

Zoning Permit Application Form

Parcel ID No. 10/025.000

This form must be submitted for all Land Development

Please Print Clearly

Applicant(s)

Name: Myles Moberly
Address: 1510 SE 15th Street Apt # 310
Town/State/Zip: Fort Lauderdale, FL 33316
Phone: 754 303 3492 Email: MOBEMETALS@GMAIL.COM

Property Owner(s):

Check here if same as applicant

Name: _____
Address: _____
Town/State/Zip: _____
Phone: _____ Email: _____

Property Information

Zoning District(s):

Property Location/Address: 377 MAIN Street South Londonderry VT 05155
Date Purchased by Owner: 7/20/2009 Deed Recorded in Book _____ Page _____
Property Size (acres): 0.5 ACRES Road Frontage (feet): _____
Existing Use of Property: 2-Family dwelling
Date Use started: 7/20/2009
If Residential: Total # dwelling units 2 Total # of bedrooms 4

Proposed Land Development

**** May be left blank for Appeals of Zoning Administrator Decision ****

Permit Request is for: New Structure Addition/Remodeling, etc. Change of Use
 Home Occupation Subdivision Other (explain) _____

Describe proposed project/land development in detail: Request change of use from a 2-unit dwelling to a 3-unit dwelling. Property was converted in 2003-2004 however no documentation exists to confirm that conversion was completed before inheriting this property on July 20, 2009.

Estimated value of proposed work: \$ _____

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Comparison between Existing and Proposed Conditions

Dimensional Standards (All in feet, unless otherwise indicated)	EXISTING	PROPOSED	CHANGE
Bldg. length	84 feet	same	N/A
Bldg. width	36 feet	same	N/A
Bldg. height (feet & stories)	30 feet 3 stories	same	N/A
Bldg. area (square feet)	2350 sq. ft.	same	N/A
Bldg. setbacks			
Front yard	25 feet	same	N/A
Side yard	55 feet	same	N/A
Rear Yard	30 feet	same	N/A
Lot size (acres)	0.5 ACRES	same	N/A
Lot Coverage (Square feet)	4104 sq. ft.	same	N/A
Number of Parking Spaces	5	same	N/A

For Changes of Use Only

Please list all existing and proposed uses	EXISTING Square Footage	PROPOSED Square Footage	CHANGE Square Footage
3 Unit Family Dwelling	2,350 sq. ft.	SAME	N/A

Drawings Must Be Submitted – Complete, Legible & to Scale

On a separate sheet (maximum of 11" X 17"), provide a sketch of the subject property showing:

- 1) Lot boundary measurements
- 2) Access to public road or private right of way
- 3) Names of abutting landowners
- 4) Existing & Proposed structure(s) with dimensions, number of stories, and height
- 5) Measurements from proposed construction to all sides of lot
- 6) Existing/proposed driveway, well and septic systems
- 7) Water courses, wetlands, flood hazard & shoreline areas
- 8) North arrow and dimensional scale

A sketch plan is not necessary if the proposal requires submittal of a Site Development Plan to the Development Review Board.

Zoning Permit Application Form

Access Permits/Addresses

Any new, realigned or expanded driveway must obtain an Access Permit from the Londonderry Selectboard for access to a Town road, or the Vermont Department of Transportation for access to Route 11 or 100. A request for a new address must be directed to the Londonderry Town Clerk.

Certification

By signing below both the owner and applicant hereby affirm that the information presented in this application, and all supporting forms, plans and documents are true, accurate and complete, and agree that, if any such information is found by the Town to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

Permission is hereby granted by the property owner for the Town's Zoning Administrator and Development Review Board to inspect the property at mutually acceptable times to verify information provided in this application.

