

Case Number: _____



**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. _____

Email _____

Description of Proposed Activity (attach additional pages as needed)

Print Name of Owner: _____

Signature of Owner: _____ **Date:** _____

Print Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

Required Reviews and Fees – To be completed by Staff	
Design Advisory Board¹	Development Review Board^{2,3}
Design Review - \$15 / \$45 ⁴	Design Review - \$90 / \$140 ⁴
Site Plan Review - \$15 / \$45 ⁴	Conditional Use Review - \$90 / \$140 ⁴
	Site Plan Review - \$90 / \$140 ⁴
	Subdivision (per lot) - \$90 / \$140 ⁴ __#lots
	ZA Decision Appeal - \$90 / \$140 ⁴
	Variance Request - \$100
	Abutters Notice \$7 x ____ (# abutters)
	Records Management Fee - \$12
	TOTAL FEE:
	Amount Remitted:
	Check # _____ or Cash Date: _____

Warning Posting Dates:

_____ to _____

**(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 hearing is combined for design review, conditional use, site plan, and/or subdivision, the first request is \$90 and each subsequent request is \$50. This does not include combining with a variance.

⁴ After the fact

Note: These fees are solely for appearing before the DAB or DRB and are *non-refundable*. 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.

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. ZA Decision Appeal – 24 V.S.A. Section 4465
 - vi. 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.
5. Other requirements may apply.