SAINT ALBANS
Vermont

Development Review Board
Application Staff Report

Hearing Date: **August 27, 2025**

Case: **Case # 2025-014**

Applicant(s): **Amber Sullivan**

Subject Parcel: **#26053020**

Address: **18-20 Locke Terrace**

Review Requested: **Conditional Use Review**

I. Description of Request and Relevant Facts

1. Applicant requests approval of a new storage building.
2. This property is located in the Service-Industrial Zoning District.
3. Under Section 303G, this request requires DRB approval via Conditional Use Review.
4. The proposed new storage building would be located on a parcel that is considered contiguous to the primary lot for the purposes of development review and property valuation.
5. The site of the proposed new shed includes a slab from a former garage structure.
6. The applicant has supplied a sketched plan showing the proposed structure on the lot (attached to the hearing application).

II. Public Notice

The warning of the public hearing and the certified mailings to abutters were completed as per statutory requirements in 24 V.S. A. Chapter 117.

III. Completeness of Application

The applicant has submitted an application with sufficient information for the Development Review Board to make a ruling on the completeness of the application,

including possible requirements for supplemental information and evidence before the hearing can be Closed. Staff will advise the applicant of any known deficiencies in the application before the hearing.

IV. Applicable Regulations and Review Standards

The process and standards for this review are found in the City of St. Albans Land Development Regulations in Section 521, and there are other applicable standards in the Regulations. Staff has listed and highlighted what we feel are relevant sections below for reference, and it is possible that there are other relevant sections not listed below. Staff notes, recommendations and concerns are highlighted.

Section 303 Zoning District Standards

G. Service-Industrial District – S-IND

1. It is the purpose of the S-IND Service Industrial District to provide for the location of a wide variety of service, industrial, manufacturing, distribution and research facilities providing employment opportunities and broadening of the tax base of the City. These locations provide good transportation and infrastructure access. All uses shall be in conformance with the performance standards found in Section 519 of these regulations. Due to the location of the district adjacent to residential areas, buffering shall be required to minimize conflicts between non-residential uses and residential districts.

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3. Conditional Uses, to be reviewed in accordance with Section 602 and all other applicable standards and requirements.

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q. Storage Facility.

4. Allowed Number of Principal Uses: More than one Principal Use is allowed on a property in this Zoning District.

5. Allowed Number of Principal Buildings: More than one Principal Building is allowed on a property in this Zoning District.

6. Minimum Lot Area Required Per Use: 10,000 square feet.

   The combined contiguous lot size is .53ac = 23,086sf

7. Minimum Lot Width: 100 feet.

   Contiguous lots = Achieved

8. Minimum Front Setback:

Public Interest Markers (Section 517.4):	5 feet.

All other Development:	The average existing setback of all buildings within 200 feet of side lot lines. If there are no buildings within 200 feet, then the front setback shall be 20 feet.

Achieved

9. Minimum Side Setbacks: 10 feet, or as otherwise required or waived under Section 516 or Section 604.

   Achieved

10. Minimum Rear Setback: 10 feet, or as otherwise required or waived under Section 516 or Section 604.

    Achieved

11. Note on Setbacks: Sections 516 and 523 may also apply and supersede the setback standards in this section.

12. Maximum Building Height: 40 feet, or higher in conformance with Section 513.

    Staff note: Building height is not noted on the application and the Board may wish for the applicant to confirm the planned building height.

13. Maximum Lot Coverage: Area remaining after required setbacks and buffer areas are met.

    Staff Note: Provided that all required setbacks and buffers are met, lot coverage will not be a factor.

Section 602 Conditional Uses

A use designated as a conditional use in any district may be permitted upon decision of the Development Review Board, subject to the requirements of 24 V.S.A., Section 4414(3).

Section 602.1 Procedure; Action by Development Review Board

The Development Review Board may grant a conditional use permit after public notice in accordance with Section 908 of these bylaws and a public hearing, according to the following procedures:

A. An application for a conditional use permit shall be filed in the office of the Zoning Administrator, who shall refer the application to the Development Review Board.

B. The Development Review Board may specify additional information for consideration of the application, including, but not limited to, data, traffic impact studies, site plans and

elevations.

C. The Development Review Board shall review the proposed use for compliance with all applicable criteria as contained in these regulations. This review shall specifically include consideration of the stated purpose of the district in which the proposed use is to be located.

