

TOWN OF MANCHESTER, VT
APPLICATION FOR DESIGN PLAN APPROVAL

Location of Property: _____ Zone: _____

Name of Landowner: _____ Phone: _____

Are your local real estate and/or personal property taxes current?

**** I certify that the 911 address is posted prominently on the building or site: _____

Mailing Address: _____

Name of Applicant: _____ Phone: _____

Mailing Address: _____

Fax/email: FAX _____ EMAIL _____

Existing Use: _____

Project Description (*attach a brief narrative to describe more fully*): _____

This application shall include one set of paint chips or other illustrative samples of proposed exterior colors, and two sets of the following:

- a. Accurate, detailed, scale plans and elevations (suggested scale: 1/4" = 1') illustrating clearly and completely the proposed construction or alteration of all structures. A site plan at a reasonable scale (for example, 1:20) must also show the placement of structures on the site, including light fixtures..
- b. Accurate, detailed, scale drawings or photographs showing the existing conditions of the site and all structures proposed for alteration or construction, including lighting and areas of illumination.
- c. An explanation of all proposed work, including specifications and descriptions of all proposed materials (siding, roofing, trim, soffits, doors, windows & grills, handrails, light fixtures, site furniture & accessories, and any other architectural or site details). sections (1/4" = 1') may also be required to illustrate proposed changes.
- d. (*For commercial, professional, and industrial uses*): A site development plan as described in §3.4 of the Zoning Ordinance.
(*For residential and agricultural uses*): A sketch plan of the property.
- e. Any other information or samples of materials needed to fully understand and review the application.

I swear under the pains and penalties of perjury that all information submitted with this application is true to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

Landowner's (or authorized agent's) Signature _____ Date _____

FOR USE BY THE ADMINISTRATIVE OFFICER

Application Number _____ Date Received _____ Fee Received \$ _____

Design Review Board Hearing Date(s): _____

Development Review Board Hearing Date(s): _____

Parcel #: _____

Permit: Approved _____ Denied _____ Reason _____

Administrative Officer's Signature: _____

Date: _____
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Design Review Checklist

Please complete and submit with your application for Signs/Design Plan Approval

We hope that this checklist will help you understand what information may be needed with your application. By providing all information relevant to your project, the reviewing Boards will have an easier time understanding your proposal. Our primary goal is to help the application process work more smoothly for you. Please check all that apply to your project, and include this checklist along with all details, specifications, and samples with your application.

Project name & Landowner: _____
Street Address (911 number): _____
Applicant: _____
Applicant's Mailing Address: _____
Applicant's phone number: _____

Building design

- ___ Accurate, detailed scale drawings and elevations illustrating the proposed construction or alteration.
- ___ Accurate, detailed drawings or photographs showing existing conditions of the building.
- ___ Accurate detailed scale drawings of site development plan. (Residential uses need a sketch plan).
- ___ Samples, specifications, photos of all materials ie: door cut sheets, window/grille specs, siding, site furniture, handrails, fencing, brick, etc.
- ___ Accurate and sufficient samples of paint chips for primary and trim colors.
- ___ Manufacturer's cut sheet or specifications and locations for all HVAC units and other infrastructure.
- ___ Sample and/or specifications of roofing material.
- ___ Narrative explaining the scope of work proposed.
- ___ Additional drawing(s) or sections of details for trim and finish work.

Lighting

- ___ Show numbers & locations of proposed lights on a site development plan.
- ___ Provide manufacturer's cut sheets for all fixture(s) and/or pole(s); photos if available; specify colors.
- ___ Specify types of bulbs and size/intensity for each type of fixture.
- ___ Accurate, scale drawings or photographs of building elevations for wall mounted lights.

Awnings

- ___ Photo or brochure showing proposed design.
- ___ Color sample or swatch of proposed material.
- ___ Photograph or accurate scale drawing of building, showing where awning is to be installed.

Landscaping

- ___ Accurate, detailed scale drawing of site plan showing location, number, and types, and sizes of proposed plantings or other site improvements, including fences, screening, benches, and the like.

Signs

- ___ Color rendering of proposed sign, or photograph if already existing.
- ___ Material specifications; accurate and sufficient samples of each proposed color.
- ___ Photograph or accurate scale drawing of building elevation showing proposed location(s) of flush mounted or projecting sign(s),

and/or

- ___ Photograph or accurate scale drawing of site plan showing proposed location of free standing sign.
- ___ Type & location of all lighting fixtures & bulbs

With a complete submittal in hand, the Design Review Board and the Planning Commission can more fully understand the scope of your proposed project. This will help the review process go more smoothly for us all. Thank you for your cooperation and assistance. Please call the Planning & Zoning Office @ 362-4824 with any questions.

ZONING APPLICATION FEE SCHEDULE

CUSTOM GIS MAP \$15.00

RESIDENTIAL CONSTRUCTION: \$85/FLOOR
INCL BASEMENT, + \$ 20*

AMENDMENTS:
>TO DRB OR PC PERMITS \$170 (+ fee/sq. ft. if applicable)**
>TO ADMIN. PERMITS \$ 50 (+ fee/sq. ft. if applicable)**
>TO DESIGN REVIEW \$ 30/50 (+ fee/sq. ft. if applicable)**

APPEALS:
>of administrative opinions/decisions \$ 170*
>of notices of violation \$ 170*

CHANGE OF USE:
>MINOR-ADMINISTRATIVE \$ 50 (+ fee/sq. ft. if applicable)**
>MAJOR-BEFORE PC/DRB \$ 170 (+ fee/sq. ft. if applicable)**

COMMERCIAL/INDUSTRIAL CONSTRUCTION: \$170 + 0.30/SQ. FT.

