fire department connections. Plans shall also show any proposed division of buildings into units of separate occupancy and location of drives and access thereto.	√		√	√
(h) The location and layout of any off-street parking or loading areas, traffic circulation areas, truck circulation patterns, loading areas, areas for snow storage, bike racks, pedestrian walkways, and fire lanes.	√		√	√
(i) Analysis of traffic impacts, including traffic level of service/capacity analysis for existing and future conditions. Estimated daily and peak hour traffic generation, and an estimate of traffic generation during the peak hour of the adjacent street traffic. A traffic study may be required in accordance with the standards set forth in Chapter Fourteen of the Colchester Code of Ordinances (Public Works Standards).	√		√	√
(j) Lot area in square feet and acres, and lot coverage calculations including building, overall, and front yard coverage.	√	√	√	√

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(k) The location of all proposed waterlines, valves and hydrants and sewer lines or wells and sewage tanks, fields, lines and/or septic test pit and percolation information. Information on water fire flows and pressures is also required.	√		√	√
(l) Detailed landscaping plan, including type, size, and location of all materials used and plans for buffer screening and fencing.	√		√	√
(m) Cut sheets for all proposed outdoor lighting within the site including mounting heights and a point by point lighting scheme.	√		√	√
(n) The general location of any free-standing signs.	√		√	√
(o) The location of any outdoor storage for equipment and materials if any, and the location, type and design of all solid waste-related facilities, including dumpsters and recycling bins.	√		√	√
(p) Location and design of all energy distribution facilities, including electrical, gas, and solar energy.	√		√	√
(q) Recreation areas if required.	√		√	√
(r) Preliminary grading, drainage, landscaping and buffering plan.	√	√	√	√
(s) The extent and amount of cut and fill for all disturbed areas, including before-and-after profiles and cross sections of typical development areas, parking lots and roads, and including an erosion and sedimentation control plan, and proposed locations of sediment sink/setting pond and interceptor swales.	√		√	√
(t) Detailed plans of retaining walls, steps, ramps, paving, and drainage structures.	√		√	√
(u) Estimate of all earthwork, including the quantity of any material to be imported to or removed from the site or a statement that no material is to be removed or imported.	√		√	√
(v) Proposed stormwater management system, including (as applicable) location, supporting design data and copies of computations used as a basis for the design capacities and performance of stormwater management facilities.	√		√	√
(w) The location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences.	√		√	√
(x) Finished grades of walls, pavements, and storm drains.	√		√	√
(y) Proposed streets and lots within the subdivision names and numbered in numerical order within	√		√	√

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blocks in accordance with Chapter 17 of the Colchester Code of Ordinances.				
(z) Final Plat Supporting Documents				√
(z)(1) A copy of all proposed deeds, agreements, or other documents which convey or relate to the use of a privately-owned street or right-of-way including a completed contract between the land owner and the Town regarding the number of lots or dwelling units to be served by the proposed right-of-way or private street and the responsibility for the roadway maintenance.				√
(z)(2) Copies of proposed deeds, agreements or other documents showing the manner in which open space including park and recreational areas and school site areas, are to be dedicated, reserved and maintained and a certificate of the Town Attorney that these documents are satisfactory.				√
(z)(3) A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.				√
(z)(4) A prospectus describing the management organization if the DRB requires the creation of an owners' association or management organization.				√
3. Any other information or data that the Administrative Officer or DRB shall require for a full assessment of the project pursuant Articles 8 and/or 9.	√	√	√	√

E. Waiver of Application Requirements: The Administrative Officer shall have the authority to, when reasonable, waive any application requirements for Site Plan, Sketch Plan, Preliminary Plat, or Final Plat applications. Any such waiver may be exercised in the event any such requirements are:

1. found not to be requisite in the interest of public health, safety, or general welfare, or
2. inappropriate to a particular site plan because of the particular character or limited nature of a new development or change in use or conditions peculiar to a site, or
3. will cause extraordinary and unnecessary hardship.