

SITE PLAN REVIEW BEFORE MENDON PLANNING COMMISSION

Owner of Record: _____
(Applicant must be an owner of record, as shown in Mendon Land Records)

Mailing Address: _____
Street City State Zip Code

Home Telephone: _____ Work Telephone: _____ Cell _____

Representative or Contact Person: _____
(If different from owner)

Mailing Address: _____
Street City State Zip Code

Home Telephone: _____ Work Telephone: _____ Cell _____

DESCRIPTION OF PROPERTY

(The following information may be obtained at the Mendon Town Clerk's Office)
Deed to this parcel is recorded in Book _____ Page _____. Zoning District: _____

Names of all Owners of Record: _____

911 Street Address : _____

Property Tax Map numbers: Map _____ Block _____ Parcel _____ Lot Size: _____

24 VSA Sec. 4416 of Chapter 117:

As prerequisite to the approval of any use other than one-and two-family dwellings, the approval of Site Plans by the Mendon Planning Commission may be required. In reviewing Site Plans, the Planning Commission may impose appropriate conditions and safeguards with respect only to the adequacy of traffic access, of circulation for pedestrians and vehicles; landscaping and screening; the protection of the utilization of renewable energy resources; exterior lighting; the size and location of signs and other matters specified in the by-laws. The planning commission shall act to approval or disapprove any such site plan within sixty days after the date upon which it receives the proposed plan, and failure to so act within such period shall be deemed approval. The zoning regulations shall specify the maps, data and other information to be presented with applications for site plan approval. .

Signature of Owner of Record: _____ Dated: _____
(At least one fee title owner of record must sign application)

Signature of representative or contact person: _____

WHO: Section 501 - Site Plan Approval

No zoning permit shall be issued by the Administrative Officer for any use or structure, except for one-family and two-family dwellings, (and a few others) until the Planning Commission has held a properly warned public hearing and has approved the Site Plan.

WHERE: Submit site plan and information to the zoning administrator or to:

Teri Corsones, Esq. Chair, Planning Commission

12 South Mendon Road.

Mendon, VT 05701

802-223.2020 (work) 802.345.1101 (cell)

WHAT: 503- Submission of Site Plan Map and Supporting Data

The Owner shall submit: (1) two sets of site plan maps and supporting data to the Planning Commission which shall include the following information presented in drawn form and (2) accompanied by written narrative text or **project description** for all information that can not be shown on the site Plan:

A. Name and address of the owner of record and adjoining lands, name and address of person or firm preparing the map, north point, date, and scale of map not less than 1 " to 20' unless the Planning Commission determines that a different scale is needed to adequately show the sizes and relationship of the various parts of the plan.

B. Survey of the property showing existing features, including contours, structures, streets, utility easements, rights of way, land use and deed restrictions.

C. Site plan showing proposed structure(s), locations and land use areas; streets, driveways, traffic circulation, parking and loading spaces and pedestrian walks; landscaping plans, including site grading, landscape design and screening. Building plans including floor and elevation plans.

D. Construction sequence and time schedule for completion of each phase for buildings, parking spaces and landscaped areas of the entire development.

E. A written statement from the city of Rutland Fire Department (or such other entity that may be responsible for fire protection in Mendon) that the development is not of a nature such that adequate fire protection will not be available.

F. Description of on-site sewage treatment, by underground septic or Alpine Pipeline hookup and water supply.

OTHER CONSIDERATIONS:

In considering the specific items currently set forth in §503-(a) of the Zoning Regs, the Planning Commission may consider the following:

A. Maximum safety of vehicular circulation between the site and the street network. Particular consideration shall be given to visibility at intersections, to traffic flow and control, to pedestrian safety and convenience, and to access in case of an emergency.

B. Adequacy of circulation, parking and loading facilities. Particular consideration shall be given to the items in (A) above and effect of noise, glare, or odors on adjoining properties. The standards under Section 403 shall also be required.

C. Adequacy of landscaping and screening with regard to achieving maximum compatibility

and protection of adjacent property. The standards of Section 406 shall be required. Particular consideration shall be given to preservation of existing vegetation, visibility of unsightly or incompatible areas from the road and adjoining properties and the adequacy of landscaping materials to meet seasonal conditions, soil conditions and light on the site.

D. Any steps necessary to protect the utilization of renewable energy resources.

The foregoing shall not prevent the Planning Commission from considering, and from imposing appropriate conditions and safeguards for, any other specific items that may be set forth in §4407(5) of the Act as it may be amended from time to time.

FEES: The fee is \$200.00 (new) or \$100.00 (amendment) plus \$90.00, (fee for the newspaper notice for public hearing) = \$290/190.00.00, payable to the Town of Mendon. Teri will not schedule a public hearing until a site plan has been submitted. After reviewing the site plan, a public hearing on the site plan will be scheduled at least 15 days after the newspaper publication. Teri will give the applicant a copy of the notice of public hearing and the applicant must provide written notice of the public hearing to all adjacent landowners, including those across the street. For a change of use, a zoning permit fee of \$50.00 is also required.

The Planning Commission shall act to approve or disapprove any such site plan within sixty days (60) after the date upon which it receives the completed application for the proposed development, and the failure to so act within such period shall be deemed approval.

ZONING PERMIT: Most construction projects and change of use applications will require a zoning permit. The applicant should FIRST submit a zoning permit application to the zoning officer. If the permit requires a Site Plan review, the zoning officer will review the application and REFER the applicant to the Planning Commission for site plan review (above) . If no zoning permit is required, the applicant should submit the site plan directly to the Planning Commission.

Checklist for the Planning Commission

Name of Project: _____

Date of filing of Zoning application. _____; N/A Site Plan Only _____.

Date of Filing of Site Plan with Planning Commission. _____.

Dates of Public Hearing. _____; _____; _____;

Dates of public notice of site plan review:

Posting: _____ Rutland Herald: _____

Decision. Approved _____; Not Approved _____.

Date of final meeting minutes. _____;

Date of final zoning permit approval. _____;