

**Town of Pittsford, Vermont
SITE PLAN REVIEW APPLICATION**

Map and Parcel ID # _____

In reference to zoning permit
Number: _____

PROPERTY OWNER/APPLICANT INFORMATION

Applicant: _____

Phone No.: _____

Address: _____

Zip Code: _____

Street Address of Property: _____

Lot Size: _____

Property Owner (if not same as Applicant): _____

Phone No.: _____

Address: _____

DESCRIPTION OF PROPOSED PROJECT

The proposed work involves the following (check ALL that apply):

<input type="checkbox"/> Alteration/Renovation	<input type="checkbox"/> Addition/enlargement	<input type="checkbox"/> New structure	<input type="checkbox"/> New Sign
<input type="checkbox"/> Change of use	<input type="checkbox"/> Expansion of Use	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Demolition/removal
<input type="checkbox"/> None of the above			

Description of proposed work (be specific): _____

CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER

PROPERTY OWNER: The undersigned property owner hereby certifies that the information for this application is true, accurate, and complete and that the Applicant has full authority to request approval for the proposed use of the property and any proposed structures.

Property Owner's signature

Date

APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted for this application is true and accurate and that the information provided is complete.

Applicant's signature

Date

Date application received: _____

Fee received: _____

ADDITIONAL INFORMATION

Please submit the following presented in drawn form and accompanied by text :

- Name and address of person(s) or firm preparing the map.
- Scale of map, North point, and date.
- Survey of the property or a map drawn to approximate scale, including contours, structures, large trees, utility easements, rights of way, land use and deed restrictions, existing driveways and curb-cuts.
- Site plan showing proposed structures, locations & land-use areas, streets, driveways, curb-cuts, traffic circulation, parking & loading spaces, pedestrian walks, landscaping plans including site grading, landscape design & screening.
- Construction sequence & time schedule for completion of each phase for buildings, parking spaces, and landscaped areas of the entire development.
- As additional required information, the Applicant shall make the premises available for one or more site visits by the Planning Commission, at its sole discretion.

*Any of the above information can be waived at the discretion of the Planning Commission. If you wish to waive any of the above information, please submit a letter to the Zoning Administrator specifying the information you are requesting be waived, along with a preliminary site plan. Additional information may be requested.

ABUTTER INFORMATION

Please provide below the names and addresses of the owner(s) of all adjoining lands, including lands located on the opposite sides of roads, streets and rights-of-way abutting the parcel in question. Attach additional sheets if necessary.

Name

Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*At least 7 days prior to the Site Plan Review hearing, the Applicant must give written notification to the owners of all adjoining properties. This notification shall include the following:

- A description of the proposed project
- Information that clearly informs the recipient where additional information may be obtained,
- The date and time of the hearing, and
- That participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.

The applicant is required to bear any costs associated with this notification and has to supply proof of delivery (certified mail, return receipt requested, or by written notice of hand delivery by the abutter). Please see sample letter included with the application.

OFFICE USE ONLY

Received as Complete by Planning Commission on: _____

Application came before the Planning Commission for Site Plan Review on: _____

Action: APPROVED APPROVED with conditions * DENIED

*Conditions attached, or

*Conditions listed: _____

Date Action Taken: _____

Signature of Chairman: _____

NOTES TO APPLICANT

1. The Planning Commission meets the Fourth (4th) Thursday of the Month, unless otherwise changed due to Holidays, etc. Site plans must be filed with the Town at least one (1) week prior to the Meeting to be considered in that month.
2. The applicant is required to attend the Planning Commission meeting dealing with this application to answer any questions the Commission may have.
3. Site Plan approval is required for any use or structure except in the following cases:
 - One and two family dwellings and accessory uses and buildings;
 - Any use or structure requiring a conditional use permit.
4. The Planning Commission has 45 days after the adjournment of the hearing to issue a decision.