



**TOWN OF CHARLOTTE
DEVELOPMENT REVIEW BOARD**

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

SKETCH PLAN APPLICATION

SITE PLAN **CONDITIONAL USE**

*Applicant must schedule a pre-application meeting with Planning & Zoning staff prior to submitting a sketch plan application.

Office Use Only

Date Received: _____

Application #: _____

Fee Paid: _____

Classification: _____

Date of Sketch Plan Review: _____

Date of Sketch Letter: _____

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 acting as agent for owner, written authorization signed by owner must be filed with application.

Property Address: _____

Parcel ID # _____

Zoning District _____

Total acreage _____

Previous subdivision of parcel (if applicable):

Name: _____

Date: _____ Map #: _____

Application Reference #: _____

List current use(s) of property _____

List proposed use(s) of property _____

FOR SITE PLAN APPLICATIONS ONLY:

Existing and proposed means of access: _____

Proposed number of parking spaces: _____

Is wastewater system in place? _____

How will drainage be addressed? _____

Are there existing or proposed easements? _____

Are there existing or proposed trails or walkways? _____

Is exterior lighting proposed? _____

Is signage proposed? _____

Is landscaping proposed? _____

Briefly Describe Intent of Project:

Have you met with the Charlotte Conservation Commission (CCC)? Yes No

Please include on a separate sheet the comments or recommendations from the CCC, if any. Yes No

The following are to be submitted with Site Plan & Conditional Use applications, unless waived
(please check all items included):

Incl. Waived/

N/A

- 1. Names and addresses of property owner(s) and persons preparing application.
- 2. Names and addresses of all adjoining property owners.
- 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**, a minimum of 11"X17" (24"X36" preferred) with date and north arrow showing:
 - 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 are to be submitted, 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);
- (b) lighting plan, including light fixture specifications and illumination (in foot candles);
- (c) shoreland management plan;
- (d) stormwater management and erosion plan;
- (e) traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements);
- (f) environmental impact analysis (analysis of potential impacts, proposed mitigation measures);
- (g) visual impact analysis (analysis of potential visual impacts, proposed mitigation measures).