



**TOWN OF COLCHESTER**  
APPLICATION FOR  
CONDITIONAL USE REVIEW

Permit # CU-\_\_\_\_-\_\_\_\_\_

All information requested on this application must be completed in full. Failure to provide the requested information either on this application form or on the site plan will result in your application being rejected and a delay in the review before the Development Review Board.

1) LAND OWNER OF RECORD (Name, mailing address, phone and email)\_\_\_\_\_

\_\_\_\_\_

2) PROJECT STREET ADDRESS:\_\_\_\_\_

3) TAX MAP & PARCEL #(can be obtained at Assessor's Office)\_\_\_\_\_

4) APPLICANT (Name, mailing address, phone and email)\_\_\_\_\_

\_\_\_\_\_

5) CONTACT PERSON (Name, mailing address, phone and email)\_\_\_\_\_

\_\_\_\_\_

6) CONSULTANT INFORMATION (Name, mailing address, phone and email)\_\_\_\_\_

\_\_\_\_\_

7) PROJECT DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8) ACREAGE TO BE DISTURBED: \_\_\_\_\_

9) PEAK HOURS OF OPERATION (Commercial Only):\_\_\_\_\_

10) PLAN AND FEE

A plan shall be submitted which shows the information listed on Exhibit B attached if applicable. A conditional use application fee of \$446 (or \$210 if submitted with site plan application) shall be paid to the Town at the time of submittal. In accordance with Colchester's Fee Ordinance Chapter 6 ½ - 4, applicants for all permits are responsible for costs of reviews conducted by third-party consultants/experts requested by the Town.

*Please submit one paper copy and a digital copy of the application in pdf (file not exceeding 20mb) via email to pzinfo@colchestervt.gov. If online submittal is not feasible, submissions will be accepted via CD/ DVD. Application forms, plans, and supporting documents shall each be separate pdfs and plans shall be submitted as a set whenever feasible. Files shall be named the address of the property and the type of document followed by the year (i.e. 205RooseveltHwyApp15). Each file name shall be unique with no spaces and characters shall be numbers or letters (no characters such as hyphens, #, &, or \*). All pdfs shall be at least at 300dpi, color, and to scale if a plan, elevation, or similar document.*

11) CONDITIONAL USE REVIEW CRITERIA NARRATIVE

A narrative description of how the proposed project meets the criteria of Section 8.10 of the Development Regulations shall be submitted that addresses all of the points listed on Exhibit C attached.

I hereby certify that all the information requested as part of this application has been submitted and is accurate to the best of my knowledge.

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SIGNATURE OF APPLICANT

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SIGNATURE OF LAND OWNER

*By the land owner signature, the land owner is authorizing the applicant to act on their behalf.*

☐ Check this box if the consultant listed is authorized to act on behalf of the applicant and land owner.

☐ Check this box if the contact person listed is authorized to act on behalf of the applicant and land owner.

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**Do not write below this line**

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DATE OF SUBMISSION: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

I have reviewed this conditional use application and find it to be: ☐ Complete

☐ Incomplete

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Zoning Administrator or Designee

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Date

EXHIBIT A  
ADJOINING PROPERTY OWNER INFORMATION

(please use the interactive map at [Colchestervt.gov](http://Colchestervt.gov) for info & try to include direct abutters as well as adjacent properties along the shoreline within the area of affect as well as across the street)

<b>Example:</b> Tax Map 7, Parcel 57 John and Jane Doe P.O. Box 55, 835 Blakely Road Colchester, VT 05446		

EXHIBIT B PLAN  
(CHECK WITH ZONING ADMINISTRATOR TO SEE IF NECESSARY)

The following information must be shown on the plan. Failure to provide the following information will result in your application being rejected and a delay in the review before the Development Review Board.

- Lot drawn to scale (20 feet scale if possible)
- North arrow
- Descriptive photos of your request from all possible angles
- Location and dimensions of all buildings existing and proposed on the lot
- Physical features (streams, wetlands, vegetative cover, etc.)
- Setback distances of all buildings from property lines
- Square footage or acreage of the lot
- Square footage of all structures, parking, drives, and other impervious surfaces

If determined necessary by the Zoning Administrator, the following should also be included:

- Survey data (distance and acreage)
- Location of streets, fire hydrants, fire lanes
- Existing sidewalks, recreation paths, and pedestrian walkways
- Zoning boundaries
- Number and location of parking spaces (including handicapped spaces)
- Location of septic tanks, fields, & lines and/or septic test pit, and percolation information
- Existing or proposed water supply
- Location of any easements
- Name of person or firm preparing site plan and date
- Exterior lighting, dumpster or trash area, and bike rack locations
- If restaurant is proposed, provide number seats and square footage of floor area provided for patron use but not containing fixed seats
- Loading areas & truck circulation patterns
- Building elevations & building level floor plans
- Existing or proposed landscaping

**EXHIBIT C**  
**CONDITIONAL USE REVIEW CRITERIA**  
**SECTION 8.10 OF THE COLCHESTER DEVELOPMENT REGULATIONS**

**The proposed use shall not result in adverse effect on any of the following (use a separate page if necessary):**

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**(a) The capacity of existing or planned community facilities;**

**(b) The character of the area affected as defined by the purpose or purposes of the zoning district within which the project is located and specifically stated policies and standards of the Municipal Plan;**

**(c) Traffic on roads and highways in the vicinity;**

**(d) Bylaws and ordinances in effect; or**

**(e) Utilization of renewable energy resources.**