



**TOWN OF CHARLOTTE
DEVELOPMENT REVIEW BOARD**

P.O. Box 119, Charlotte, VT 05445
Phone: 802-425-3533 Fax: 802-425-4241

**APPLICATION FOR CONDITIONAL USE REVIEW
SHORELAND SEASONAL HOME MANAGEMENT DISTRICT**

Name of Applicant(s): _____

Name of Leaseholder(s) (if different from Applicant): _____

Address: _____

Address: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Signature of leaseholder(s) authorizing application if
different than applicant: _____

Parcel ID No.: _____
Size of parcel _____ acres
Site Plan attached? Y N

Address of proposed project: _____

Description of proposed project: _____

List the number of existing rooms and their uses: _____

List the number of proposed rooms and their uses: _____

Total square footage covered by roof (include covered porches & decks): Existing _____ Proposed _____

Building footprint as percent of lot size (maximum allowed is 7%): Existing _____ Proposed _____

Building height (maximum 30 feet. or 2 stories, whichever is less): Existing _____ Proposed _____

Will any existing structure be demolished or removed? Y N

What is the estimated total square footage of impervious surfaces on the lot (including all gravel and paved driveways,
parking areas, patios, etc.)? Existing _____ sq. ft. Proposed _____ sq. ft.

Will there be any additional plumbing fixtures or appliances installed? Y N

Explain: _____

Are any trees proposed to be cut? Y N

If yes, describe the type and size of tree(s) and locate them on the site plan. _____

Is landscaping proposed? _____

Is exterior lighting proposed? _____

Any changes to existing site drainage (culverts, swales)? _____

Please note: Any proposed alteration or construction on lands within 100 feet of the mean high watermark (MHW) of Lake Champlain requires completion of the *Lakeshore Buffer Questionnaire* (see page 2). Shoreline projects may also require review and permitting through the VT Agency of Natural Resources. For more information see: [VT ANR Shoreland Project Worksheet](#).

Office Use Only

Application # _____ - _____ - _____ Date Received _____ / _____ / _____ Date Warning Mailed _____ / _____ / _____

DRC Review Date _____ / _____ / _____ Date of Hearing _____ / _____ / _____ Date Warning Published _____ / _____ / _____



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SUBMITTAL REQUIREMENTS

Applicants are to submit (4) copies of the complete application and plans. The application shall not be deemed complete until all of the following materials are submitted:

- Site plan of property and structures as existing, SCALE: 1" = 16' or 1" = 20'
- Site plan of property and structures as proposed, SCALE: 1" = 16' or 1" = 20'
Include on the site plans:
 - Lease lot lines
 - Setback distances from lease lot lines and shoreline (98 feet mean high watermark)
 - Location and size of structures on neighboring lots that are within 50 feet of the lease lot line
 - Existing and proposed structures, roads, and driveways
 - Existing and proposed landscaping, screening, site grading, and drainage
 - Water supply and sewage disposal locations (if not on community system)
- Existing floor plans showing use of each room, SCALE: 1/4" = 1'-0"
- Proposed floor plans showing use of each room, SCALE: 1/4" = 1'-0"
- Elevations (at least two) of alterations/expansion, SCALE: 1/4" = 1'-0"
- List easements, rights of way, and deed restrictions
- Specifications of exterior materials to be used
- Photographs of the property showing existing structures and key features (include topography, natural resources, existing structures and roads)
- Any other supporting material that will help the Development Review Board understand the purpose and scope of your proposed project

CERTIFICATION

I certify that all the information on this application, and all the accompanying material, is accurate and complete to the best of my knowledge and belief.

Signature of Applicant

Date



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THOMPSON'S POINT DESIGN REVIEW QUESTIONNAIRE

For all applications requiring Design Review Committee Review &
Development Review Board Conditional Use Approval

1. Are the building materials to be used for exterior work for any structural alteration, expansion or replacement consistent with those of the existing, or nearby, structure(s)?

2. Describe the historic character of nearby dwellings and other structures:

3. What are the key features of the lot, such as, slope, ledge, tree cover, paths, stairs, accessory structures, etc.? *

4. How will this project preserve the historic appearance of the structure and respect the structure's historic integrity?

