

# APPLICATION

For

## PUBLIC HEARING

On Request for

- Conditional Use  
  Site Plan Review  
  Subdivision  
 Variance  
  Alter Nonconformities  
  SFHA Flood  
 Appeal of Decision of Administrative Officer

Town of Springfield  
 William G. Kearns, AO  
 96 Main St., Springfield, VT 05156  
 Email: [toszoning@vermontel.net](mailto:toszoning@vermontel.net)

Check applicable boxes (above) and attach:

1) relevant DRB form pages 2) supporting documents and plans to scale 3) local, state, federal permits, if any

**Fees: Payable to "Town of Springfield" & Due at time of filing application ( )**

1. ( )	Conditional Use, Site Plan Review, Variance, Alter Nonconformities, SFHA Flood		
	Public hearing fee	\$150.00	\$ _____
2. ( )	Appeal of AO Decision		
	Public hearing fee	\$75.00	\$ _____
3. ( )	Subdivision		
	Public hearing fee	\$125.00 + \$25.00 per parcel	\$ _____
	<b>If Subdivision</b> —Add Mylar Recording fee- 15.00 and collect with application:		\$ _____
Plus:	Recording fee (Decision of DRB)	\$10.00	\$ _____ 10.00

Applicant \_\_\_\_\_ Total fees: \$ \_\_\_\_\_  
 Owner (if different) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Site address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Tax Map ID No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**New E911 address needed:** Y / N. If so, address assigned by E911 Coordinator: \_\_\_\_\_

**Zoning District(s), including overlays:** \_\_\_\_\_

**Proposed Use or Development (Construction) from District Table:** \_\_\_\_\_

**Description of proposed development or use OR Grounds for appeal of AO decision:** \_\_\_\_\_

(Continue on back or another sheet of paper)

Area of Parcel [Ac(s) or Sq. Ft.] \_\_\_\_\_ For Conditional Use: Required # of Parking Spaces \_\_\_\_\_

**Class:** ( ) I - Municipal Water and Sewer      ( ) II - Municipal Sewer, Onsite Water  
 ( ) III - Municipal Water, Onsite Sewer      ( ) IV - Onsite Water and Septic

**Relevant Flood Information:** Development in Special Flood Hazard Area (SFHA): Y / N  
 Structure in SFHA: Y / N New Construction: Y / N Substantial Improvement: Y / N

DATE \_\_\_\_\_  
 DATE \_\_\_\_\_  
 DATE \_\_\_\_\_

\_\_\_\_\_  
 Applicant's Signature  
 \_\_\_\_\_  
 Agent's Signature  
 \_\_\_\_\_  
 (If not one of the above) Parcel Owner's Signature

[See reverse side for application requirements. AO will fulfill the "Required App Info" items 1 and 2.]

### SZR Table 5.1 Application Requirements

Required Application Information:	SPR	CUR	DDR	FHA
1. Name, address and telephone number of owner(s) of record of the property; name, address, telephone number, and interest of the applicant, if different than the owner(s) of record; name and address of the person or firm preparing the application and plans; date of the application and related plans; tax map identification number and parcel size.	✓	✓	✓	✓
2. Proof of written notification to all adjoining property owners, regardless of rights-of-way, in accordance with Section 6.4(C)(1)	✓	✓	✓	✓
3. A plan drawn to scale showing the following: a. north arrow and scale; b. legal property boundaries for the property; c. a general indication of existing and proposed site conditions and features, including topography, land use, vegetation, critical habitat areas, floodplains and wetlands; zoning district boundaries; structures (building footprints); structures and other outstanding features within 200 feet or on adjacent properties, whichever is less; distance to all property lines from proposed structures; signs, walls and fences; historic sites; roads, driveways, easements and rights-of-way, and utilities. d. traffic and pedestrian circulation within the site; location and dimension of parking, loading and snow retention areas; access to neighboring properties and public roads; sidewalks, pathways and trails in the vicinity; e. Photographs of existing site and/or structures	✓	✓	✓	✓
4. Site location map showing the location of the project in relation to nearby town highways, adjoining parcels and uses and zoning district boundaries.	✓	✓	N/A	✓
5. Proposed landscaping and screening plan, including plant details (size, location, species).	✓	✓	N/A	N/A
6. Grading and drainage plan (showing areas of cut and fill and proposed drainage patterns and provision for stormwater management).	✓	✓	N/A	✓
7. Description of proposed water supply and wastewater disposal.	✓	✓	N/A	✓
8. Proposed lighting plan, including the design and location of all exterior lighting.	✓	✓	✓	N/A
9. Preliminary building elevations for new or altered structures, including an indication of the exterior facade design, window treatment and roof and siding materials.	✓	✓	✓	N/A
10. Phasing schedule for completion of all proposed development and site improvements.	N/A	✓	N/A	N/A
11. Estimate of traffic to be generated by the project & the impact of such traffic on area roads.	N/A	✓	N/A	N/A

**The Development Review Board may require additional information depending upon the scope and location of the proposed project, including but not limited to the following:**

1. Forest management, tree removal and vegetation management plans.
2. Storm water management and erosion control plans.
3. Visual impact analysis (photographs or drawings of site).
4. Community service impact assessments (analysis of fiscal costs and benefits to the town).
5. Traffic impact analysis
6. Open space management plan.
7. Site reclamation plan (for proposed projects involving extraction).
8. Habitat impact assessment
9. Other information or studies necessary for the Board to conduct a comprehensive review.

SPR=Site Plan; CUR= Conditional Use; DDR=Downtown Design; FHA= Flood Hazard;  ✓ = required; N/A = Not Applicable