

TOWN OF HALIFAX, VERMONT

APPLICATION FOR CONDITIONAL USE ZONING PERMIT

THIS SECTION TO BE COMPLETED BY ZONING BOARD OF ADJUSTMENT

Application #: _____ Date completed application filed with ZBA _____ Fee paid: \$ _____

Date of public Hearing(s): _____ Notice mailed to abutting property owners

Publication of public hearing notice: Brattleboro Reformer Deerfield Valley News Commons

Application status: Approved or Denied on _____

Notice of decision mailed to: Applicant Persons holding party status

Referred to: (check all that apply) Type of Application: (check all that apply)

ZBA for variance _____ Residential Non-Residential

State agency _____ Change in Use PRD/PUD

PC for right-of-way approval _____

WORK MAY NOT BEGIN UNTIL 15 DAYS AFTER APPLICATION IS APPROVED AND POSTED
THIS PERMIT IS IN EFFECT FOR TWO (2) YEARS FROM DATE OF APPROVAL

INSTRUCTIONS: All conditional uses listed in Sections 306, 307, and 308 of the Halifax Zoning Regulations require the approval of the Zoning Board of Adjustment (ZBA) before a zoning permit can be issued. Applications for conditional use permits are submitted to the Zoning Administrator, who in turn notifies the ZBA within 5 days of receipt of the application. Each application must be accompanied by a completed conditional use application form, the required fee, and a site plan. Incomplete applications will be returned by the Zoning Administrator without action.

A public hearing will be held within 60 days of receipt of your COMPLETE and acknowledged application. During the hearing and review process, your project will be evaluated based on the standards contained in Section 405 of the Halifax Zoning Regulations. Special conditions may be placed on your project in order to minimize its impact on the surrounding area. Decisions by the ZBA shall be rendered within 45 days after completing the public hearing.

Submit original application, and all other required attachments including payment of \$ _____ fee with your present mailing address to: Zoning Administrator, Halifax Town Office, P.O. Box 127, West Halifax, VT 05358. Receipt of the application will be acknowledged by mail.

1. Name of Applicant _____ Daytime phone: _____

Evening phone: _____

Email: _____

Mailing address _____

2. Name of landowner if different than applicant _____

Mailing address _____

3. Physical location of property _____

Parcel ID _____ 911 address _____

Zoning District: Conservation Village Rural Residential

4. Date property acquired _____

5. Size of lot (# acres) _____ Frontage on public road (# feet) _____
or private right-of-way (# feet) _____

6. Do you own any land/property which abuts this property? Yes No
If yes, # acres _____ # feet road frontage _____ Date acquired _____

7. Describe the existing use of property (use of structures or land). _____

8. Describe the proposed use of the property for which you are seeking conditional use approval (use of structures and/or land). _____

Complete the following based on the PROPOSED use of the property as applicable.

For residential use: # dwelling units _____ # bedrooms _____

For non-residential use: # employees _____ days of operation _____
patrons/day _____ hours of operation _____
vehicles per day (*1-way trips*) _____

9. Proposed parking/traffic _____

Number of proposed parking spaces (see attached worksheet) _____

Shipment pickup and delivery traffic: _____

Type of vehicles (UPS, FedEx, tractor trailer, tanker truck, etc. _____

Daily shipments _____ Pickup/delivery _____ Time of shipments _____
Approximate time of day/night

10. Describe the proposed work. Be sure to identify all construction activity and site work associated with this project. (Example: Build 1200 square foot single story building for retail use, pave parking areas, install culverts.)

Work will commence on _____ and be completed by _____
 (date) (date)

11. DIMENSIONS

| | <u>Existing</u> | <u>Proposed</u> |
|--------------------------------------|-------------------------|-------------------------|
| Dimensions of structure: | Front _____ ft. | Front _____ ft. |
| | Side _____ ft. | Side _____ ft. |
| | Side _____ ft. | Side _____ ft. |
| | Rear _____ ft. | Rear _____ ft. |
| | Height _____ ft. | Height _____ ft. |
| | # Stories _____ | # Stories _____ |
| | Total square feet _____ | Total square feet _____ |
| Shortest distance from structure to: | Road center _____ ft. | Road center _____ ft. |
| | Rear lot line _____ ft. | Rear lot line _____ ft. |
| | Side lot line _____ ft. | Side lot line _____ ft. |
| | Side lot line _____ ft. | Side lot line _____ ft. |

SPECIAL NOTE: If any proposed structure does not meet existing front-yard, side-yard or rear-yard setback requirements as identified in Section 242 of the Halifax Zoning Regulations, a variance from the ZBA is required. Please contact the Zoning Administrator for necessary application forms and procedure.

