

# Submission Requirements for DRB Review

## Review of Complete Application

All applications, fees, site plans and other items for review are required one month prior to the DRB hearing date. Plans shall be deemed substantially complete by the Zoning Administrator before the application will be scheduled and warned for a hearing. A recommendation from the Stowe Historic Preservation Commission, if required, must be obtained before the application is warned. Submittals shall include the items below, unless waived by the Zoning Administrator, upon a determination that such information is probably not necessary to determine if the project will comply with the Zoning and/or Subdivision Regulations. Two large size plans drawn to scale on 18" x 24" or 24" x 36" sheets and one 11" x 17" size are required at the time of submittal. Nine sets of all materials to be included in the DRB package are due one week prior to the hearing.

## Site Plans

All plans shall be based upon a survey or, as a minimum, a site plan prepared by a licensed engineer or licensed surveyor. Plans shall include:

- An inset locus map indicating the location of the land under review
- Title Block which shall include: name of the project, current owner, preparers name and tax parcel number for the property
- Names and location address of all adjoining property owners
- Bar scale, north point and date of preparation along with date of survey
- Zoning and stream setback lines
- Existing or proposed building zones
- Easements and rights-of-way
- Existing and proposed building and structure locations
- Location of existing roads, driveways and sidewalks including width
- All distinct and/or prominent physical features, (existing or proposed), such as tree lines, no-cut zones, stone walls, ledge outcroppings, watercourses, water supplies, wastewater areas or sewer lines areas, or items of historical or cultural significance.
- Any proposed relocation of town sewer or water lines
- Parking lot layout including size of spaces, aisle widths, direction of travel, surface treatment, any proposed screening for adjacent parcels, proposed drainage, handicapped parking spaces, loading areas, dumpster locations, and snow pile areas
- Table listing existing and proposed uses and required parking, include square footage or number of units as appropriate, if commercial or multi-family construction or change of use is being reviewed
- Proposed landscaping including size, type, materials and location of existing and proposed plantings including features to be removed
- Proposed external lighting including cut sheets if construction is being reviewed
- Proposed stormwater drainage plan showing natural and proposed contours
- Proposed site grading

## Elevations

Elevations shall be submitted for all proposed construction. Elevations should include:

- Building elevations for all sides involving construction
- Building detailing
- Proposed external lighting including cut sheets

## Other Items

- Information relating to any new curb cuts such as memos or permits from the approving body
- Information regarding arrangements for shared access or parking
- Information on any deed restrictions related to the development
- Information on any proposed phasing of development
- Traffic study for larger projects
- Visual analysis required for review under Section 9, Ridge and Hillside Overlay District
- Any information required for review under Section 10, Stowe Historic Overlay and Historic Buildings
- Any other information deemed relevant to the development review