



# • CONSERVATION • BOARD •

## Submission Requirements

Burlington is well known as a community with a high quality of life, small and cohesive neighborhoods, a vibrant downtown and waterfront – all within a spectacular setting on the shores of Lake Champlain. This deserving reputation is due in part to the City’s small size, entrepreneurial spirit, respect for its environment, civic-minded citizens and activist government. One of the many factors that makes Burlington such a great place to live, work and visit is the community’s attention to detail, and respect for its setting, heritage and quality urban design.

Burlington’s Design Review process strives to protect the city’s unique qualities and strong sense of place by carrying out citywide development and design objectives. The purpose of this *Development Review Guide* is to help applicants in preparing projects to be reviewed by the City’s Conservation Board. Through materials such as this, the Department of Planning & Zoning seeks to make information available well before the final design of a project, saving the applicant, and the city, time and money.

The Burlington Conservation Board (BCB) is responsible for advising the City on matters regarding natural resource conservation and environmental protection. Activities of this board of citizen volunteers typically take two forms - first, providing advice and recommendations regarding potential environmental impacts to the Development Review Board on proposals for land development, and second, providing advice to the Mayor, Planning Commission, City Council, and others regarding land use policy and regulation as it pertains to the natural environment.



### BRINGING YOUR PROJECT TO THE BCB

Development projects that affect important natural areas or open space are reviewed by the BCB before going to the Development Review Board (DRB). The Conservation Board’s responsibility is to address potential environmental impacts of development.

Applicants bringing a development proposal before the Conservation Board are strongly advised to begin the conversation as early in the planning process as possible. Early meetings, even when plans are in the concept phase, can be beneficial as informal feedback from the Board can significantly improve the final project, saving the applicant, time and money.

Final review by the BCB requires **a current, accurate, and complete site plan**. The site plan must include land and structural dimensions; lot coverage; circulation and parking plans; notations of significant natural features such as water bodies, wetlands and buffers, steep slopes and open space; and proposed stormwater

management plans, facilities, and maintenance schedules. Final plans reviewed by the BCB should be the same as those that will be reviewed by the DRB. See the *Design Review Guide – Site Plans* for further reference.

BCB resolutions concerning development applications may take one of several forms, including:

- Full endorsement or support;
- Endorsement, with conditions or recommendations for additions or modifications;
- No action, due to incomplete project plans or missing information; or
- Rejection or non-support.

The BCB will not endorse projects based on incomplete, obsolete, or inaccurate site plans and information. The applicant risks either no action or a resolution of non-support if they do not present complete information to the BCB. In cases of incomplete information, the BCB will explain to the DRB why the Board could not endorse the project and will specify the additional information that is needed. The DRB may choose to send the applicant back to the BCB with the additional information.



## WHAT ARE THE ISSUES?

In addition to the site plan, you will need to provide complete information concerning any of the following issues that may be relevant to your project:

- **Air** – will the project pose a threat to local or regional air quality?
- **Soil** – will the project result in soil erosion? Be sure to include a construction and post-construction erosion control plan.
- **Water** – will the project affect streams, lakes, and/or ground water during construction or as a result of the completed project? Be sure to include a stormwater control and maintenance plan.
- **Wetlands** – has the site been evaluated for wetlands? If so, what are your plans for their protection?
- **Toxic/hazardous materials** – are there contaminated soils or toxic/hazardous materials associated with the site or project? If so, what are your plans for disposal or management?
- **Plant and animal life** – will the project have an adverse effect on significant plants, animals, or natural communities, including rare, threatened, or endangered species? If so, what are your plans for their protection?
- **Agricultural or forest lands** – will the project affect agricultural or forest lands? If so, what are your plans for mitigating the impact?
- **Open space** – will the project affect existing or potential open space? If so, what are your plans for mitigating the impact?
- **Scenic areas** – will the project affect scenic areas, visual corridors, or vistas visible from public areas? If so, what are your plans for mitigating the impact?
- **Aesthetic/recreation/quality of life** – will the project degrade aesthetic or recreational standards in the area? If so, what are your plans for mitigating the impact?



## STORMWATER

Stormwater runoff from urban places like Burlington poses a significant pollution problem for Lake Champlain. Therefore the BCB pays special attention to stormwater and erosion effects of development. Of particular interest to the Board is erosion control during construction, and the maintenance of stormwater facilities after a project is complete.

You should refer to the BCB pamphlet "Stormwater and Erosion Control" and the BCB web site ([www.ci.burlington.vt.us/planning/cb/stormwater/management.html](http://www.ci.burlington.vt.us/planning/cb/stormwater/management.html)) for a more detailed discussion of the Board's concerns.



## OTHER PERMITS

In addition to local permits, your project may require a State or Federal permit. Examples include a General Construction Permit, Stormwater Discharge Permit, Conditional Use Determination for wetlands, or Act 250 permit. Applicants for City permits should be prepared to discuss their plans and time frame for obtaining these permits.

Because local concerns may differ from State or Federal considerations, **issuance of State or Federal permits does not automatically guarantee endorsement of a proposed project by the Conservation Board.**

## ADDITIONAL INFORMATION

*general information, regulations & zoning permits*

- **Burlington Dept. of Planning & Zoning**  
149 Church St., Burlington, VT 05401  
802.865.7188 [www.ci.burlington.vt.us/planning/](http://www.ci.burlington.vt.us/planning/)

*state regulations and permits*

- **VT Dept. of Environmental Conservation**  
Essex Regional Office  
111 West Street  
Essex Junction, Vermont 05452  
802-.879.5656 [www.anr.state.vt.us/dec/permits.htm](http://www.anr.state.vt.us/dec/permits.htm)

In accordance with the Americans with Disabilities Act (ADA) of 1992, it is the policy of the City of Burlington not to discriminate on the basis of disability in offering benefits, services, programs, and activities.

This information can be made available in alternative media forms for people with disabilities. Reasonable accommodation shall be made upon request to insure that all benefits, services, programs, and activities offered by the City are fully accessible to all individuals. For information, call 865-7188 (865-7144 TTY). EOE.