

Official Use Only:

Application #: _____ Fee Paid: _____ Date Received: _____

Hearing Date: _____

**TOWN OF GEORGIA
PLANNING COMMISSION**

SITE PLAN AMENDMENT APPLICATION

Submission Requirements: An application for Site Plan Review will consist of one 24x36" and eight 11x17" sets of printed site plan maps and a digital copy in *.pdf format, with supporting data to include items listed on the attached checklist and as approved in the original Site Plan. The application will not be deemed complete until all of the applicable materials have been submitted. Failure to submit a complete application, as defined herein, shall be grounds for denial of the application by the Planning Commission. Applicant must also submit stamped, addressed envelopes for all abutters, including those across a public or private right of way.

Applicant(s):

Property Owner(s) *(If different from applicant):*

Mail Address: _____

Mailing Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

Property Owner's Authorization *(fill out only if applicant other than owner):* The undersigned property owner hereby certifies that the information submitted in this application regarding the property 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 structure.

Property Owner(s) Signature(s)

Location (address) of Property: _____

Parcel ID No.: _____ **Zoning District:** _____

Deed Reference: Volume ____ Page ____ **Size of Parcel:** _____ acres

Previous subdivision of parcel (if applicable):

Permittee name: _____

Date: _____ Map # _____

Previous Site Plan Approval:

Permittee name: _____

Date: _____ Map # _____

List of plans, sketches, or other information submitted with this application:

Names and addresses of abutting property owners (*attach separate sheet if necessary*):

Description of proposed project:

Existing and/or proposed means of access to site:

Location of parking and proposed number of spaces:

Existing and/or proposed easements and rights-of-way:

Proposed and/or existing wastewater disposal and water supply:

Proposed drainage/storm water runoff (if required):

Proposed lighting (if any): _____

Proposed landscaping and/or screening:

Size and total square footage of proposed and/or existing buildings:

State permits required and/or obtained for this project:

The undersigned applicant hereby certifies that the information submitted in this application is true, accurate and complete and that applicant has full authority to request approval for the foregoing proposal.

Date: _____

Applicant(s)

Site Plan Review Checklist:

This checklist is intended to be used as an aid in developing a complete application for Site Plan Review before the Planning Commission. An application for Site Plan Review will consist of eight (8) sets of site plan maps and supporting data which will include the following information, and such information as indicated in the Concept Plan Recommendation, if applicable. The Planning Commission may require additional information as necessary to determine compliance with the regulations.

1. Address of subject property.
2. Name and address of the owners of record of the subject property
3. Name and address of the owners of record of adjoining lands.
4. Map or survey, drawn to scale, showing existing features, including contours, land use, structures, large trees, roads, easements, rights of way, deed restrictions, name and address of person or firm preparing the map, scale of map, north point, date of map/revisions, and legend.
5. Site Plan, 24" by 36" in size and drawn to an appropriate scale, showing proposed land use areas including proposed structures, roads, driveways, traffic circulation, parking and loading spaces, and pedestrian walkways; landscaping plans including site grading, culverts, drainage, landscape design, screening, signs and lighting; name and address of person or firm preparing the map, scale of map, north point, date of map and revisions, legend, and name, address and interest of the applicant in the subject property.
6. The Planning Commission may require that the map or survey and site plan be prepared by a landscape architect, registered land surveyor, registered civil engineer, or registered architect if the proposed project utilizes more than 3,500 square feet, including parking area, or is a complex proposal that could have impacts on surrounding property owners, major roads, or important resources.
7. Construction sequence and timing schedule for completion of each phase for buildings, parking spaces, and landscaped areas of the entire project.
8. Specifications of the materials and plantings to be used.
9. A site location map showing the location of the project in relation to nearby town highways and developed areas at scale of one inch equals one thousand feet.
10. Uses that will generate more than one hundred and fifty (150) vehicle trip-ends per day (estimates shall be based on the most recent rates provided by the Institute of Transportation Engineers) shall include a traffic study conducted by a professional traffic engineer. The study will include details of existing and proposed ingress and egress, expected traffic volumes, turning movements, existing and resulting levels of service, and proposed traffic control measures. The Planning Commission may require a traffic study for projects generating less than 150 vehicle trip-ends where it finds there is a potential traffic safety issue.
11. A letter from the Georgia Fire Chief indicating any fire and rescue concerns with the proposed project.
12. A lighting plan including the location and height of mountings and/or lightpoles, fixture type, lamp type, wattage, level of illumination (footcandles). The Planning Commission may require that the lighting plan be developed by a qualified professional. This plan shall show light levels, evenness, and patterns of light distribution, and should also indicate the lamp type, wattage, and lamp loss factors applied.
13. Sign details including dimensions, height, material, and proposed lighting.
14. At the request of the applicant, the Planning Commission may waive any of the above submission requirements, but only where it finds that the size and scope of the application is such that the requirements represent an undue burden on the applicant and are clearly not necessary for the Commission to make findings on the application consistent with the requirements of these Zoning Regulations.

Decisions:

The Planning Commission shall act to approve or disapprove Site Plan applications in writing within forty-five (45) days after closure of the requisite public hearing. Failure to act within the 45-day period shall constitute

deemed approval on the 46th day. The Planning Commission may recess and continue a hearing pending receipt of requested information, and non-submittal of requested information shall constitute grounds for Site Plan denial. The Planning Commission shall prepare written findings-of-fact and conclusions setting forth background and rationale for their decision. The Planning Commission may attach conditions of approval to ensure the intent of applicable bylaws and the municipal plan are met.

Site Plan decisions shall be distributed per requirements in Title 24, Chapter 117, Section 4464(b)(1)(3), Vermont Statutes Annotated.