



**CITY OF RUTLAND, VERMONT**  
BUILDING & ZONING DEPT  
PO Box 969, Rutland VT 05702 802-773-1800

Zoning Permit # \_\_\_\_\_  
office use only

## APPLICATION FOR DEVELOPMENT REVIEW BOARD

- Site Plan Review    Conditional Use Permit    Variance  
*See special instruction sheet for Flood Hazard Areas.*

Is this an amendment of a previously issued permit?  No    Yes  
(If yes, date & permit # \_\_\_\_\_)

All information requested on this application must be completed in full. Failure to provide the requested information either on this application form or on the site plan will result in your application being rejected and a delay in the review before the Development Review Board.

**OWNER(S) OF RECORD** (Name(s) as shown on deed, mailing address, and phone #):

\_\_\_\_\_  
\_\_\_\_\_

**TAX PARCEL ID #** (can be obtained at Assessor's Office): \_\_\_\_\_

**SIZE OF PARCEL:** \_\_\_\_\_

**APPLICANT INFORMATION** (Name, mailing address, and phone #): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONTACT PERSON and INFORMATION** (If different) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONTACT EMAIL ADDRESS:** \_\_\_\_\_

**PROJECT STREET ADDRESS:** \_\_\_\_\_

### PROJECT DESCRIPTION

General project description (explain what you want approval for): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Existing Uses on Property (including description and size of each separate use):

\_\_\_\_\_  
\_\_\_\_\_

Proposed Uses on property (include description of each new use and existing uses to remain):

\_\_\_\_\_  
\_\_\_\_\_

Total building square footage on property (proposed buildings and existing buildings to remain): \_\_\_\_\_

Peak hours and days of operation: \_\_\_\_\_

**If applicable**

Number of residential units NEW \_\_\_\_\_ EXISTING TO REMAIN \_\_\_\_\_

Number of employees: Existing on-site employees \_\_\_\_\_ Existing off-site employees \_\_\_\_\_

Proposed (total) on-site employees \_\_\_\_\_ Proposed (total) off-site employees \_\_\_\_\_

Other (list any other information pertinent to this application not specifically requested above):

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**For Conditional Use Permit**

Please describe how your proposal fits within the character of the area affected as outlined in the Zoning Bylaws.

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**For a Variance request**

*A written request must be submitted as outlined in Exhibit B of this application.*

**SITE PLAN AND FEE** A site plan shall be submitted for all application types which shows the information required by Exhibit A of this application. One plan size (min. 24" x 36") copy and five (5) reduced copies (11" x 17") of the site plan must be submitted. An application fee shall be paid to the City of Rutland at the time of submitting the application in accordance with the city's fee schedule.

**NOTIFICATION of ADJOINING PROPERTY OWNERS:** Notification of adjoining property owners, in accordance with 24 V.S.A. §4464(a), is the responsibility of the applicant. After deeming an application complete, the Administrative Officer will provide the applicant with a draft meeting agenda or public hearing notice. Certified mail receipts shall be returned to the City prior to the start of any public hearing to demonstrate notification has been made.

I hereby certify that all the information requested as part of this application has been submitted and is accurate to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
PRINT NAME

*The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 282-6488 to speak with the regional Permit Specialist.*

## EXHIBIT A – REQUIREMENTS OF SITE PLAN

The following information must be submitted. Failure to provide the following information will result in your application being rejected and a delay in the review before the Development Review Board.

Lot drawn to scale (20 feet scale if possible) including the features below:

- Date
- North arrow
- Location and dimensions of property lines and easements
- Location and dimensions of all structures (labeled “existing” and “proposed”) on the lot
- Physical features (streams, wetlands, vegetative cover etc.)
- Setback distances of all existing and proposed structures from property lines
- Locations and dimensions of parking areas, drives and other impervious surfaces
- Road names and access points to the road(s)
- Descriptive photos of the property from all possible angles

If determined necessary by the Zoning Administrator, the following should also be included:

- Survey data (distance and acreage)
- Location of streets, fire hydrants and fire lanes
- Existing sidewalks, recreation paths and pedestrian walkways
- Number and location of parking spaces (including handicapped spaces)
- Existing or proposed water supply and sewage lines
- Exterior lighting
- Dumpster or trash area
- If restaurant is proposed, provide number of seats and square footage of floor area provided for patron use but not containing fixed seats
- Loading areas & truck circulation patterns
- Building elevations & building level floor plans
- Existing & proposed landscaping
- Onsite fuel storage (above or below grade)
- Soil erosion and sediment control plans
- Storm water system for capture, detention, and drainage

*Note: For development in Special Flood Hazard Areas, please refer to additional instructions.*

**EXHIBIT B**  
**(Criteria for determining a variance)**

*The following is a list of criteria for approving a variance that must be proven by the applicant. Please respond to each of these criteria in writing so that the Board can determine if the facts support your application for a variance.*

1. There are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property. These conditions, not the circumstances or conditions generally created by the provisions of these regulations in the district in which the property is located, have created an unnecessary hardship for the applicant:
  
  
  
  
  
  
  
  
  
  
2. Those physical circumstances or conditions prevent the property from possibly being developed in strict conformity with these regulations and a variance is necessary to enable reasonable use of the property:
  
  
  
  
  
  
  
  
  
  
3. The applicant has not created the unnecessary hardship:
  
  
  
  
  
  
  
  
  
  
4. The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy sources, or be detrimental to the public welfare.
  
  
  
  
  
  
  
  
  
  
5. The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the bylaw and from the plan.

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DATE OF SUBMISSION: \_\_\_\_\_ FEE RECEIVED \_\_\_\_\_

I have reviewed this application and find it to be complete:	
_____	_____
Administrative Officer	Date

REVIEW AUTHORITY:  Development Review Board  Administrative Officer

Administrative approval by Zoning Administrator \_\_\_\_\_  
(date)

Basis for approval \_\_\_\_\_  
\_\_\_\_\_

Referred to Development Review Board \_\_\_\_\_  
(date)

Approved by the Development Review Board of the City of Rutland, Vermont on \_\_\_\_\_  
(date) subject to the requirements and conditions of said resolution.

Denied by the Development Review Board of the City of Rutland, Vermont \_\_\_\_\_  
(date)