12. Site Plan. A detailed site plan must accompany this conditional use approval application. Please refer to the attached sample site plan for information and instructions.

13. Other approvals. Attach copies of the following approved permits to the application, as applicable.

State Subdivision Permit # _____ Dated _____

Health Permit # _____ Dated _____

Highway Access Permit # _____ Dated _____

14. Adjoining property owners (use additional sheet if necessary)

Name and mailing address _____

Name and mailing address _____

Signature of Applicant: _____ Date _____

Signature of Landowner _____ Date _____

(required if different than Applicant)

Town of Halifax

PLOT PLAN AND SITE PLAN INSTRUCTIONS

Why is a Plan Needed? In order for informed decisions to be made by the Administrative Officer, Planning Commission, and Zoning Board of Adjustment, applicants are required to submit either a Plot Plan or a Site Plan with their applications for zoning approval. Information contained on these “sketches,” including existing and proposed site conditions, will assist the respective approving authority in better understanding zoning applications.

Which Do I Submit, a Plot Plan or a Site Plan? Projects which require Site Plan Approval, Conditional Use Approval, or Planned Residential/Planned Unit Development Approval will require the completion of a Site Plan containing the items identified below. Site Plans are more detailed than Plot Plans. All other projects will require the completion of a Plot Plan. Before you undertake the completion of any zoning approval forms, please be sure to contact the Halifax Zoning Administrator for more information regarding Plot Plan and Site Plan requirements: Zoning Administrator, c/o Halifax Town Office, P.O. Box 127, West Halifax, VT 05358.

How Do I Draw a Plot Plan or Site Plan? Plot Plans and Site Plans need not be prepared by a professional consultant, although it is advised for complex projects involving large tracts of land and multiple uses or structures. All Plans must be drawn to scale and must include each of the items listed below, as applicable to your project. The attached sample Plan will give you an idea of how to prepare your plan.

Lot dimensions can be determined from an existing survey, from a deed description or by actual on-site measurements. These same methods can be used to determine other required distances and site characteristics. It's important to be as accurate as possible in preparing your plan since conditions may be placed on your zoning permit which relate to the Plot Plan or Site Plan which you have submitted.

Special Note: Applications for signs, land subdivision, and PRD/PUDs contain slightly different plot plan requirements than those listed below; please refer to the respective application forms for specific information.

1. PLOT PLAN REQUIREMENTS

The Plot Plan must show all of the following information, as applicable to your project:

- Name of applicant and landowner; date
- Lot lines including dimensions and size of lot
- Location and dimensions of all existing and proposed structures and/or uses
- Location and names of adjacent roads or streets
- Location of all streams, rivers and wetlands
- Measurements (distances) from all existing and proposed structures and/or uses to all lot lines, center lines of roads, nearest bank of streams, rivers, and wetlands
- Location and dimensions of all existing and proposed rights-of-way and easements (access, utility, etc.)
- Location and dimensions of driveways, parking areas, and all paved/gravelled surfaces
- Location of proposed and existing water wells and septic systems
- Names of abutting property owners
- Indicate NORTH with an arrow
- Scale of Plot Plan (e.g., 1 inch = 50 feet)

2. **SITE PLAN REQUIREMENTS** (*Special note: In situations where a Site Plan is required, it is not necessary to also submit a Plot Plan. To do so, would be a duplication of information.*)

The Site Plan must show all of the following information, as applicable to your project.

- All items listed in Plot Plan (*see above requirements for Plot Plans*)
- Name and address of person preparing the plan
- Number and location of parking spaces
- Location and dimensions of loading areas
- Existing and proposed contours; proposed site grading
- Existing and proposed deed restrictions
- Proposed traffic circulation patterns
- Locations of existing and proposed signs
- Existing and proposed walkways
- Proposed landscaping (show location, type and size of plantings, including existing trees, shrubs, and other vegetation to be retained)
- Proposed screening (show location, type and size)
- Location of trash storage/dumpster
- Location of exterior lighting
- Outside storage areas
- Indicate the potential development of the entire property (attach narrative as needed)
- Indicate anticipated phasing of development (attach narrative as needed)

