

Case Number: _____



SAINT ALBANS *Vermont*

APPLICATION for a PUBLIC HEARING and/or DESIGN REVIEW under the CITY OF SAINT ALBANS LAND DEVELOPMENT REGULATIONS

Applicant(s) _____ Daytime Phone _____

Landowner(s) _____ Daytime Phone _____

Mailing Address _____ Parcel ID # _____

Parcel Address _____ Zoning District _____

Design Review Dist. _____

Description of Proposed Activity (attach additional pages as needed)

Signature of owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

Required Reviews and Fees – To be completed by Staff			
Design Advisory Board¹		Development Review Board²	
Design Review for Admin. Application - \$15		Conditional Use Review - \$90 / \$50 ³	
Design Review for Site Plan - \$15		Site Plan Review - \$90 / \$50	
<i>After the Fact (fee becomes \$45)⁴</i>		Subdivision (per lot) - \$90 / \$50 #lots _____	
		<i>After the Fact (fee becomes \$140 / \$100)⁵</i>	
		Variance Request - \$100	
		Abutters Notice \$5 x _____ (# abutters) = _____	
Warning Posting Dates: _____ to _____		TOTAL FEE:	
		Amount Remitted:	
		Check # _____ or Cash _____ and Date: _____	

Note: These fees solely are for appearing before the DAB or DRB. If approval is given, **the applicant will still need to come back into the permitting office with a construction/use permit application**, pay all associated fees, and post a construction/use permit before commencement of work or use.

(PLEASE TURN OVER FOR ADDITIONAL INFORMATION)

¹ For any DAB review, the applicant will not be placed on the required meeting agenda until all fees are paid. Failure to pay fees on time could delay your review by at least one month.

² For any DRB review, the applicant will not be placed on a warning and will not receive the required hearing notice to post on site until all fees are paid. Keep in mind that all applications must be warned and posted AT LEAST 15 days before the hearing. Failure to pay fees on time could delay your review by at least one month.

³ When a warned review is combined for conditional use, site plan, and/or subdivision, the first request is \$90 and each subsequent request is \$50.

⁴ After the fact = construction, demolition, subdivision, commencement of use, etc. before approval is granted. In this case, a \$15 fee becomes \$45.

⁵ When conditional use, site plan or subdivision review is requested *after* construction, demolition, subdivision, commencement of use, etc., then \$90 fees become \$140 and \$50 fees become \$100.

Application Requirements:

1. The applicant should contact the City Planning & Permitting Administrator ASAP in order to discuss application requirements.
 - a. Some applications, such as site plans and subdivisions, require detailed maps and plans that require preparation by a paid professional.
 - b. Design Review will require additional visual information, such as elevations.
 - c. For more information, see these sections of the City Land Development Regulations:
 - i. Design Review – Article 7: Design Review
 - ii. Conditional Use Review – Section 602: Conditional Uses
 - iii. Site Plan Review – Section 603: Site Plan Review
 - iv. Subdivision Review – Article 8: Subdivisions
 - v. Variance Requests – Section 905: Appeals, VariancesEach of these above sections discusses what is expected in an application.
2. A Property Information Sheet is required before any board review or public hearing. See the Planning & Permitting Administrator.
3. When applicable, the applicant must present a State of Vermont Wastewater System and Potable Water Supply Permit or the demonstration of an exemption.

NOTICE:

1. Before any construction is done to a building **other than an owner-occupied, single-family home**, you need to speak with the Fire Marshal, Charles Sargent at # 524-2132.
2. Contact the State Permit Specialist at (802) 885-8850 for all State permit requirements.
3. Information on Plumbing/Heating codes can be found at www.firesafety.vermont.gov.
4. Address energy-efficiency opportunities as part of your project with FREE technical assistance from Efficiency Vermont. Call 888-921-5990 or www.encyvermont.com .