Applicant Signature:  Date: 10/12/2020

Property Owner Signature:  Date: 10/12/2020
[] Check here if owner is submitting a Letter of Authorization in lieu of signing above

For applications requiring approval from the Development Review Board, please complete and submit the applicable supplementary documents (Check boxes for each documents submitted):

- Site Plan Review (Requires Site Development Plan Checklist)
- Conditional Use Review (Requires Site Development Plan Checklist)
- Site Development Plan Checklist
- Appeal of Zoning Administrator Decision
- Request for Variance (Requires Appeal of Zoning Administrator Decision)
- Subdivision Review (Requires Site Plan Review and Site Development Checklist)

Fees

Applications are not considered to be complete until all applicable fees have been received as follows:

Zoning Permit	\$25.00
Sign Permit	\$25.00
Site Plan Review	\$125.00
Conditional Use Review	\$125.00
Appeal of Zoning Administrator Decision	\$125.00
Variance Request	\$125.00
Subdivision Review – up to 3 lots	\$200.00
Subdivision Review – 4 lots or more	\$200.00 + \$100/lot
Planned Unit Development	\$200.00 + \$100/unit

Zoning Permit Application Form

Fees - continued

Fees for combined review shall be adjusted from the above schedule. Applicants shall pay the highest applicable initial review fee per the above schedule and a flat fee of \$50.00 for each additional review. For example: A 2-lot subdivision requiring a variance would pay a total fee of \$250.00.

In addition to all other fees, there is a \$15.00 Town Clerk recording fee for each page of a zoning permit, and \$25.00 for each page of a survey or subdivision plat (mylar).

Payment must be made by check, payable to: *Town of Londonderry, Vermont*

Applicants may be required to pay reasonable and customary costs for assistance provided by experts (engineers, planning consultants, etc.) requested by the Development Review Board, Selectboard or Planning Commission as part of the review process.

STATE PERMIT NOTICE

State of Vermont permits may be required for this project. The applicant or permittee retains the obligation to identify, apply for and obtain relevant state permits. Call 802-279-4747 to speak to the Regional Permit Specialist **before** beginning any earth work or construction.

DO NOT WRITE HERE - For Zoning Office Use Only

Fees Received: \$215.00 on 10/15/2020
via e-check

Notes:

Change of use from 2-family dwelling to 3-family multi-family dwelling, after the fact.

Application Deemed complete on: 10/16/2020

ACTION TAKEN: Approved Approved with Conditions Denied

Referred to Development Review Board Other (see below)

Comments: Conditional Use and Site Plan review hearings scheduled for 11/18/2020.

Signature: 
Zoning Administrator

Date: 10/16/2020

Scale 1" = 16'

377 MAIN STREET

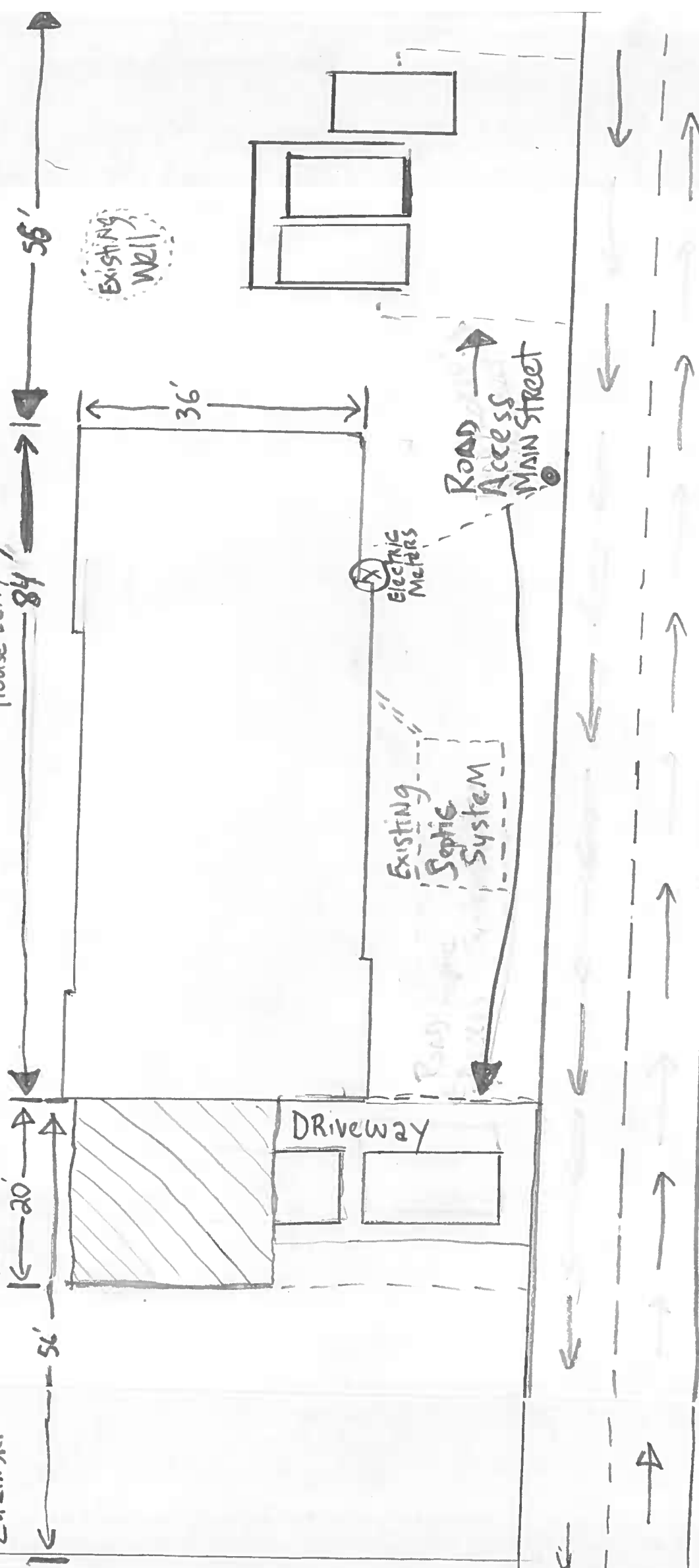
Lot Boundary Measurements 216' x 100'