See page 6 for a Sample Plot Plan/Site Plan

Applicants please note: Residential construction must comply with Act 89 Building Efficiency Standards. The *Vermont Residential Building Energy Code Handbook* may be viewed at the Halifax Town Office, or online at http://publicservice.vermont.gov/sites/psd/files/Topics/Energy_Efficiency/RBES/2015%20RBES%20Handbook.pdf

SAMPLE PLOT PLAN/SITE PLAN

APPLICANT: JANE DOE

LANDOWNER: SAME

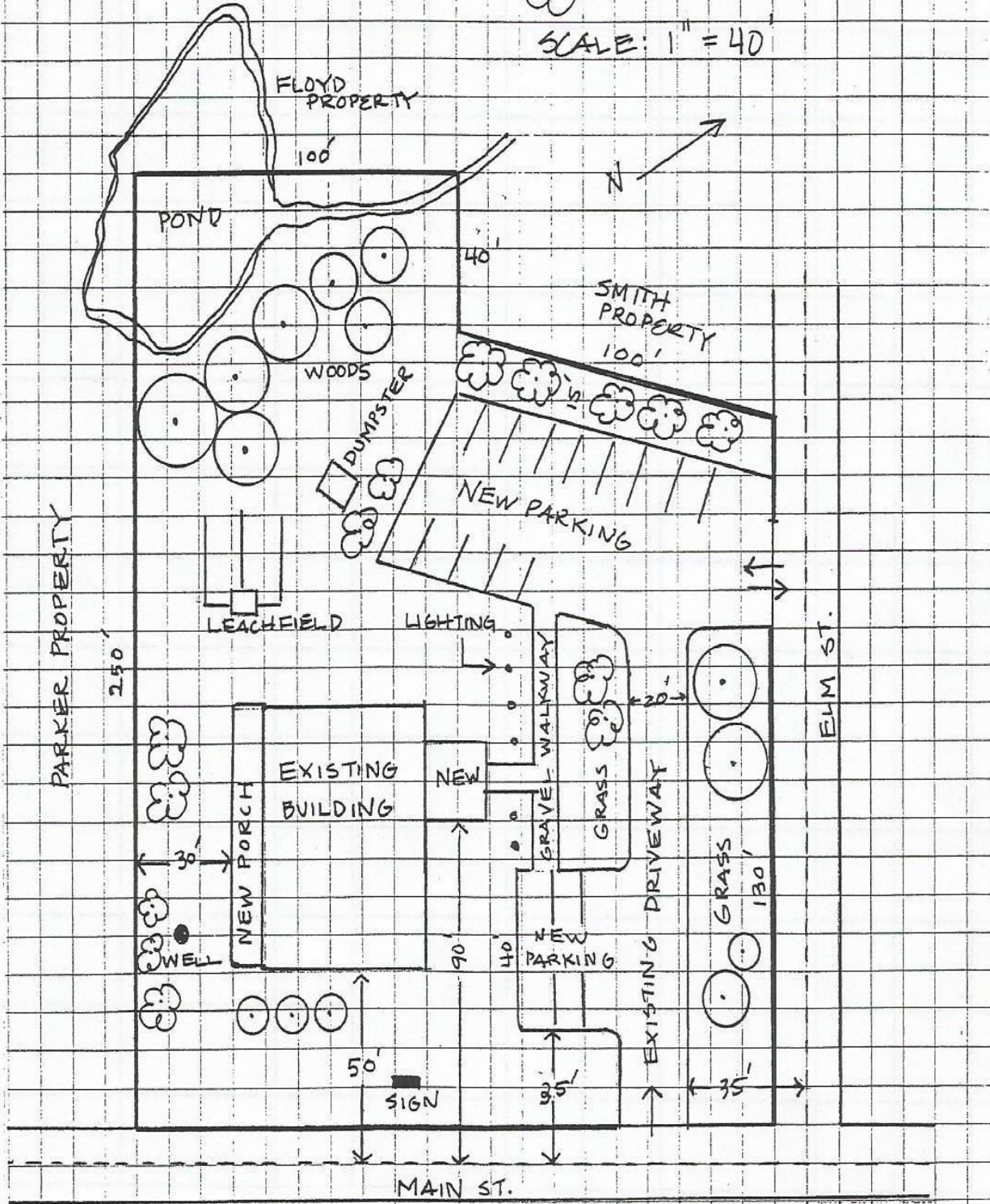
DATE: 8.13.93

LOT SIZE: 1.2 ACRES

○ = EXISTING TREE/SHRUB

☼ = NEW TREE/SHRUB

SCALE: 1" = 40'



SITE PLAN – Indicate scale used _____