D. The Development Review Board shall act to approve or disapprove a requested conditional use within 45 days after the adjournment of the final public hearing held under this section, and failure to so act shall be deemed approval.

Section 602.2 Approval Criteria

The Development Review Board shall determine that the proposed use shall not have an undue adverse effect on:

A. The capacity of existing or planned municipal facilities;

B. The character of the area affected, as defined by the purposes of the zoning district within which the project is located, and specifically stated policies and standards of the municipal plan, however, an application that would result in a total of four or fewer Dwelling Units and no other Principal Uses on a lot may not be denied solely due to an undue adverse effect on the character of the area affected;

C. Traffic on roads and highways in the vicinity;

D. Bylaws then in effect; or

E. Utilization of renewable energy resources.

Section 602.3 Approval Conditions

In permitting a conditional use, the Development Review Board may impose specific conditions it deems necessary to achieve the goals of the Municipal Plan, and to protect the best interests of the surrounding property, the neighborhood, or the municipality as a whole. These conditions may include the following:

A. Minimum Lot Size
The Development Review Board may specify an increase in the minimum lot size requirement to allow for adequate screening or buffering, to accommodate an increase in density or intensity of use that may result from development.

B. Adjacent Uses
The Development Review Board may require the applicant to arrange uses on the site to place more compatible uses closer to nearby properties with less intensive uses.

C. Land Use Performance Standards

The Development Review Board may impose conditions relating to, dust, smoke, noise, odor, glare or vibration beyond those expected from permitted uses in the district in accordance with Section 519, other relevant sections of these bylaws and other applicable City ordinances.

D. Off-Street Parking and Loading
N/A

E. Landscaping, Buffering and Screening
The Development Review Board may require landscaping, screening or buffering on the periphery of the development to improve compatibility with abutting or nearby uses.

F. Design and Location of Structures
The Development Review Board may impose requirements to assure the proposed use is compatible with adjoining or nearby development. These requirements may include, but not be limited to, requirements to increase minimum setback distances, limiting building coverage or the height of buildings.

G. Size, Location and Design of Signs
N/A

H. Access and Circulation
N/A

I. Construction Time Limit
The Development Review Board may specify a time limit for construction, alteration or enlargement of the proposed use.

The Board may wish for the applicant to clarify the construction sequence and timeline.

J. Performance and Operation
The Development Review Board may specify and restrict the hours of operation and other factors related to the performance of the proposed use.

K. Specific Limitations
The Development Review Board may not impose conditions that specifically prohibit Development allowed under Sections 409 or 501A of these Regulations.

Section 602.4 Changes to a Conditional Use

N/A

Section 602.5 Period of Validity of Approval

The period of validity of a Conditional Use approval shall be in accordance with Section 903.

Section 903 Permits and Approvals

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B. Validity and Expirations of Permits and Approvals

1. Unless otherwise noted in these Regulations, the period of validity of Development Review Board decisions and Administrative Decisions (by the Zoning Administrator or Design Advisory Board) shall be as follows:

   a. Any approval by the Development Review Board shall expire after two years from the date upon which the appeal period for said approval was complete or the date upon which any appeal of said approval was finally adjudicated, unless the Development Review Board's decision specifically granted a longer period of validity, such as for a construction timeline submitted as part of a site plan application. There shall be no extension of a Development Review Board's initial approval, but the Board may consider a new application for the same project, subject to the Regulations at the time of the new application.

V. Other Staff Recommendations and Analysis

1. Staff note that this is a unique situation in the City. The proposed principal building would have a residential use that is accessory to the residential lot it is contiguous with.

2. Staff would recommend that any DRB decision include the conditions, as relevant:

   a. That any portion of the previous slab that may be in violation of the Regulations (e.g. setbacks) should be removed or prohibited from any form or storage or other use.

   b. That the use of the new building shall be conditional that it remains an accessory use to its residential contiguous lot.

VI. Other Relevant Information

Previous Permitting Actions for Subject Parcel

1. June 20, 2013 – Approval of a permit to re-roof the single-family home.
2. June 24, 2005 – Approval of a permit for a pool.
3. June 13, 2000 – Approval of a permit to replace siding on the house.
4. May 25, 1999 – Approval of a permit to replace siding on garage.