Parcel # 101025.000

House Length 84'

56' Boundary to East Side Neighbor Steve Swinburne

56' Boundary to West Side Neighbor Zazinski



MAIN STREET South Londonderry VT 05155



Site Development Plan Checklist

[Ref: Zoning Bylaw Section 502]

This form must be accompanied by:

- A Zoning Permit Application
- Either a Site Plan Review Application Worksheet or a Conditional Use Review Application Worksheet, or both if so required.

Please use this checklist as a guide in preparing the plan, and to request waiver to the required provision.

The application shall not be considered complete until all of the application materials listed in A, below, and any materials specifically requested in subsection B, below, have been submitted. The DRB may waive one or more of the items listed in A, below, upon its determination that the item(s) are unnecessary for the comprehensive review of the application. Such waiver shall be made at the time that the application is accepted and deemed complete.

A. Any application for Conditional Use Review and/or Site Plan Review shall include one (1) original and two (2) complete copies of a site development plan. This plan shall include the following information unless a waiver is specifically requested in the column indicated.

Required Plan Elements	Info Provided?	Waiver Requested?	DRB Decision
1.a. The name and address of owner(s) of record of the property	Yes		
1.b. Name, address and interest of the applicant, if different than the owners(s) of record	N/A		
1.c. Name and address of the person or firm preparing the application and related plans	Yes		
1.d. Date of the application and related plans	Yes		
1.e. Names and addresses of all owners of adjoining lands <i>* Don't have info on West Side Property</i>	Yes Yes		
2. A plan drawn to scale (preferably prepared by a licensed engineer, surveyor, land planner for large projects) or otherwise approved by the DRB showing the following:	Yes		
2.a. North arrow and scale	Yes		
2.b. Legal property boundaries for the property	Yes		
2.c. Proposed property boundaries, including internal lot lines	N/A		
2.d. Existing and proposed features, to include:			
2.d.1. Topography	Yes		
2.d.2. Land use	N/A		

Site Development Plan Checklist

[Ref: Zoning Bylaw Section 502]

