



Department of Planning and Zoning

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COA Level I Review Application Checklist

Use this checklist for all applications for zoning permits eligible for Design Review with a construction value of **\$24,000 or less** - See Sec. 3.2.2 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 of \$80, in cash or check (no cards). Checks to be made out to the 'City of Burlington'. (There will also be a \$37 fee to request the Final Certificate of Occupancy when the project is complete, if requested within the two year time limit);
- Photographs of the subject property, showing the location of the project (and neighboring properties if applicable);
- A site plan of the subject property, that is accurate and to scale, (full size with an additional copy at 11x17 size) indicating the location and dimensions of all existing structures, walkways, driveways, and other significant features; and all proposed changes with all dimensions; distances from the front, side and rear property lines to each proposed new structure and/or site improvement, which shall include the following as applicable:
 - Identifying information including the record owner of land, north arrow, date (including any revision dates) and scale (recommended at a scale of 1" = 8, 10, 16, 20, 40 feet);
 - Property lines and abutting streets;
 - Rights of way or easements affecting the property;
 - Existing natural features of the site including water courses and applicable buffers, wetlands and applicable buffers, floodplains, trees and other vegetation, etc;
 - Existing and proposed setbacks to property lines and/or public rights-of-way;
 - Existing and proposed contours at no more than 5-foot intervals;
 - Location of existing and proposed utilities and facilities (water, sewer, electric, telephone, fire hydrant);
 - Location of existing and proposed buildings;
 - Height of proposed buildings and how measured (refer to Sec. 5.2.6);
 - Location and number of parking spaces pursuant to the requirements of Article 8, and the type of barriers used to define parking areas (bollards, curbs, etc.); and,
 - Information regarding any applicable zoning overlay districts as defined in Article 4, Part 5.
- A coverage calculation table showing the square foot area of all existing and proposed structures and hard surfaces (walkways, driveways etc), with a total percentage coverage calculation based on lot size (see 'Site Plans Design Review Guide' for an example of this table);
- Specification sheets (also known as cut sheets) from the manufacturer or retailer for all new windows, doors, mechanical equipment, lighting etc;
- Building elevations (drawings to scale with color rendering if possible) for all proposed and/or modified buildings and any related buildings (full size with an additional copy of each elevation at 11x17 size). Elevations of each exterior façade shall indicate all architectural details, window and door openings with dimensions and trim details, and materials, siding (wood clapboard, brick, etc.), roof, trim, colors to be used. Elevations must show all roof-mounted equipment, ground-mounted equipment, building-mounted signs and/or sign bands, and building-mounted light fixtures;
- A landscaping plan, (full size with an additional copy at 11x17 size) indicating existing vegetation and plantings (trees, shrubs, etc.) and proposed plantings. Size, species and spacing shall be clearly indicated;
- If the project involves disturbing 400 sq ft or more of land (removing or adding anything that will create exposed soil) an 'Erosion Prevention and Sediment Control Plan' will be required. Please complete the EPSC Questionnaire and provide an EPSC site plan indicating locations of control such as silt fences, hay bales etc. (Some projects may require further permanent stormwater control measures as required by the City Stormwater Administrator).

Please Note: Applications involving building features, cornices, canopies or similar projections that project over the public Right of Way will require a separate approval from either the City Council or Church Street Marketplace prior to installation. This can take up to four weeks so please visit the Clerk/Treasurers Office or the Church Street Marketplace to obtain the appropriate information and application form as soon as possible.