



## Department of Permitting and Inspections

645 Pine Street  
Burlington, VT 05401-8415  
Phone: (802) 865-7188  
[www.burlingtonvt.gov/dpi](http://www.burlingtonvt.gov/dpi)

### Conditional Use/Major Impact Review Application Checklist

Use this checklist for all applications for Conditional Use or Major Impact Review zoning permits - See [Sec. 3.5.2](#) of the Zoning Ordinance.

In order for your application to be considered complete, the following information **must** be provided as applicable:

- A completed application form, signed by the property owner;
- The application fee (below), in cash, checks, and credit cards. Checks to be made out to the 'City of Burlington'. Credit card payments will incur a convenience fee;
- Description of the proposed use and/or development;
- Days and hours of operation;
- Number of employees;
- Traffic generation and parking analysis (daily and peak hour);
- Floor plans indicating location and floor area of individual uses;
- Phasing schedule;
- Information and narrative necessary to address each of the applicable Review Criteria pursuant to Sec. 3.5.6(b); and,
- For Major Impact applications under Sec.3.2.1 (d), an affidavit providing certification of having held a pre-application neighborhood meeting. See the 'Pre-Application Neighborhood Public Meeting' guide for details.
- Other additional information as may be required by the Administrative Officer pursuant to Sec. 3.2.3.

#### Conditional Use Application Fee:

\$195

#### Major Impact Application Fee:

1. \$250 and;
2. \$1.21/\$1,000 estimated construction cost

**INTERDEPARTMENTAL CHECKLIST  
For  
MAJOR IMPACT REVIEW**

Applicants with projects subject to review under the Major Impact criteria of Article 3 of the Zoning Ordinance are responsible for contacting the City Departments noted below prior to filing a Zoning Permit application with the Department of Permitting and Inspections.

The Applicant is responsible for obtaining written input from each of the departments regarding the items listed beneath each department heading.

**Department of Public Works (645 Pine Street, Phone 863 9394)**

- Address expected municipal water and sewer needs
- Address proposed stormwater management
- Address proposed erosion control measures
- Address projected traffic impacts

**Department of Parks and Recreation (645 Pine Street, Phone 864 0123)**

- Address projected impacts on park and recreation needs

**School Department (150 Colchester Ave, Phone 865 5332)**

- Address educational impacts (for residential projects only)

**Fire Department (136 So. Winooski Ave, Phone 864 5311)**

- Address anticipated fire and emergency response impacts

**Police Department**

- Address anticipated police service impacts

**If you have any questions concerning this checklist, please call the Zoning Division at 865 7188 or drop by the Department's offices at 645 Pine Street, Burlington.**