Required Plan Elements	Info Provided?	Waiver Requested?	DRB Decision
2.d.3. Existing vegetation	?		
2.d.4. Natural and critical habitat areas	?		
2.d.5. Floodplains and wetlands	?		
2.d.6. Farmland/conservation areas	?		
2.d.7. Zoning district boundaries			
2.d.8. Structures (building footprints)	yes		
2.d.9. Walls	yes		
2.d.10. Fence lines	yes		
2.d.11. Historic sites;	no		
2.d.12. Parking areas	yes		
2.d.13. Roads	yes		
2.d.14. Driveways	yes		
2.d.15. Easements and rights-of-way			
2.d.16. Utilities	yes		
2.e.1. Traffic and pedestrian circulation within the site	no		
2.e.2. Location of loading areas	no		
2.e.3. Access to neighboring properties	yes		
2.e.4. Public roads and sidewalks in the vicinity	yes		
2.e.5. Pathways and trails in the vicinity	no		
2.f.1. Proposed landscaping & screening	no		
2.f.2. Proposed grading & drainage	no		
2.f.2. Proposed sign & lighting details	no		
3. Site location map or other notation showing the location of the project in relation to nearby town highways, and adjoining parcels and uses	yes		
4. ATTACHMENT - Preliminary building sketches for new or altered structures, including an indication of the exterior design, window treatment and roof and siding materials	no		

Site Development Plan Checklist

[Ref: Zoning Bylaw Section 502]

B. The DRB, upon preliminary review of the application, may need additional information to determine whether the proposed use or structure meets the applicable standards. Such information may include the following:

Supplementary Plan Elements	Info Provided?	DRB Decision
Photographs of the site	yes	
Water supply and wastewater disposal plans	yes	
Phasing schedule for completion of all proposed development and site improvements.	No	
An indication of traffic to be generated by the project and the impact of such traffic on area roads	No	
The location of natural features or site elements to be preserved as open space or to be held in common and the method for protecting those features or elements	No	
Additional studies or data relative to the project's impact on the community, such as storm water management and erosion control plans, visual impact analysis or community service impact assessments.	No	

Applicant Signature: 

Date: 10/12/2020

Site Plan Review Application Worksheet

[Ref: Zoning Bylaw Section 504]

This form must be accompanied by:

- A Zoning Permit Application
- A Site Development Plan Checklist

Site Plan Review is generally required for all commercial, industrial and development type applications, excluding day care, group homes, agricultural activities and one- and two-family homes.

GENERAL STANDARDS. The Development Review Board may consider and specify appropriate safeguards, modifications and conditions relative to the following standards. Applicants are asked to provide narrative responses below or in an attached document.

*NOTE: Pursuant to 24 V.S.A. 4416(b), for all Site Plan Review applications that involve vehicular access to a State Highway (VT Route 11 or 100), a **Letter of Intent** issued by the State of Vermont Department of Transportation (VTrans) must accompany this application in order for this application to be considered complete. Please contact the VTrans District 2 office at 802-254-5011 to request a **Letter of Intent**.*

1. **Safety and efficiency of traffic access.** Vehicular access and intersections with roads shall meet all applicable Town and State design standards. The Board may limit the number and size of curb cuts to a single access and may require the reduction, consolidation or elimination of non-complying curb cuts. In appropriate instances, the Board may require provision for shared access between adjoining properties.

RESPONSE:

Check here if attachment provided []

N/A

2. **Adequacy of circulation, access, parking and loading facilities.** Parking shall be provided per the requirements of Section 413 of these regulations, and in accordance with the following:

- a. Parking should be adequate and designed to minimized visibility from off-site through location and landscaping and generally to the rear or interior of the site. Large, uninterrupted expanses of parking should be avoided and parking for the disabled provided.

Site Plan Review Application Worksheet

[Ref: Zoning Bylaw Section 504]

- b. Driveway connections to parking areas on adjacent properties, or provision for future connection maybe required where feasible. In the event of shared parking, or economies of scale, parking requirements may be reduced.
- c. Loading and delivery areas should be adequate to meet the anticipated needs in a manner that does not interfere with parking circulation and landscaping.
- d. Bicycle and Pedestrian Access. Pedestrian circulation within the site, and access to adjacent properties and along public roads should be provided. Such access may take the form of sidewalks, walking and/or bicycle paths, or other facilities depending upon site conditions. Adequate access should be provided for people with disabilities.

RESPONSE: <i>N/A</i>	Check here if attachment provided []
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3. **Landscaping and Screening.** Landscaping should enhance the features and conditions unique to each site, and include a combination of shade trees (deciduous and/or coniferous), shrubs and well-kept grasses and ground covers. Landscaping may be required in front and side yards, adjacent to parking areas, where rear yards abut residential properties or public roads, and as otherwise necessary to provided adequate screening. A plan for all proposed landscaping shall be prepared. Bonding or surety may be required to ensure installation and maintenance.

