

**TABLE 3.1 APPLICATION REQUIREMENTS: CONDITIONAL USE, SITE PLAN, AND VARIANCE REVIEW**

**Application Requirements:**

Application provided by the Town of Berkshire; one original and one complete copy of a plan, drawn to scale, with north arrow and date of preparation; and required application fees. If requested by the DRB, plans shall be prepared by a licensed engineer, surveyor, or architect, the name of which shall be noted on the map.

The plan shall show the following information in sufficient detail to determine whether the proposal is in conformance with these regulations:

	Site Plan	Cond. Use	Variance
1) the dimensions of the lot, including property boundaries;	✓	✓	✓
2) location, size, shape, height of existing and proposed buildings and structures;	✓	✓	✓
3) location of existing and proposed easements, rights-of-way, sidewalks, and utilities;	✓	✓	✓
4) location of natural features such as watercourses, wetlands, floodplains, rock outcroppings, and stands of trees;	✓	✓	✓
5) setbacks from property boundaries, right-of-way, surface waters, and wetlands;	✓	✓	✓
6) location and dimension of parking areas, loading and unloading facilities, and points of ingress and egress of vehicles to and from the site to public streets;	✓	✓	
7) location, height, and lumens of outdoor lighting;	✓	✓	
8) topography indicating contours at intervals of not more than two (2) feet;	✓		
9) soils;	✓		
10) landscaping and screening; and	✓		
11) any other information that may be needed to determine compliance with these Regulations.	✓		

In addition, each application shall include:

Construction sequence and time schedule for completion of each phase of development	✓		
Estimated daily and peak traffic generation	✓	✓	
Statement of how the proposed development fits the purposes of the land use district in which it is located		✓	
Expected impact on existing and planned community facilities		✓	
For nonconforming uses or structures, statement of how the proposal meets standards in Section 5.2.	✓	✓	
A statement describing the variance requested from one or more provisions of these Regulations and the alleged grounds why such relief is believed proper under the circumstances based on the five (5) statutory criteria listed in Section 3.2 (E) and Section 4449 of the Act.			✓

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For land development accessing a State Highway: A letter of intent from the Agency of Transportation confirming that the Agency has reviewed the proposed site plan and is prepared to issue an access permit under 19 V.S.A. § 1111.	✓		
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