



Ludlow, Vermont

Town & Village Application for a Hearing Before the Development Review Board

Property Location: _____ **Parcel ID:** _____

Property Owner: _____ **Phone No.:** _____

Mailing Address: _____ **Email:** _____

Appellant: _____ **Phone No.:** _____

Mailing Address: _____ **Email:** _____

Lot Size: _____ **Zoning District:** _____ **Floodway/Plain:** _____

Type of Application:

- Appeal Decision by Administrative Officer {a copy of this appeal must be filed with the Administrative Officer}
- Conditional Use Permit
- Amend a Conditional Use Permit
- Variance {this must meet the requirements of 24 V.S.A. 4468 and Article 3, Section 350.3 of the Regulations}
- Local Act 250 Review
- Planned Unit Development
- Amend a Planned Residential Development Permit
- Site Plan Review
- Flood Hazard Review
- Preservation District Design Review

Reason for Hearing: _____

The Appellant/Property Owner must submit, with this application, plans, elevations, landscaping diagrams, traffic circulation diagrams, neighborhood land use maps, and any additional information and/or data to advise the Board fully in reference to this application or appeal.

Signature of Appellant/Land Owner: _____ **Date:** _____

Zoning Article and Section: _____

Appeal No.: _____ **Fee:** _____ **Date:** _____

Town & Village Development Review Board

The following information must be submitted prior to being scheduled for a Development Review Board hearing.

Please use this checklist to track your progress.

- Completed DRB Application and fees.
- Complete set of building elevation plans showing all sides of the structure(s), and shall be of sufficient detail. (7 copies)*
- Floor plans with sufficient detail and all measurements. (7 copies)*
- Site plan(s) drawn in appropriate scale showing the boundaries of the property. (7 copies)
- A report from the **Ludlow Ambulance Service** regarding emergency medical service.
- A report from the **Ludlow Police Department** regarding traffic safety, security, and parking issues.
- A report from the **Ludlow Fire Department** regarding fire safety issue. (**Plot plan, Building plans, and/or a walk-through is required.**)
- A report from the **Division of Fire Safety** regarding building safety. (Applicable only to Commercial Buildings, and Multi-Units.)
- A report from the **Village of Ludlow’s Electric Light department or Green Mountain Power** regarding energy use and conservation measures. [**If planning to build**]
- A request to the **Village of Ludlow Board of Trustees** for allocation to the **Wastewater Treatment Facility**, send letter to the Municipal Manager. [**If Applicable**]
- A request to the **Village of Ludlow** approving a connection to the **Municipal Water System**, and the proposed allocation [**Village Only**], send letter to the Municipal Manager. [**If Applicable**] – **Required before building.**
- An approved **on-site septic system** [**If Applicable**]
- An approved **on-site water supply** [**If Applicable**] – **Required before building.**
- Other Permits: Contact Department of Environmental Conservation for information on State permits
 - Municipal Highway Access Permit [Town or Village]
 - Sign Permit [Town or Village]
 - Labor and Industry, Agency of Transportation, Agency of Natural Resources, Etc.

* All building plans must be marked “Construction Set” or “For Construction” in the revision section of the title block, and dated.

Permit Information and Approvals

TOWN AND VILLAGE OF LUDLOW

Municipal Manager
Brendan McNamara
PO Box 359
Ludlow, VT 05149-0250
Contact info: 802-228-2841
tmanager@tds.net

Ambulance Service
Stephanie Grover
PO Box 359
Ludlow, VT 05149-0250
Contact info: 802-228-2880
sgrover.las@tds.net

Fire Department
Ben Whalen, Chief
PO Box 359
Ludlow, VT 05149-0355
Contact info: 802-952-3942
bwhalenfd@gmail.com

Police Department
Jeffrey P. Billings, Chief
PO Box 359
Ludlow, VT 05149-0250
jeffrey.billings@vermont.gov

Health Officer
Eric Alden
Contact info: 617-750-8540
eric@longwoodboston.com

Electric Light Department
Thomas Petraska
9 Pond Street
Ludlow, VT 05149-0289
Contact info: 802-228-3809

Green Mountain Power
PO Box 1611
Brattleboro, VT 05302-1611
Contact info: 1.888-835-4672

