

# Site Plan Application

Town of St. Albans  
Office of Development Review Board  
PO Box 37  
St. Albans Bay, VT 05481  
(802) 524-7589 Ext. 100  
a.johnson@stalbanstown.com



## Property Owner Information

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Representative/Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Property Information

Address \_\_\_\_\_

Parcel Number \_\_\_\_\_

Flood Hazard Overlay  Yes  No

Road Frontage \_\_\_\_\_ Acreage \_\_\_\_\_

Square Footage of Impervious Surface: \_\_\_\_\_

## Additional Information

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property Owner's Acknowledgement:** As the owner of the property described above, I hereby apply for a Site Plan Approval/Amendment detailed on this form. I understand that if this application is approved, I must follow any and all conditions assigned by the Development Review Board. The information and representations contained in this application are true and accurate to the best of my knowledge. My signature below constitutes permission for on-site inspection of the property described on this application.

**YOU MUST CONTACT A PERMIT SPECIALIST AT THE VT DEPT. OF ENVIRONMENTAL CONSERVATION TO OBTAIN INFORMATION REGARDING VT STATE PERMITTING REQUIREMENTS AT (802) 477-2241**

\_\_\_\_\_  
Signatures of Owner(s) of record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signatures of Owner(s) of record

\_\_\_\_\_  
Date

# Site Plan Application Requirements

- Completed Application
- Seven (7) hard copies and electronic pdf of Site Plan Drawing including:
  - Features of the existing site i.e.: contours, watercourses, and wetlands; vegetation and natural features; structures; access points; easements; exterior lighting; size, design and location of signs; and property and zone boundaries
  - Proposed improvements including structures, locations of structure envelopes, parking areas, access points, sidewalks and other walkways, loading docks, outside storage areas, sewage disposal areas, landscaping, screening, artificial lighting, drainage, and site grading. Structure informatin including elevations and floor plans.
  - Proposed protections and/or enhancements of watercourses, wetlands and other natural features to be utilized during and after construction
  - Onsite circulation for pedestrians and vehilces
- Associated Fees (see below)
- Letters from Fire & Police protection agencies addressing the impacts and/or proposed conditions of approval
- A letter of intent from the Vermont Agency of Transportation for any project propsing access to a State Highway confirming the Agency has reviewed the proposed site plan and is prepared to issue a permit.

## Fees

- Residential
  - DRB & Site Plan Application Fee                      \$200.00
- Commercial
  - DRB & Site Plan Application Fee                      \$300.00

Applicant is responsible for reimbursing DRB certified mailings and a \$15 recording fee after the decision issued.

### Town Use Only

Application Number \_\_\_\_\_

Application  Approved

Approval Expires \_\_\_\_\_

Rejected

Permit # \_\_\_\_\_

Town Remarks/Conditions of Approval \_\_\_\_\_

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\*\*\*\* This permit is for local approvals only. \*\*\*\*

Please visit <https://vermont.force.com/permitnavigator/s/> for information on State requirements.

# Site Plan Application

Current Use

Size of Land to be Developed

Features of Existing Site

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Proposed Improvements

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Proposed protections and/or enhancements of natural water courses, wetlands, and other natural resources during and after construction

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Proposed landscaping and plantings

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Timeline

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Cost estimate of all site improvements broken down by type (i.e. landscaping, utilities, roads, etc.)

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# Site Plan Application

Estimate of daily & peak hour traffic generation

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Number of proposed parking spaces

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Square Footage of Structures

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Effect of noise, glare, or odors on adjoining properties

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Impacts on natural features located on the property

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Proposal for renewable energy resources and energy efficiency

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Surrounding uses

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