Overhead View (Google)

Respectfully Submitted,

Sara Bennett

Sara Bennett
Property Services Administrator

SAINT ALBANS
Vermont

Development Review Board
Application Staff Report

Hearing Date: **August 27, 2025**

Case: **Case # 2025-015**

Applicant(s): **Amber Sullivan**

Subject Parcel: **#26053020**

Address: **18-20 Locke Terrace**

Review Requested: **Site Plan Review**

I. Description of Request

1. Applicant requests **Site Plan Review** and approval of a new storage building.

2. This property is located in the S-Ind Service Industrial Zoning Review District.

3. Staff's understanding is that this application *involves new construction or enlargement of any structure that changes off-street parking, landscaping or other requirements of Section 603*, and thus requires **Major Site Plan Review**, as per Section 603.1B.1.

4. **Special Notes:**

    a. This application is paired with Case # 2025-014 for Conditional Use Review.

II. Public Notice

The warning of the public hearing and the certified mailings to abutters were completed as per statutory requirements in 24 V.S. A. Chapter 117.

Staff note: DRB Case 2025-014 was warned per requirements. DRB Case 2025-015 for Site Plan Review should have been noted as a Combined Review. Per the below Section, 908 of the City Regulations, Staff believes that these 2 cases can still be combined for review at the same Hearing. All abutters were notified of a hearing for 18-20 Locke Terrace.

Section 908 Timing, Public Notice and Defects
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No defect in the form or substance of any required public notice under this section shall invalidate the action of the Development Review Board where reasonable efforts have been made to provide adequate posting and notice. However, the action shall be invalid when the defective posting or notice was materially misleading in content. If an action is ruled to be invalid by the Board of Adjustment/Development Review Board or the Environmental Court, the action shall be remanded to the Board to provide new posting and notice, hold a new hearing, and take a new action.

III. Completeness of Application

The applicant has submitted materials with sufficient information for the Development Review Board to make a ruling on the completeness of the application, including possible requirements for supplemental information and evidence before the hearing can be Closed. Staff will advise the applicant of any known deficiencies in the application before the hearing.

IV. Applicable Regulations and Review Standards

The process and standards for Site Plan Review are found in the City of St. Albans Land Development Regulations in Section 603, and there are other applicable standards in the Regulations. Staff has listed and highlighted what we feel are relevant sections below for reference, and it is possible that there are other relevant sections not listed below. Staff recommendations and concerns regarding possible deficiencies in the materials presented are highlighted in yellow.

Section 603 Site Plan Review

Section 603.1 Purpose and Applicability

A. Purpose

The purpose and intent of site plan review is to protect the public health, safety and general welfare; to promote orderly growth and development; to ensure new development is harmonious with existing development and the environment; and to encourage the objectives of the City of St. Albans Comprehensive Municipal Plan.

B. General Requirements

1. Site plan approval shall be required, pursuant to Section 4416 of the Act for the following:

a) A site plan that involves no new construction or enlargement of any structure

but does modify the arrangement of parking, landscaping or other requirements of Section 603 (Minor Site Plan), or

b) A site plan that involves new construction or enlargement of existing structures and does not modify parking and/or landscaping or other requirements of Section 603 (Minor Site Plan) or

c) A site plan that involves new construction or enlargement of any structure that changes off-street parking, landscaping or other requirements of Section 603 (Major Site Plan).

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Section 603.2 Application Requirements

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B. The site plan review application shall include the following information:

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2. For Major Site Plans:

a) General Information

i. The name and address of the applicant, and other planners, engineers, architects, surveyors and/or other professionals engaged by the applicant in preparing the site plan application.

Not located by Staff

ii. Title of development, date, north arrow, scale, name and address of owner of record, or if a corporation, name and address of representative and evidence of registration to do business in Vermont.

Not located by Staff

iii. A key map indicating the location of the proposed development and surrounding streets.

Not located by Staff

iv. The districts of the proposed development. Dimensions of lot, building and setback lines as required by these regulations. Percentage of lot coverage.

Not located by Staff

v. The tax lot and block of the proposed development and the tax lot and block

of all properties within one hundred (100) feet of the proposed development.

Not located by Staff

vi. Street and road names.

Verified.

b) Property Description

i. The names of all owners of record of all properties within one hundred (100) feet of the site boundary.

Not located by Staff

ii. Easements, rights-of-way and areas dedicated for public use.

Staff recommends the Board ask the applicant to confirm any easements or rights-of-way.

iii. Contours and relevant floor elevations.

Not located by Staff

iv. In the event of a dispute regarding in the property description, the Development Review Board may require a boundary survey.

c) Development Plan

i. The approximate location and dimensions of all existing and proposed structures and the location of all existing structures within the applicable setbacks on adjacent properties.