STATE OF VERMONT

District II Environmental Commission
Stephanie Gile, Coordinator
100 Mineral Street, Suite 305
stephanie.gile@vermont.gov

Vermont Department of Public Safety
Division of Fire Safety
Michael Messer
100 Mineral Street, Suite 307
Contact info: 802-279-2021
michael.messer@vermont.gov

VT Shoreland Protection Act
Laura, Dlugolecki, Permit Specialist
Contact info: 802.885-8965
laura.dlugolecki@vermont.gov

Southern Region Flood Hazard Review
(Please contact Planning and Zoning Office)
Contact info: 802-228-2845
zoning@tds.net

Agency of Natural Resources
Department of Environmental Conservation
Terry Shearer – Southern District
Supervisor and Regional Engineer
Contact info: 802-591-0338
terry.shearer@vermont.gov

TOWN & VILLAGE OF LUDLOW, VERMONT

ADMINISTRATIVE PERMIT FEES (includes \$15 Recording Fee)

| | |
|---|--|
| Residences | \$165.00 per unit plus \$0.10 per sq. ft |
| Motels, Hotels, Inns, etc. | \$115.00 per room, plus \$0.10 per sq. ft. |
| Commercial Structures | \$215.00 per unit, plus \$0.10 per sq. ft. |
| Industrial Structures | \$215.00 per unit, plus \$0.10 per sq. ft. |
| Additions/Alterations to Existing Residential Structures | \$65.00 plus \$0.10 per sq. ft. |
| Additions/Alterations to Existing Commercial Structures | \$115.00 plus \$0.10 per sq. ft. |
| Detached Accessory Buildings | \$65.00 plus \$0.10 per sq. ft. |
| Lot Line Adjustments (includes Mylar) | \$140.00 |
| Access Permits | \$40.00 |
| Sign Permits | \$40.00 |
| Certificates of Occupancy | \$50.00 |
| Home Occupations | \$115.00 |
| Bianchi's | \$50.00 |

| | |
|-------------------------------------|---------|
| <u>Recording Fees:</u> | |
| Property Owner Letter of Permission | \$15.00 |
| Energy Certificates | \$15.00 |
| Mylars | \$25.00 |

Note: Fees are doubled if building starts without a permit

PUBLIC HEARING FEE SCHEDULE

| | |
|--|--------------------------------|
| Conditional Use Permits, Amendments, Appeals, Reconsiderations, Site Plan Reviews, Variances and Flood Hazard Reviews | \$300.00 |
| Planned Residential Developments & Amendments | \$600.00 |
| Subdivision Permits & Amendments | \$600.00 plus \$150.00 per lot |
| Local Act 250 Review | \$300.00 |
| DRB Permit Recording Fees (surcharge to each permit) | \$15.00 per page |
| Subdivision Mylar Recording Fees | \$25.00 |

SECTION 252 - VARIANCES

252.1 - BASIC REQUIREMENTS

Pursuant to Title 24, Section 4469 of the Act, on appeal under Section 4465 or Section 4471 of Title 24 of the Act wherein a variance from the provisions of these Regulations is requested for a structure that is not primarily a renewable energy resource structure, the Development Review Board shall grant variances, and render a decision in favor of the appellant, if all of the following facts are found and the findings are specified in its decision:

1. Are there unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the zoning regulation in the neighborhood or district in which the property is located?

2. Because of such physical circumstances or conditions, is there no possibility that the property can be developed in strict conformity with the provisions of the zoning regulation and is the authorization of a variance is therefore necessary to enable the reasonable use of the property?

3. Has the unnecessary hardship not been created by the appellant?

4. Will the variance, if authorized, not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy sources, nor be detrimental to the public welfare?

5. Will the variance, if authorized, represent the minimum variance that will afford relief and will represent the least deviation possible from the zoning regulation and from the plan?

Town and Village of Ludlow, Vermont

Information for Public Hearing before the Development Review Board

APPLICANT:

APPLICATION NO.:

MAILING ADDRESS:

PROPERTY LOCATION:

THIS PROJECT IS DESCRIBED AS:

CRITERION 1: CAPACITY OF EXISTING AND PLANNED COMMUNITY FACILITIES

IMPACT OF GROWTH

| <u>Added Services</u> | <u>Estimated Added Cost to Town</u> | <u>Estimated Added Income to Town</u> |
|-----------------------|---|---|
| Sewage Disposal | _____ | _____ |
| Solid Waste Disposal | _____ | _____ |
| Water Supply | _____ | _____ |
| Police Service | _____ | _____ |
| Fire Service | _____ | _____ |
| Medical Services | _____ | _____ |
| Highway Maintenance | _____ | _____ |
| Recreational Services | _____ | _____ |

Who is responsible for the plowing of snow?