SIGN PERMIT: Administrative \$ 27*
Design Review \$ 37*
Temporary (e.g. Real Estate) \$ 15

DESIGN REVIEW APPLICATION:
> COMMERCIAL/INDUSTRIAL \$ 70*
> RESIDENTIAL PAINTING/ROOF \$ 30*

EXTENSIONS TO PERMITS:
>COMMERCIAL/INDUSTRIAL (PC/DRB) \$ 120*
>ADMINISTRATIVE \$ 10.00 rec. fee/per page*

RESIDENTIAL ADDITION/ACCESSORY STRUCTURE:
>\$ 54 UP TO 500 SQ. FT.; IF LARGER, THEN SAME AS NEW CONSTRUCTION*

CONDITIONAL USE:
>COMMERCIAL/INDUSTRIAL \$170**
>RESIDENTIAL \$170**

CUSTOMARY HOME OCCUPATION: \$ 50*

SUBDIVISIONS: 1-4 LOTS (PER §8.22) \$150/LOT + \$ 10*
5 OR MORE LOTS (PER §8.22) \$300/LOT + \$ 10*
BOUNDARY LINE ADJUSTMENT \$110 + \$ 10*

WRITTEN ADMINISTRATIVE OPINIONS: \$ 50+ \$10.00 rec. fee/per page*

VARIANCES: RESIDENTIAL \$170**
COMMERCIAL/INDUSTRIAL \$170**

* Include square footage of all floors (e.g., footprint plus second floor). If there is an amendment to square footage (floor area) in addition to that previously approved, the additional fee must be paid.
NOTE: Double the normal fee shall be charged if construction or land development has commenced prior to issuance of a permit.
NOTE: Legal or professional fees incurred as a result of development review shall be billed to the applicant; a policy will be created to clarify this matter.
* Fees now include recording fees effective 6/17/09. All permits, certificates of occupancy, notices of violation, and other items described in state statute must now be recorded in the land records at a cost of \$10 per page. WHENEVER ANY ADDITIONAL DOCUMENTS ARE REQUIRED TO BE RECORDED (such as temporary or multiple C.O.s, etc.), THEN THE ADDITIONAL RECORDING FEES SHALL BE PAID BEFORE SUCH DOCUMENTS ARE ISSUED BY THE TOWN.

CERTIFICATE OF OCCUPANCY NOTICE

Pursuant to Section 9.12 of the Manchester Zoning Ordinance, "No building, hereafter erected, shall be occupied or used, in whole or in part, for any purposes whatever, until a Certificate of Occupancy shall have been issued by the Administrative Officer, certifying that such building conforms to the approved plans and specifications and the requirements of these bylaws." It is hereafter the responsibility of the applicant to ensure that the Administrative Officer is properly notified as to when a site inspection should occur.

**SITE DEVELOPMENT PLAN REQUIREMENTS CHECKLIST
FOR COMMERCIAL, INDUSTRIAL, CHANGE OF USE, MULTI-FAMILY – WHICH ARE NOT MAJOR DEVELOPMENTS
(FOR MAJOR DEVELOPMENTS, PLEASE REQUEST A "MAJOR DEVELOPMENT REVIEW CHECKLIST")**

- A. Scale:
- i All commercial site plans shall be at a scale of 1" = 20', with contours shown at 2 foot intervals; otherwise,
 - ii For parcels of less than 2 acres.....1" = 20',
with contours shown at 2-foot intervals
 - iii For parcels of two to ten acres.....1" = 50'*
 - iv For parcels of more than ten acres.....1" = 100'*
 - * In addition, where less than two acres of a larger parcel is under active consideration, an additional site plan shall be submitted showing only the area of proposed development at a scale of 1" = 20', with contours shown at 2-foot intervals.
- B. The Site Development Plan shall show:
- i Boundaries, dimensions, and total area of the lot;
 - ii Existing and proposed buildings on the lot and on adjacent lots within a distance of 50 feet from the subject lot;
 - iii Existing and proposed streets and driveways adjacent to and within a distance of 50 feet from the subject lot;
 - iv Proposed pedestrian and vehicular circulation, including parking areas, service areas, loading zones, and points of access to public rights of way;
 - v Existing and proposed landscaping, trees, shrubs, hedges, greenspace, benches and other pedestrian amenities, open space, open space linkages, park and playground facilities, and bodies of water;
 - vi Existing and proposed easements, rights-of-way, and other encumbrances upon the land;
 - vii Tables or charts describing relevant site statistics, including but not limited to total project acreage, undevelopable land calculations, total greenspace, required and proposed parking, % of building coverage, maximum building heights, gross square footage and active floor area, landscaping details, and lighting details;
 - viii Existing and proposed exterior lighting;
 - ix Existing and proposed grading, at a scale which is appropriate for the site and sufficiently clear to demonstrate the nature of the proposal and its potential impacts;
 - x Location of dumpsters or other exterior recycling/waste disposal facilities;
 - xi Potential or proposed locations(s) of itinerant vendors;
 - xii Stormwater drainage/discharge plans;
 - xiii The proposed treatment of the perimeter of the lot, including buffers, and, where appropriate, integration with adjacent lots; and
 - xiv Any other information as may be required to adequately assess the proposed project.