Verified.

ii. All existing and proposed paved areas, parking areas, traffic access and circulation and pedestrian walks, trails and sidewalks. Means of vehicular access and egress to and from the site into public streets.

Verified

iii. Existing and proposed elevations, and, as appropriate, lawns, meadows, trees with a diameter of six (6) inches or more measured at 5 foot above grade, water courses, wetlands, rock outcrops, and other significant existing site features of scenic, ecological and historical value within one hundred (100) feet of the site boundary.

Not located by Staff

iv. The location, layout and dimensions of off-street parking and loading areas.

None proposed

v. Location of outdoor storage and fencing.

None proposed.

vi. The location of perennial and intermittent streams and delineation of the Stream Corridor Area and Riparian Buffer Area, per Section 523.

Verified*, to the best of staff's knowledge no water features in the area.*

d) Grading and Drainage:

i. A proposed grading plan, indicating areas to be left undisturbed, and the extent and amount of cut and fill for all disturbed areas.

The Board may wish for clarification on the amount of cut and fill.

ii. Proposed stormwater drainage.

None proposed

e) Landscaping and Signs:

i. A landscape plan indicating the location of lawns, trees and shrubs and other landscape features.

Not located by Staff

ii. Location of proposed signs.

None Proposed

iii. The direction and timing of outdoor lighting.

None proposed

f) Utilities Plan: Location of existing and proposed utilities.

None proposed

g) Project Schedule: Construction sequence and schedule for the completion of each

phase for buildings, parking, and landscaped areas.

Not located by Staff

C. Where due to special conditions peculiar to a site, or the size, nature, or complexity of the proposed use or development of land or buildings, the Development Review Board may request additional information in order to make an informed decision.

Section 603.4 General Criteria and Standards

The following criteria and standards shall be used by the Development Review Board in reviewing applications for site plan approval. They are intended to provide a framework within which the applicant may exercise creativity, invention and innovation.

A. Harmonious relationship between proposed uses and existing adjacent uses.

B. Traffic Access, Circulation and Parking with regards to optimum safety of vehicular circulation between the site and street, and optimum safety within the site.

1. Proposed roadway access points and streets shall be adequate but not excessive in number, adequate in width, paving, grading, alignment and visibility; and located away from street corners or points of public assembly.
2. Necessary traffic signalization, signs, dividers, and other safety controls, devices and facilities shall be given proper consideration and provided wherever appropriate or warranted.
3. Off-street parking shall be provided in accordance with the specifications in Article 5.

C. Pedestrian and Bicycle Safety and Access
Safe, adequate and convenient pedestrian and bicycle access and circulation shall be provided both within the site and to adjacent streets, with particular attention to all intersections with vehicular traffic. Removal of snow from vehicle, pedestrian and bicycle storage areas is required.

D. Screening, landscaping, signs, performance standards and lighting shall be in accordance with Article 5.

E. Natural Features and Environmental Quality
Reasonable efforts shall be undertaken to preserve and protect significant natural features and other areas of scenic, ecological or historic value.

F. Structures in Design Review Districts
Structures in a Design Review District requiring site plan approval must receive a recommendation from the Design Advisory Board, favorable or unfavorable, before receiving a final site plan determination by the Development Review Board.

G. Drainage

All projects shall be designed to include good stormwater management practices. Stormwater runoff shall be directed to existing storm drainage facilities where they exist. New swales, catch basins, and storm drains shall be incorporated into the site design, where necessary, to prevent any significant runoff from reaching adjacent properties or causing unsafe conditions on the project site.

For new projects with impervious areas greater than 1 acre of pavement, onsite stormwater detention may be required by the Development Review Board. If required, the detention pond shall be designed to discharge runoff at a rate equal to or less than the pre-development rate for a 10 year storm frequency.

H. Wastewater Disposal and Water Supply
The required permits must be obtained from the City of St. Albans.

I. Utilities
The installation of electric, telephone and similar utilities shall be consistent with those servicing abutting properties.

Section 604 Waivers

A. The Development Review Board may waive setback requirements in any district for single story attached garages, decks, porches, and/or accessory structures up to fifty percent (50%) in cases where conditions exist which affect the ability to otherwise meet setback requirements. No waiver shall be granted which would have an undue adverse effect on adjacent property, the character of the area or on public health and safety.

B. N/A

C. For properties in the Service Industrial District, the Development Review Board may waive side and rear setback requirements where immediately adjacent to a rail line property and where the property on the other side of the rail line property is in a Service Industrial or business district.