**SUFFICIENT
WATER
SUPPLY**

Type of water supply?

If municipal, proof that sufficient capacity exists:

If individual well or springs, is there any indication that adequate supplies have been found in the area?

Will the project affect other peoples' wells or springs?

**WATER
CONSER-
VATION**

Are low flush toilets, aerator faucets, and low flow shower heads included in this proposal?

List any other water saving devices or practices that are proposed:

**WASTE
DISPOSAL**

If required, has a "Water Supply/Wastewater Disposal Permit" been applied for? Status?

Will this project require additional sewage disposal allocation?

How much?

Type of Sewage Disposal System:

Type of soils, and depth, if known:

If Village system, does adequate capacity exist?

How will solid waste be disposed of?

**MUNICIPAL
SERVICES**

Has the Ludlow Ambulance Service reviewed this project?

Has the Ludlow Fire Department reviewed the project for access, hydrant location, and other concerns? If yes, comments?

Has the Ludlow Police Department reviewed the project for adequate security and other concerns? If yes, comments?

**EDUCATIONAL
SERVICES**

Projected number of additional students resulting from this project?

Has the Supervisory District commented?

UTILITIES

Has the Village of Ludlow's Electric Light Department reviewed this project for energy use and conservation?

Has the Ludlow Telephone Company commented regarding service to this project?

CRITERION 2: CHARACTER OF THE AREA

**SITE
INFORMATION**

Present site description:

Will the site have exterior lighting?

If yes, have the pole heights, fixture type (with wattage), and locations been indicated?

Is the design of all signs included with this application?

Comments:

Describe the project exteriors:

Are there any natural areas, or necessary wildlife habitat?

Comments:

**AIR
QUALITY**

Will there be any process or other emissions?

If yes, describe:

What type of heat will be used?

How many "BTU's"?

Will there be any noise pollution or noxious odor?

If yes, describe.

**WATER
QUALITY**

Is this a headwaters area?

If yes, will the ground cover be significantly altered?

Will the ground or surface water quality be reduced?

STREAMS

Will development be adjacent to a stream or water course?

If yes, has the Applicant designed the project to maintain the stream(s) in a natural condition, wherever feasible?

If required, has a 'Stream Alteration Permit' been applied for?

Status?

SHORELINES

Will the project be on a shoreline?

If yes, will the shoreline be retained in its natural condition, will continued public access be provided, and/or will screening vegetation?

Is an erosion control site plan enclosed (showing top soil stockpiles, temporary and permanent; sediment traps; calculated C.F.S. for ditches, catch basis, and culverts; seeding and mulching specification)? Explain:

CRITERION 3: TRAFFIC

Has access to Town, Village, or State highways been approved by local or State transportation agency officials?

How will the project affect the traffic of the main road?

Are sight distances adequate? Specify length if known.

Is there enough parking?

Number of spaces required:

Can emergency vehicles gain access?

Has the Ludlow Police Department reviewed this project for traffic safety?

Will this project create any new roadways?

If yes, have the roadway designs been reviewed by the by the appropriate legislative body?

Is an access permit required?

CRITERION 4: CONFORMANCE WITH REGULATIONS

ZONING REGULATIONS

What is the zoning district in this area?

Does the proposed use conform with the Regulations?

Explain.

MUNICIPAL PLAN

Does this project conform to the Municipal Development Plan?

Explain:

FLOOD WAYS (Maps available at Municipal Offices of Insurance Agency)

Is this project within the floodway or floodway fringe.

If yes, has the project been reviewed by the State's Flood Plain Management Engineer?

If yes, is it likely that flows will be restricted, or diverted, and/or peak discharge downstream will be significantly increased? Explain

Has the project been reviewed by a professional engineer or architect for conformance with the National Flood Insurance Programs standards?

ADDITIONAL COMMENTS REGARDING THE PROJECT:

Applicant: _____

Prepared: _____

Date: _____