Landscaping plans should consider the following:

- a. The preservation of existing ground cover and trees, especially those that are mature or determined to be of special horticultural or landscape value where feasible.
- b. The use of both deciduous and coniferous shade trees in available yard area, especially front and side yards and parking areas. Shade trees should be placed to interrupt the facades of buildings, expanses of parking, visually reduce the scale and bulk of large buildings, integrate the site with surrounding landscape and to enhance environmental quality (e.g., wildlife habitat, soil stabilization, storm water retentions, air quality, energy conservation). Shade trees are especially important in instances where street trees are not practical because of site constraints. Shade trees recommendations follow:
 - be minimum of 2.5" trunk diameter at five (5) feet for deciduous trees and eight (8) feet high for conifers or as appropriate to the site.

Site Plan Review Application Worksheet

[Ref: Zoning Bylaw Section 504]

- be a species with a substantial life expectancy, have a tolerance for soil compaction and drought and be of native origin.
- c. The use of street trees should be considered and may be planted at thirty (30) foot +/- intervals to create a canopy effect and should be salt tolerant.
- d. Use flowering ornamental trees to complement shade trees in instances where appropriate. Landscaping beds may enhance the general appearance of the site and use of earthen berms should generally be avoided.

RESPONSE:

Check here if attachment provided []

N/A

4. Historic Resources. Consideration should be given to the impact of the proposed development on historic structures on site or adjacent. To the extent feasible, continued use of existing historic structures should be encouraged and the appearance of historic structures protected.

RESPONSE:

Check here if attachment provided []

N/A

5. Natural Resources. Consideration should be given to the recognition and incorporation of important natural features in site design and layout. The Board may review the proposed development so it will have minimal adverse impact on important natural features located on the parcel. (Buffering and/or protection through conservation easements or other deed restrictions may be considered).

Site Plan Review Application Worksheet

[Ref: Zoning Bylaw Section 504]

RESPONSE:

Check here if attachment provided []

N/A

6. Character of the Neighborhood. The Board may consider if the scale and appearance of the proposed development does not adversely affect the character of the neighborhood.

RESPONSE:

Check here if attachment provided []

N/A

SPECIFIC STANDARDS. In addition to the General Standards set forth above, the Board may require conditions or modifications to the project to ensure the following, and applicants are encouraged to consider these in their developing their projects:

1. The proposed development conforms to applicable district standards, if any, established for individual zoning districts, including site location, natural resource protection and buffer requirements and other standards set forth in Section 204 relative to the Shoreland (S), Flood Hazard Overlay (FHO) and Resource Conservation Overlay (RCO) Districts.

2. The proposed development conforms to all Specific Standards set forth in Article III and all General Standards set forth in Article IV of this bylaw.

3. The proposed development shall not result in any direct or indirect discharge of waste, contaminants, storm water, or in-ground disposal of wastewater in a manner that would adversely impact existing or planned, public or private, water supplies or facilities (including roads, erosion, etc.).

4. The storage or display of outside materials, goods, supplies, vehicles, machinery or other materials shall be prohibited unless specifically approved by the Board. Secured, covered areas shall be provided for the collection and on-site storage of trash and recyclables generated by the proposed development. In approving such outdoor display or storage, the Board may place

Site Plan Review Application Worksheet

[Ref: Zoning Bylaw Section 504]

conditions on the area and location of such storage or display, and may require appropriate screening.

5. Exterior lighting shall be limited to cut-off fixtures. Such fixtures shall be directed so as not to cause glare on adjacent roadways, cause excessive levels of illumination, or result in direct illumination of neighboring properties. The Board may restrict the maximum level of illumination on all or a portion of the property.

6. The development shall not result in any undue adverse impact to any scenic area, historic resources or natural resources identified in the Town Plan or through site investigation. The Board may limit the location, scale, layout and design of the proposed development to ensure the protection of scenic areas, historic resources and/or natural resources.

