



## Department of Planning and Zoning

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### COA Level III Final Plat Checklist

Use this checklist for all final plat applications for zoning permits for all land subdivisions and planned developments - See Sec. 3.2.2(e) of the Zoning Ordinance. Submission requirements include materials required for a COA Level II application and other requirements under Articles 10 or 11 of the 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 or check (no cards). Checks to be made out to the 'City of Burlington'. (There will also be a fee to request the Final Certificate of Occupancy when the project is complete);
- Photographs of the subject property, showing the location of the project (and neighboring properties if applicable);
- A letter requesting review and approval of the final plat and giving the names and addresses of person(s) to whom notice of the hearing by the DRB shall be sent.
- A narrative describing the proposed project's conformance with each of the applicable review criteria per Sec. 10.1.9, Final Plat Approval Process, (d) Review Criteria, and a timetable or phasing plan for the construction of all site improvements.
- Ten (10) copies of the Final Plat specifications (with an additional copy at 11x17 size) as follows: The final plat shall be prepared by a Vermont licensed land surveyor at a scale of one inch equals forty feet (1"=40'). Sheet sizes shall be twenty-four (24) inches by thirty-six (36) inches with one-inch margins on three (3) sides and two (2) inch margin on the side to be bound. If multiple sheets are used, they shall be accompanied by an index sheet referencing the entire final plat. The final plat shall contain all information required for the preliminary plat together with the following information:
  - A. Existing and proposed lines of streets, ways, lots with areas of each, dimensions and areas of easements, parks and other property within the subdivision to be dedicated for public use.
  - B. Location, width, name, and final grade of proposed streets.
  - C. Sufficient data including the length, radii, and central angles of all curves to readily determine the location, bearing, and length of every street and right-of-way, lot line and boundary line and to reproduce same on ground; all bearings to be referred to magnetic meridian. Wherever a boundary line of the subdivision is within five hundred (500) feet of a Vermont Coordinate Survey monument, the survey of the subdivision shall be tied to said monument(s). The error of closure must not exceed one to fifteen thousand (15,000); traverse streets or a copy thereof showing error of closure of the field surveys and the calculations for final adjustment must be submitted to the office of the city engineer for approval.
  - D. Location of all permanent monuments properly identified as to whether existing or proposed. The distance and bearing to the nearest municipal, county or state monument on an accepted way and monuments at all points of curvature and changes in direction of street right-of-way lines or where designated by the city engineer.
  - E. Location, names and present widths of streets bounding, approaching or within reasonable proximity of the subdivision and street lines of the access street leading from the subdivision to the nearest accepted public street.
  - F. Lot numbers, proposed house numbers and areas of other adjoining land of applicant not included in subdivision.
- Ten (10) copies of the Final Site Plan detail drawings (with an additional copy at 11x17 size) as follows: All submitted applications for final plat approval must likewise include a final site plan consisting of the following as applicable:

