



City of Burlington, Department of Public Works
645 Pine Street, Suite A | Post Office Box 849| Burlington, VT 05402-0849
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

Demonstration Project Permit Application (Phase 1 Proposal)

Please refer to Burlington City Ordinance Appendix C, Section 28: Demonstration Projects while completing this form

Applicant Contact Information: (List main project contact person)

Form with fields for Full Name, Organization Name, Title, Address, Email Address, and Phone #.

Is this the first time you have participated in the Demonstration Project Program?

Yes No (if no, please list past project/s below)

Empty text box for listing past projects.

Organization/Applicant Type: (check all that apply)

- Business Improvement District or merchant group
Neighborhood Planning Assembly
Resident
Chamber of Commerce
Business owner
Commercial property owner
Not-for-profit organization
Community-based organization or civic group
University or other academic institution

Project Proposal Information:

Proposed project location: (Please refer to and complete the site eligibility checklist on the next page)

List City Ward and Councilor(s) representing area where the project is located:

Target Project Timeline: (list date, day of week, and approximate hours for each phase. Note: projects may last 1-7 days.)

Table with columns for Installation, Removal, and Duration.

Parking Information:

What type of parking is present in your project site? Describe any restricted zones, accessible spaces, and whether curbside parking is regulated by parking meters.(See page 21 in Guide for more information.)

DESIGN AND LOCATION CRITERIA

Does your project meet the below requirements for quick and easy approval? Projects that do not meet the criteria listed here are not impossible, but they will require special consideration and longer approval times. Such projects are subject to approval by the Public Works Director on a case-by-case basis. For additional details about requirements related to clearance, access, and community support, please see the policy document in the Policy section of this Guide.

	YES	NO
<p>Does your site avoid State Highways (VT 127 and Routes 2, 7, and Alt. Route 7)? Demonstration projects cannot be located on VT Route 127. Proposals for Routes 2, 7 or Alt. Route 7 are approved on a case by case basis and may require additional review.</p>		
<p>Does your site avoid streets classified as "arterial" by the City of Burlington? (North Avenue, Colchester Avenue, Shelburne Road or Main Street)</p>		
<p>Is your site a public right of way, with a speed limit that is 25 MPH or less?</p>		
<p>Will your project avoid interference with normal operation for delivery trucks, public transit routes/stops, or trash/recycling pick-up? If project will impact these services, alternate access must be provided and negotiated with the impacted parties.</p>		
<p>Does your project design preserve access to public utilities, utility covers, valves, building standpipes, etc.?</p>		
<p>Does your project design preserve vehicle access within 25 ft. of any fire hydrants at your location?</p>		
<p>Does your project preserve normal access to driveways? Projects should not block or limit driveway access, unless the driveway owner specifically permits use of their driveway for the demonstration (demonstrated by letter of support - attach if relevant).</p>		
<p>Does your project design preserve full access for emergency vehicles? (Projects may require further review if they do not provide at least 14 feet of horizontal roadway clearance.)</p>		
<p>Does your project design preserve normal street/sidewalk access for individuals with disabilities?</p>		
<p>Is your project located on the same block as any ongoing construction projects?</p>		
<p>Are all street closures needed for your project expected to last less than 24 hours? Streets or public rights-of-way cannot be blocked for more than 24-hours unless special permission is obtained from DPW, BPD, BFD, and GMT.</p>		

PROJECT PLAN INFORMATION

Please attach the following materials to further describe your project idea:

- A short description of your project idea, including information about the goal/intent of the project.
- 3-5 photographs of your proposed project location, and any measurement information you were able to collect. (Measurement information *not* required - do not enter the street if it is not safe to do so!)
- A site plan (sketches, or drawings depicting your vision for the completed project)
- A brief description of the quantitative and qualitative metrics you intend to use to evaluate and gather public input on your project.

Do you have an Engineering Partner identified to help you create a Traffic Control Plan in the event that one is required? (Note that a Traffic Control Plan may not be needed for all project types. DPW will advise you of Traffic Control requirements when reviewing your Phase 1 proposal.)

- No
- Yes (List name and contact information below)

Do you have any residents or business owners from the surrounding area (on the block adjacent to your project site) on your planning team, or indicating advance support of the project?

- No
- Yes (If yes, list below. Attach additional materials as needed.)

Submittal Date*:

** We recommend submitting your initial proposal 2-5 months before your target event date. First time applicants should aim to submit materials as early as possible.*

Please send your initial proposal to: Elizabeth Gohringer, Associate Planner - egohringer@burlingtonvt.gov

Please be aware that if your application is approved, you will be required to provide a refundable deposit of \$120 when you submit the Phase 2 application.

Following receipt of the Phase 2 application, upon DPW's review and approval, based on project meeting all applicable standards in the Code of Ordinances, a permit will be issued.

Permit must remain on site at all times and be readily accessible upon request.