



**TOWN OF CHARLOTTE  
DEVELOPMENT REVIEW BOARD**

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

**APPLICATION FOR  
 SITE PLAN REVIEW  AMENDMENT**

\*Applicant must return complete application and all supporting documents to the Planning & Zoning office prior to being scheduled for a public hearing.

***Office Use Only***

Date Received: \_\_\_\_\_ Application #: \_\_\_\_\_  
Date Warning Mailed: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_  
Date Warning Published: \_\_\_\_\_ Date Hearing Closed: \_\_\_\_\_  
45 day Deadline: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**1. PROPERTY OWNER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

**APPLICANT/CONTACT PERSON (if other than owner)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

**Signature of property owner**

**Signature of applicant**

\_\_\_\_\_  
If applicant is agent for owner, written authorization signed by owner must be filed with application.

Property Address: \_\_\_\_\_  
Parcel ID # \_\_\_\_\_

Size of Parcel \_\_\_\_\_  
Zoning District \_\_\_\_\_

Previous subdivision of parcel (if applicable):  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Map # \_\_\_\_\_

Previous Site Plan approval (if applicable):  
Application # \_\_\_\_\_  
Date: \_\_\_\_\_

Existing and proposed means of access to site \_\_\_\_\_  
Proposed number of parking spaces: \_\_\_\_\_

Is wastewater system in place? \_\_\_\_\_ Water Supply? \_\_\_\_\_  
How will drainage be addressed? \_\_\_\_\_

Are there existing or proposed easements? \_\_\_\_\_  
Are there existing or proposed trails, paths, walkways? \_\_\_\_\_  
Is exterior lighting proposed? \_\_\_\_\_  
Is signage proposed? \_\_\_\_\_  
Is landscaping proposed? \_\_\_\_\_

List current use(s) of property: \_\_\_\_\_  
List proposed use(s) of property: \_\_\_\_\_

**Description of proposed project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following are to be submitted with Site Plan applications, unless waived, per *Charlotte Land Use Regulations* Section 5.2, Table 5.1, and Section 5.5 (E) (please check all items included):**

Incl. Waived/

N/A

- 2. Names and addresses of all adjoining property owners, (include stamped, addressed envelopes for each).
- 3. Project description.
- 4. Site location map showing project location in relation to town roads, surface drainage and adjoining facing parcels.
- 5. Town data overlay map (provided by the town) with a sketch of the project footprint(s).
- 6. **Site Plan (1 original [24"X36"] and 5 copies [11"X17"]) drawn to scale (minimum 1" =200', 1" =100' preferred) showing as applicable:**
  - a. Date, scale, north arrow, title block, preparer information;
  - b. legal property boundaries
  - c. zoning district boundaries (incl. designated flood hazard areas);
  - d. required setbacks and designated building envelope, if any;
  - e. Site features and vegetation in the vicinity of the project: prime agricultural soils, active agricultural areas, surface waters, wetlands, shorelines and associated setback and buffer areas, wildlife habitat areas, prominent ridgelines and hill tops, steep slopes (15% to 25%, 25%+); structures (e.g., buildings, walls, fence lines, signs), including known historic sites and structures; existing parking, loading and service areas, roads and driveways, utility corridors, water supply and wastewater system locations; rights-of-way and easements;
  - f. Proposed structures (footprints); land use; roads, driveways, and pedestrian walkways; parking, loading and service areas; utility corridors; water supply and wastewater system locations; rights-of-way and easements;
  - g. Proposed site grading and drainage;
  - h. Proposed landscaping, screening, lighting and signage;
- 7. Photographs of the site;
- 8. Preliminary architectural elevations (for new structures, additions);
- 9. Draft legal documents (e.g., proposed easements, improvement or maintenance agreements);
- 10. Construction schedule, including the sequence and timing of proposed site development and related improvements.

**The following information, as applicable for a particular use or zoning district, or as requested by the Board to determine conformance with these regulations:**

- 11. (a) Landscaping plan (including landscaping material specifications)
- 12. (b) Lighting plan, including light fixture specifications and illumination (in foot candles)
- 13. (c) Shoreland management plan
- 14. (d) Stormwater management and erosion plan
- 15. (e) Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service proposed improvements)
- 16. (f) Environmental impact analysis (analysis of potential impacts, proposed mitigation measures)
- 17. (g) Visual impact analysis (analysis of potential visual impacts, proposed mitigation measures)

**Copies of the *Land Use Regulations* and the *Town Plan* are available at [www.charlottevt.org](http://www.charlottevt.org) and at the Planning & Zoning Office.**

**Any application that does not contain all information required, or a reasonable explanation why it does not apply, will be returned to the applicant.**

**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:

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

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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

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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;

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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).

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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;

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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; or

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8. 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

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