D. In the issuance of waivers the Development Review Board:

1. shall consider and may require design features, screening, or some other remedy in order to mitigate anticipated impacts of any such waiver. The design feature should have a minimum height of five (5) feet above grade level and shall provide adequate privacy to the surrounding use(s). Options include a wall, a solid fence, a densely planted hedge or natural and/or man-made landforms.
2. may require that all outdoor storage of materials and equipment, including waste storage facilities, shall not be stored or located within the reduced setback area.
3. shall provide only the minimum waiver that will represent the least deviation possible from the bylaw.

4. may require that a sketch to scale be presented as part of the application for the waiver, if the waiver is not sought under site plan review.

D. Applications for waivers shall be considered by the Development Review Board after a public hearing held in accordance with Section 908.

No waivers have been requested.

Section 509 Location of Driveways
All driveways are to be located at least seventy-five (75) feet from a street line intersection for all uses except one and two family residential uses.

Staff note: the current driveway(s) are to remain the same, per the plan submitted.

Section 513 Height Regulations

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F. The Development Review Board may, as part of a site plan review, approve an increase in the height limit of up to eight-five (85) feet for a structure of any type in the S-IND District or approve an increase in the height limit of up to one hundred five (105) feet for a structure in the S-IND District used for the storage or processing of materials and not designed for human occupancy except for the purposes of operational maintenance. In granting approval for the height limit increase, the Development Review Board must determine that:

1. The structure will more efficiently utilize the site;
2. The structure will be compatible with existing and proposed structures in the area;
3. The structure will be adequately accessible by public safety personnel in the case of an emergency;
4. Any structure between 85 and 105 feet will be set back from the boundary of the Service-Industrial District by a distance equal (at a minimum) to the height of said structure.

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Section 516 Landscaping, Buffering, Setbacks and Grading

A. Planting Requirements
The Development Review Board, in determining the amount of planting to be required, shall take into account the following:

1. Existing trees, shrubs, evergreens, and other vegetation to be preserved on the site.
2. Visibility of incompatible or unsightly areas from street and adjoining properties.

3. The need to screen effectively all trash/garbage areas from view of street and adjoining properties.
4. The need to screen effectively all parking areas from streets and adjoining properties.

Recommendation: *In order to ensure compliance with these standards, the DRB may wish to request that the applicant elaborate during the hearing on preservation of existing vegetation and the proposed screening.*

B. Performance Bond

See Section 525 for any application that may include public improvements.

C. Buffers

Properties in non-residential land use districts will provide buffer areas along where they abut residential districts, regardless of the use of the abutting property. And non-residential uses will provide buffer areas along where they abut residential uses within the same land use district. Buffers will be installed and maintained according to the following rules:

1. Buffer areas shall consist of a strip of land with a width as specified in section 516D, below. Buffers shall include hedges and/or solid fencing and/or natural or man-made landforms. The hedges, fencing or landforms shall have a minimum height of five feet and shall provide adequate privacy to the surrounding residential land use. Plantings will consist of dense evergreens or other suitable plantings and shall be of a size and shape approved by the Development Review Board. The area of the buffer not used for plantings and/or fencing shall be planted with grass and/or landscaped and maintained in good appearance.
2. Within a buffer area, there shall be no storage areas, service areas, parking or loading facilities, with the exception of access drive(s) and sidewalks into the property.
3. It shall be the responsibility of the owner of the property upon which the buffer is required to maintain and replace, when necessary, such plantings, fences and/or land forms.

D. Buffer Widths:

The width of buffer areas shall be as specified below:

1. Where any land use in a business or MI district abuts land in any residential district, side and/or rear yard setbacks of at least 10 feet in width shall be maintained as a buffer in the yard which adjoins the residential district.
2. Where any non-residential land use in a residential district abuts any residential land use in a residential district, a strip of land at least fifteen (15) feet in width shall be maintained as a buffer in the yard which adjoins the residential uses.
3. Where a service industrial district abuts or adjoins a residential district, a strip of land at least twenty (20) feet in width shall be maintained as a buffer in the yard that adjoins the residential uses.

4. Where any new non-residential land use abuts any existing residential land use within a non-residential district, a buffer as defined in Section 516C, is required. The buffer and its included elements shall be of sufficient height, width and character to screen out all outdoor lighting from view of the ground floor of the adjacent residential buildings.

