



Department of Planning and Zoning

149 Church Street, City Hall

Burlington, VT 05401-8415

Phone: (802) 865-7188

Fax: (802) 865-7195

www.burlingtonvt.gov/pz

Conditional Use/Major Impact Review Application Checklist

Use this checklist for all applications for Conditional Use or Major Impact Review zoning permits - See [Sec. 3.5.2](#) of the Zoning 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, which should be requested within the two year time limit to avoid additional fees);
- Description of the proposed use and/or development;
- Days and hours of operation;
- Number of employees;
- Traffic generation and parking analysis (daily and peak hour);
- Floor plans indicating location and floor area of individual uses;
- Phasing schedule;
- Information and narrative necessary to address each of the applicable Review Criteria pursuant to Sec. 3.5.6(b); and,
- For Major Impact applications under Sec.3.5.2(b), an affidavit providing certification of having held a pre-application neighborhood meeting. See the 'Pre-Application Neighborhood Public Meeting' guide for details.
- Other additional information as may be required by the Administrative Officer pursuant to Sec. 3.2.3.

Conditional Use Application Fee:

\$150

Major Impact Application Fee:

1. \$210 and;
2. \$1.10/\$1,000 estimated construction cost

INTERDEPARTMENTAL CHECKLIST

For MAJOR IMPACT REVIEW

Applicants with projects subject to review under the Major Impact criteria of Article 3 of the Zoning Ordinance are responsible for contacting the City Departments noted below prior to filing a Zoning Permit application with the Department of Planning and Zoning.

The Applicant is responsible for obtaining written input from each of the departments regarding the items listed beneath each department heading.

Department of Public Works (645 Pine Street, Phone 863 9394)

- Address expected municipal water and sewer needs
- Address proposed stormwater management
- Address proposed erosion control measures
- Address projected traffic impacts

Department of Parks and Recreation (645 Pine Street, Phone 864 0123)

- Address projected impacts on park and recreation needs

School Department (150 Colchester Ave, Phone 865 5332)

- Address educational impacts (for residential projects only)

Fire Department (136 So. Winooski Ave, Phone 864 5311)

- Address anticipated fire and emergency response impacts

Police Department

- Address anticipated police service impacts

If you have any questions concerning this checklist, please call the Department of Planning and Zoning at 865 7188 or drop by the Departments offices at City Hall, Lower Level, 149 Church Street, Burlington.