

## TOWN OF MENDON SITE PLAN APPROVAL

**WHO:** Section 370 - Site Plan Approval

No zoning permit shall be issued by the Administrative Officer for any use or structure, except for one-family and two-family dwellings, until the Planning Commission grants Site Plan Approval. In case of accessory use for one or two family dwellings the Planning Commission may waive or modify the following:

**WHERE:** Submit site plan and supporting info to:

Teri Corsones, Esq. Chair, Planning Commission  
12 South Mendon Road.  
Mendon, VT 05701  
802-775-4394 (work)

**WHAT:** 370.1 Submission of Site Plan Map and Supporting Data

The Owner shall submit two sets of site plan maps and supporting data to the Planning Commission which shall include the following information presented in drawn form and accompanied by written text:

- A. Name and address of the owner of record and adjoining lands, name and address of person or firm preparing the map, north point, date, and scale of map not less than 1 " to 20' unless the Planning Commission determines that a different scale is needed to adequately show the sizes and relationship of the various parts of the plan.
- B. Survey of the property showing existing features, including contours, structures, streets, utility easements, rights of way, land use and deed restrictions.
- C. Site plan showing proposed structure(s), locations and land use areas; streets, driveways, traffic circulation, parking and loading spaces and pedestrian walks; landscaping plans, including site grading, landscape design and screening. Building plans including floor and elevation plans.
- D. Construction sequence and time schedule for completion of each phase for buildings, parking spaces and landscaped areas of the entire development.
- E. A written statement from the city of Rutland Fire Department (or such other entity that may be responsible for fire protection in Mendon) that the development is not of a nature such that adequate fire protection will not be available.
- F. Description of on-site sewage treatment, by underground septic or Alpine Pipeline hookup and water supply.

**FEES:** The fee is \$200.00 payable to the Town of Mendon, which includes the fee for the newspaper notice for public hearing. Teri will not schedule a public hearing until a site plan has been submitted. After reviewing the site plan, a public hearing on the site plan will be scheduled at least 15 days after the newspaper publication. Teri will give the applicant a copy of the notice of public hearing and the applicant must provide written notice of the public hearing to all adjacent landowners, including those across the street.

**OTHER CONSIDERATIONS:**

In considering the specific items currently set forth in §4407(5) of the Act the Planning Commission may consider the following:

- A. Maximum safety of vehicular circulation between the site and the street network. Particular consideration shall be given to visibility at intersections, to traffic flow and control, to pedestrian safety and convenience, and to access in case of an emergency.
- B. Adequacy of circulation, parking and loading facilities. Particular consideration shall be given to the items in (A) above and effect of noise, glare, or odors on adjoining properties. The standards under Section 403 shall also be required.
- C. Adequacy of landscaping and screening with regard to achieving maximum compatibility and protection of adjacent property. The standards of Section 406 shall be required. Particular consideration shall be given to preservation of existing vegetation, visibility of unsightly or incompatible areas from the road and adjoining properties and the adequacy of landscaping materials to meet seasonal conditions, soil conditions and light on the site.
- D. Any steps necessary to protect the utilization of renewable energy resources.

The foregoing shall not prevent the Planning Commission from considering, and from imposing appropriate conditions and safeguards for, any other specific items that may be set forth in §4407(5) of the Act as it may be amended from time to time.

The Planning Commission shall act to approve or disapprove any such site plan within sixty days (60) after the date upon which it receives the completed application for the proposed development, and the failure to so act within such period shall be deemed approval.

**ZONING PERMIT:** If the applicant is certain that its intended use is permitted by the zoning regs and is certain of the permit specifications, the applicant should FIRST submit a zoning permit application to the zoning officer. The zoning officer will review the application and REFER the applicant to the Planning Commission for site plan review (above) . Otherwise, the applicant may submit the site plan first and file for the zoning permit after approval by the Planning Commission.