5. Explain how the proposed project will (or won't) be compatible with the historic structures and the overall historic character of the nearby dwellings:

6. Does your project include demolition of any structures, or exterior elements, e.g., decks?

Please note: Demolition of structures of historic significance is discouraged.

Additional Comments: _____

*** Illustrate the key features of the lot on the site plan submitted with your application.**



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LAKESHORE BUFFER QUESTIONNAIRE

For any proposed alteration or construction on lands located within 100 feet of the mean high watermark (MHW) of Lake Champlain, please answer the following:

1. Does the proposed development provide for a vegetated buffer zone within 100 feet of the shoreline of Lake Champlain to minimize runoff and pollution, and to maintain bank stability and environmental quality?

2. Do you plan any pruning of branches, trees or shrubs? Please note: limited pruning of branches on trees and shrubs is allowed to maintain clear openings or views legally in existence as of the effective date of the most recent *Charlotte Land Use Regulations*. Such openings and views shall not be enlarged except as allowed.

3. Do you plan any cutting or removal of trees or shrubs associated with your proposed development? Please note: there shall be no cutting or removal of vegetation without approval by the Zoning Administrator and/or the Tree Warden.

4. List natural features that should be identified.

5. Additional comments?

Please note: No dredging, draining or filling of land is allowed along the shoreline or in wetland areas. No cutting or removal of wetland vegetation shall be permitted, except in conformance with a shoreline management plan approved by the Development Review Board.



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Please answer the following, per *Charlotte Land Use Regulations* Section 5.4 Conditional Use Review:

1. Effect on community facilities and services that will result from the proposed development?

2. Character of the area affected (design, location, scale, and intensity of the proposed development in relation to the character of adjoining and other properties likely to be affected by the proposed use)?

3. Traffic on roads and highways in the vicinity (potential impact of traffic generated by the proposed development on the capacity, safety, efficiency, and maintenance of roads, highways, intersections, and bridges in the vicinity)? A traffic impact assessment may be required.

4. Bylaws in effect. Does proposed development conform to other municipal bylaws and ordinances currently in effect, including but not limited to road, water or wastewater ordinances?

5. The use of renewable energy resources. Will the proposed development interfere with the sustainable use of renewable energy resources by either diminishing their future availability on the subject parcel, or by interfering with neighboring property owners' access to such resources, e.g., for solar or wind power?



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Please answer the following, per *Charlotte Land Use Regulations* Section 3.12. Performance Standards:

Will the proposed development cause or result in:

1. noise in excess of 70 decibels, or which otherwise represents a significant increase in noise levels in the vicinity of the use so as to be incompatible with the surrounding area; or within the Commercial/ Light Industrial District, noise in excess of 75; _____

2. clearly apparent vibration which, when transmitted through the ground, is discernable at property lines without the aid of Instruments; _____

3. smoke, dust, noxious gases, or other forms of air pollution which constitute a nuisance or threat to neighboring landowners, businesses or residents; which endanger or adversely affect public health, safety or welfare; which cause damage to property or vegetation; or which are offensive and uncharacteristic of the affected; _____

4. releases of heat, cold, moisture, mist, fog or condensation which are detrimental to neighboring properties and uses, or the public health, safety, and welfare; _____

5. electromagnetic disturbances or electronic transmissions or signals which will repeatedly and substantially interfere with the reception of radio, television, or other electronic signals, or which are otherwise detrimental to public health, safety and welfare, except from facilities which are specifically licensed and regulated through the Federal Communications Commission (FCC); _____

6. glare, lumen, light or reflection which constitutes a nuisance to other property owners or tenants, which impairs the vision of motor vehicle operators, or which is otherwise detrimental to public health safety and welfare; _____

7. liquid or solid waste or refuse which cannot be disposed of by available methods without undue burden to municipal or public disposal facilities, which pollutes surface or ground waters, or which is otherwise detrimental to public health, safety and welfare; _____

8. or, undue fire, safety, explosive, radioactive emission or other hazard which endangers the public, public facilities, or neighboring properties, or which results in a significantly increased burden on municipal facilities and services. _____

The Development Review Board may require periodic reporting as a permit condition to confirm ongoing compliance.