RESPONSE:

Check here if attachment provided []

N/A

Applicant Signature: 

Date: 10/12/2020

Conditional Use Review Application Worksheet

[Ref: Zoning Bylaw Section 503]

This form must be accompanied by:

- A Zoning Permit Application
- A Site Development Plan Checklist

Conditional Use Review shall apply only to those uses designated as conditional uses in Zoning Bylaw Article II or as otherwise specified under Article III. Conditional Use Review is generally required where development may be expected to have a significant impact on neighboring properties. Conditions may be necessary to protect existing properties.

GENERAL STANDARDS. Conditional use approval must be granted by the Development Review Board upon its determination that the proposed use or structure will not adversely affect the following standards. Applicants are asked to provide narrative responses below or in an attached document.

1. **The capacity of existing or planned community facilities or services.** The Board must consider the demand for community services and facilities which will result from the proposed development, and determine whether that demand will exceed the capacity of existing facilities or services. In making such a determination, the Board will consider any capital program or budget in effect at the time of application. Conditions may be imposed regarding the timing and phasing of development to minimize the impact on schools and other community facilities and services.

RESPONSE:

N/A

Check here if attachment provided []

2. **The character of the neighborhood, area, or district affected.** The Board considers the location, scale and intensity of the proposed development relative to the use and character of adjoining properties and other properties likely to be affected by the proposed use; and must consider the proposed development's compatibility with the purpose and character of the affected district as defined by this Zoning Bylaw, the Town Plan, and the testimony of affected property owners other interested persons and Town residents.

RESPONSE:

N/A

Check here if attachment provided []

Conditional Use Review Application Worksheet

[Ref: Zoning Bylaw Section 503]

3. **Traffic on roads and highways in the vicinity.** The Board must consider the projected impact of traffic resulting from the proposed development on the capacity, safety, efficiency and use of affected public roads, bridges, and intersections. Generally, the Board will depend on accepted transportation standards in evaluation traffic impacts.

RESPONSE: N/A	Check here if attachment provided [<input type="checkbox"/>]
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4. **Bylaws now in effect.** A conditional use must comply with all bylaws and regulations in effect at the time of submission of the application.

RESPONSE: N/A	Check here if attachment provided [<input type="checkbox"/>]
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5. **The utilization of renewable energy resources.** The Board will consider whether the proposed development will not interfere with the sustainable use of renewable energy resources either through use of those resources or on the proposed project's impact on the future availability of such resources.

RESPONSE: N/A	Check here if attachment provided [<input type="checkbox"/>]
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Conditional Use Review Application Worksheet

[Ref: Zoning Bylaw Section 503]

SPECIFIC STANDARDS. In addition to the General Standards set forth above, the Board may require conditions or modifications to the project to ensure the following, and applicants are encouraged to consider these in their developing their projects:

1. The proposed development conforms to applicable district standards, if any, established for individual zoning districts, including site location, natural resource protection and buffer requirements and other standards set forth in Section 204 relative to the Shoreland (S), Flood Hazard Overlay (FHO) and Resource Conservation Overlay (RCO) Districts.

2. The proposed development conforms to all Specific Standards set forth in Article III and all General Standards set forth in Article IV of this bylaw.

3. The proposed development shall not result in any direct or indirect discharge of waste, contaminants, storm water, or in-ground disposal of wastewater in a manner that would adversely impact existing or planned, public or private, water supplies or facilities (including roads, erosion, etc.).

4. The storage or display of outside materials, goods, supplies, vehicles, machinery or other materials shall be prohibited unless specifically approved by the Board. Secured, covered areas shall be provided for the collection and on-site storage of trash and recyclables generated by the proposed development. In approving such outdoor display or storage, the Board may place conditions on the area and location of such storage or display, and may require appropriate screening.

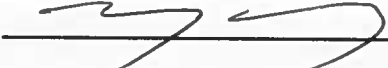
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6. The development shall not result in any undue adverse impact to any scenic area, historic resources or natural resources identified in the Town Plan or through site investigation. The Board may limit the location, scale, layout and design of the proposed development to ensure the protection of scenic areas, historic resources and/or natural resources.

RESPONSE:

Check here if attachment provided []

N/A

Applicant Signature: 

Date: 10/12/2020