

Development Review Board Application

Town of Starksboro P.O. Box 91 Starksboro, VT 05487 Zoning Phone: 802-453-2768 www.starksborovt.org/zoning

Address of property:	Parcel ID (last 5 digits of SPAN):
Property Owner (see Page 2):	
Mailing Address:	
Signature of Owner:	Date
Signature of Owner:	Date
Applicant (see Page 2):	
Mailing Address:	
Phone: Email: _	
Signature of Applicant:	Date
□ Waiver (per section 423) Specific relief requested: □ Site Plan Review (per section Project description and Zoning For Subdivision (per Section 426). □ Minor □ Planned Unit Development □ Appeal of decision by Zoning Permit # or other decision being	424, "S" designation in Use Table, or other Section). Permit #
 Before the application can be deem applicable fees and appropriate pert Regulations. Once the application in 	ed complete, the property owner or applicant must submit with this application the inent information as required by the Starksboro Land Use and Development is deemed complete by the Zoning Administrator or DRB, the Town has 60 days to be required submittals and other information.
	Administrator/DRB use only
DRB Application Number:	Fee Paid: Date Deemed Complete:
Warning Public Notice date:	Final Hearing date: Date of decision:
DRB Chair:	DRB Clerk/ZA:
Zoning office notes:	
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Application Information and Instructions

Definitions:

Property Owner (also referred to as "owner" or "landowner" or "Owner of Record" or "developer"): Name of Person(s) or Entities noted as the Owner of the Parcel on the current Grand List or most recent Warranty Deed Filing. If multiple names are provided, all must be noted and must sign all applications. If an Entity is noted (i.e. Star Farms, LLC), then the contact information for the person authorized to represent the entity must be provided. If the Owner is a Trust, an authorization letter from a Trustee must be provided if the contact person is not a Trustee noted in the Land Records.

Applicant: The person(s) or entity or firm authorized by the Owner to submit the application, act on the Owner's behalf in all matters relating to the application, and be responsible for communications between the Town and the Owner. If the person(s) or entity or firm submitting the application and acting on the Owner's behalf does not wish to be is not listed as the Applicant, then a separate letter of authorization signed by the Owner must accompany the application allowing this party to act on the Owner's behalf.

Site Plan: An accurately scaled site plan of the property that includes; existing property and zoning district boundaries, features and proposed structures and setbacks, including locations of septic systems, well, driveway and parking areas, streams, ponds, wetlands, drainage patterns and topography, utilities, public and private roads, easements and any other information that the ZA or DRB may be deem necessary for the review of the application. For projects requiring erosion control and or stormwater management, detail drawings may be required. The ZA may require a plan(s) prepared by a professional consultant, depending on the complexity of the project.

Plat: A drawing(s) prepared per V.S.A. 27, Chapter 17, and stamped by a licensed professional to include:

- 1. Existing and proposed boundaries, principal structures, drives, and permanent benchmarks and monuments.
- 2. Deed references for the parcel and abutting parcels
- 3. Any existing or proposed easements and rights-of-way.
- 4. Zoning district boundaries if crossing the parcel.
- 5. Building rights calculations.
- 6. Proposed building envelopes.
- 7. DRB and Town Filing signature titleblocks.

Draft Plats are to be submitted in 18" x 24" paper format. Final Plats for recording are provided on 18" x 24" Mylar.

Application Submittals Checklist:

The following must be provided with this application and fee for it to be deemed complete:

Variances (Section 422) and Waivers (Section 423):

- I. Site plan(s) (see above definition).
- 2. A complete description of the proposed project, and the relief requested from the bylaws. The description should include any construction sequence and timing, along with any mitigating measures if being proposed to limit impacts to surrounding properties.
- 3. A brief written response to each of the review standards listed in either Sections 422 or 423.
- 4. A list of abutters, with owner's names and addresses verified from the current Grand List.
- 5. Letters of support from abutters directly impacted by the variance or waiver request.



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Site Plan Review (Section 424) and Conditional Use Review (Sect. 425):

- 1. A completed Zoning Permit Application and fee.
- 2. Site plan(s) (see above definition).
- 3. A complete description of the proposed project. The description should include any construction sequence and timing, along with any mitigating measures if being proposed to limit impacts to surrounding properties.
- 4. A brief written response to each of the review standards listed in Sections 424 or 425.
- 5. If applicable, evidence of review of the project by a State Permit Specialist for compliance with any State Regulations.
- 6. A list of abutters, with owner's names and addresses verified from the current Grand List.

Subdivisions (Section 426) and Planned Unit Developments (Section 427):

- 1. Note that a Pre-Application meeting with the ZA and/or DRB is required before filing these applications.
- 2. Site plan(s) (see above definition).
- 3. Draft Plat(s) (see above definition).
- 4. A complete description of the proposed project. The description should include any construction sequence and timing, along with any mitigating measures if being proposed to limit impacts to surrounding properties.
- 5. A brief written response to each of the review standards listed in Sections 424 or 425.
- 6. As applicable, evidence of review of the project by a State Permit Specialist for compliance with any State Regulations.
- 7. A list of abutters, with owner's names and addresses verified from the current Grand List.

Appeals:

- 1. A cover letter with a written description of your grievance and proposed remedy.
- 2. A copy of the original application, decision, or permit.
- 3. Evidence that you have status as an interested party in the matter.