- A. All information required for the preliminary site plan pursuant to Sec. 10.1.8 (a)5, updated and accurate;
  - B. Minimum front, side, and rear setback lines shall be shown and dimensioned in accordance with the applicable zoning ordinance requirements of Article 4; and,
  - C. Subsurface conditions of the tract, location, and results of tests made to ascertain subsurface soil rock and ground water conditions and depth to ground water, as may be reasonably required to carry out the purposes and intent of these regulations.
- Ten (10) copies of the Construction detail drawings of the sewer, water and drainage systems, other underground utilities, surface improvements, street profiles and street cross-sections (with an additional copy of each drawing at 11x17 size) as follows: All submitted applications for final plat approval must likewise have construction detail drawings consisting of the following as applicable:
- A. Plans and profiles showing existing and proposed elevations along centerlines of all streets within the subdivision.
  - B. Plans and profiles showing location of street pavements, curbs, gutters, sidewalks, manholes, catch basins, culverts and existing intersecting walks and driveways.
  - C. Typical cross-sections of improved streets indicating the material used for construction of the roadbed and surface sidewalk, curbing and tree belt, tree pit showing centerline right-of-way width, width of pavement and travel lanes, height of crown, curb reveal, and any other pertinent information.
  - D. Plans and profiles of the storm drainage system showing the location, pipe size and invert elevations of existing and proposed storm drains together with invert and rim elevations of all catch basins and manholes. Surface elevations and approximate depth of water shall be shown at each point where drainage pipe ends at a waterway. Drainage calculations prepared by the applicant's engineer, including design criteria used, drainage area and other information shall be sufficient for the city engineer to determine the size of any proposed drain, culvert, or bridge.
  - E. Plans and profiles of the sanitary sewer system showing the location, pipe size and invert elevations of existing and proposed sewage system together with invert and rim elevations of all manholes. All lots within the proposed subdivision shall be serviced by the municipal sewerage system. Where a gravity flow of sewage cannot be attained, the applicant shall install a pumping or lift station of a make and type specified by the sewage disposal superintendent to provide for the proper disposal of all waste into the existing sanitary systems. The applicant shall covenant that one year after the pumping station has been installed and found to function to the satisfaction of the city engineer said pumping station shall be deeded to the city and thereafter shall be maintained and operated by the waste water division of the public works department.
  - F. Plans and profiles of the water supply system showing the location, pipe size and invert elevations of the subdivision water system. All lots within the proposed subdivision shall be supplied by the municipal water system.
  - G. All profiles shall be drawn with:
    - i. A horizontal scale of one inch to forty (40) feet and a vertical scale of one inch to four (4) feet.
    - ii. Existing centerline in fine black line with elevation shown every fifty- (50) feet.
    - iii. Proposed centerline grades in heavier black line with elevations shown every fifty (50) foot station except that in vertical curves elevations shall be shown at twenty-five (25) foot station. All changes in street grade shall be shown by a tangent to the vertical curve with the grade of the tangent indicated at the point of tangency.
    - iv. Cross-sections at every fifty (50) foot station or any unusual section, as is common practice in the design of roadways by the Vermont Agency of Transportation.
    - v. Existing right-of-way line in fine black dash line.
    - vi. Proposed right-of-way line in fine black dash line.
    - vii. All elevations based on the U.S. Coast and Geodetic Survey benchmarks.
    - viii. Requirements (i), (ii), (iii) and (iv) of such construction detail drawings must be approved by the city engineer prior to approval of the final plat by the DRB.

- Color rendered building elevations (drawings to scale) for all proposed and/or modified buildings and any related buildings (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;
- At least two architectural wall cross-sections (one front wall and one side wall), at a scale of 1 inch equals 1 foot, illustrating the relief (e.g. projections and setbacks) of the architectural features shown in the building elevations;
- At least one color-rendered perspective drawing from a realistic public vantage point showing the proposed building(s) and landscaping after five to seven years of growth;
- A detailed plan for new landscaping (with an additional copy at 11x17 size) that clearly identifies species by Latin name, readily understood symbol, and common name, and which shows all screening of parking, dumpsters, and ground-mounted mechanical/electrical equipment. The landscape plan should be accompanied by a brief statement of the landscape concepts and objectives. Where applicable, information should be submitted indicating streetscape design; and,
- Depending on the nature, location, type, use, and/or size of the proposed development, the issuance of a zoning permit may also be subject to additional application, review and submission requirements pursuant to Articles 3, 4, 5, and 8.

**Applications involving a COA Level III Review should closely follow the Development Review Standards found in Article 6.**

**Application Fee:**

1. \$10 filing fee and;
2. \$300 per lot or unit; or \$200 + \$2/\$1,000 estimated construction cost; or \$0.10/sq. ft.; whichever is greater

**Amended Application Fee:**

1. \$110 and;
2. \$0.50/\$1,000 of original estimated construction cost

**Development Review Fee:**

\$3/\$1,000 estimated construction cost; or \$0.20/sq. ft.; whichever is greater