E. Off-street Parking Areas:

Off-street parking areas shall be screened from view of the public right-of-way by a strip equal to the front yard setback and shall be landscaped as described in Section 516C. Landscaping and/or screening shall be installed in a manner consistent with the safety of pedestrian and vehicular traffic. All new off-street parking areas shall be suitably buffered to screen out all outdoor lighting from the view of the ground floor of adjacent residential buildings.

F. Districts Separated by a Public Right-Of-Way:

N/A

G. Setback Areas, Parking

N/A

H. Street Tree Planting

N/A

I. Screening of Service Areas

In any district, all areas designated, used or intended to be used as service areas for any building or land use, other than one family and two family dwelling units, shall be screened from view with a wall, a solid fence or a hedge to the height of at least five (5) feet above grade level.

In Service Industrial Districts all outdoor storage of materials and equipment, including waste storage facilities, shall be stored located away from the view of abutting residential districts and screened from view from adjacent streets.

J. Grading

No grading cut or fill shall be carried out in any district which leaves the slope of the finished grade in excess of a one to two ratio.

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Section 518 Lighting

All exterior lighting, whether for the purpose of security, safety, advertising or otherwise, shall

be subject to this section. Exterior lighting shall be kept to a minimum consistent with the requirements for pedestrian and vehicular safety and the character of the neighborhood.

A. Prohibition

No person shall place or maintain any light device or indirect lighting so as to cause undue glare, unnecessary illumination, and annoyance to residents, pedestrians or drivers of vehicles. The following types of exterior lighting are prohibited:

1. Unshielded area lights (wall packs and yard lights)
2. Exposed fluorescent
3. Metal Halide, high-pressure sodium, or low pressure sodium
4. Neon (except low level/accent)
5. Any light fixture on a pole exceeding 20 feet
6. Upward-directed lighting, unless in compliance with section 518 (B).

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V. Supplemental Staff Analysis and Recommendations

1. For proper order of operations, staff recommend that any approval of this request include a condition that the Conditional Use Approval Case #2025-014 be approved before this approval can become effective.

2. As with most applications, staff recommends that any DRB approval contain a condition that the design and operation of the proposed site shall comply with Section 519 Performance Standards.

VI. Other Relevant Information

Relevant Previous Zoning Actions for Subject Parcel

1. June 20, 2013 – Approval of a permit to re-roof the single-family home.
2. June 24, 2005 – Approval of a permit for a pool.
3. June 13, 2000 – Approval of a permit to replace siding on the house.
4. May 25, 1999 – Approval of a permit to replace siding on garage.

Google Map Imagery

Respectfully Submitted,

Sara Bennett
Property Services Administrator

Case Number: DRB 2025-014 & 2025-015

SAINT ALBANS
Vermont

APPLICATION for a PUBLIC HEARING and/or DESIGN REVIEW

under the CITY OF SAINT ALBANS LAND DEVELOPMENT REGULATIONS

Applicant(s) Shaun Sullivan — Daytime Phone 802 363 7220

Landowner(s) Robert + Valerie Sullivan — Daytime Phone 802 782 2220

Mailing Address 16 Locke Terrace — Parcel ID # _____

Parcel Address 18 Locke Terrace — Zoning District _____

Design Review Dist. _____

Email amber.sullivan@yahoo.com | saconst@comcast.net

Description of Proposed Activity (attach additional pages as needed)

Print Name of Owner: Valerie Sullivan

Signature of Owner: Valerie A Sullivan — Date: 8/4/25

Print Name of Applicant: Shaun Sullivan

Signature of Applicant: [signature] — Date: 8/6/25

Required Reviews and Fees – To be completed by Staff

Design Advisory Board[1]		Development Review Board[2,3] (Some combined reviews are $50 each. See below.)	
Design Review - $15 / $45[4]		Design Review - $90 / $140[4]	
Site Plan Review - $15 / $45[4]		Conditional Use Review - $90 / $140[4]	$90
		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 3 (# abutters) (DRB ONLY)	$21
		Records Management Fee - $12 (DAB & DRB)	$12
		City Clerk Fee (DRB ONLY)- $15	$15
		Amount Remitted:	Waived fees
		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.

16 Locke Terr

Lake Terrace

20ft

20 Locke Terr

60ft

House

Garage

12ft

18ft

Deck

Pool

Shed

20ft

Dotted line is existing Slab from Prevms garage

18 Locke Terr

56ft

70ft

10ft

91

10ft