

TOWN OF STOWE

CONDITIONAL USE CHECKLIST

The following information is required for all conditional use applications, unless waived by the DRB [§3.8]

Submitted	
	Completed Development Application Form
	Nine (9) Copies of the Application and all submittal materials
	Application Fee- See Fee Schedule (Effective 1/1/2026)
	Project Narrative – This must include the existing or intended use of all buildings on the lot.
	Dimensional Information- Required district setbacks shall be clearly depicted on the site plan. The Applicant must also provide a density calculation (if applicable) and existing and proposed lot coverage.
	Floor Plans -Floor plans shall include all floors of the structure and shall be of sufficient detail to allow the Zoning Administrator or DRB to determine if an application, as proposed, will fully comply with the Regulations.
	Building Elevations- Building elevations shall be of all sides of the structure and shall be of sufficient detail to allow the Zoning Administrator or DRB to determine if an application, as proposed, will fully comply with the Regulations. The height of the structure shall be clearly marked on the building elevations.
	<p>Site Plan drawn in an appropriate scale on paper not smaller than 18" X 24" showing boundaries of the property and including the following:</p> <ol style="list-style-type: none"> a. Locator map of an appropriate scale showing the relation of the property boundaries and road frontage to at least two (2) intersecting roads in the vicinity. b. Name of project, name and address of property owner. c. Names of adjoining property owner(s). d. Name of firm preparing plan, scale, north point and date of preparation. e. Existing features including lot area, structures, streets, driveways, waterways, wetlands, easements, rights-of-way, land use and deed restrictions, parking spaces and landscaping features. f. Proposed features including structures, streets, driveways, traffic circulation, parking areas, loading areas, pedestrian walks, water supply, sewage disposal area and lighting locations. <p>Site plans must be drawn to scale, with a scale appropriate to show the necessary details for review. At a minimum, site plans must show the dimensions of the lot to be built on, location of the building and/or accessory building to be erected, altered, extended or moved and a surveyor's plot plan of the property, if available. The application should further include the location of all streams and wetlands, construction-related soil erosion measures and permanent stormwater control measures.</p>
	Landscaping plan showing in detail size, variety, and location of all new plantings proposed, along with other landscaping elements such as berms, fences, gardens, walls, boulders, etc. When appropriate, this plan may be shown on the Site Plan.
	Parking Plan with the spaces delineated and a legend explaining the number of spaces required based upon the proposed use of the property. See Section 14 for specific requirements. When appropriate, this plan may be shown on the Site Plan.
	Stormwater Drainage Plan showing natural and proposed contour intervals may be required depending upon the nature of the project. The DRB will determine if necessary. The Applicant must provide the existing and proposed impervious surfaces.
	Site Grading Plan showing natural and proposed contour intervals may be required depending upon the nature of the project. The DRB will determine if necessary.
	Lighting Plan with specifications for all existing and proposed exterior light fixtures (locations to be shown on site plan).
	Statement of the time schedule for completion of buildings, parking spaces and landscaping.
	Any other material that the DRB deems appropriate (i.e. traffic impact report; Homeowner's Bylaws/Shared Maintenance Agreement; etc.)

Incomplete applications will be returned. The Zoning Administrator will determine whether the application is administratively complete and ready to be warned for a public hearing. Determinations of the Zoning Administrator can be appeal within 15 days in accordance with 24 VSA §4465 and Section 2.11 of the town's zoning regulations.

OFFICE USE ONLY

Application Complete _____

Referred to DRB Hearing Date _____

- Mailed Notice to Abutters Packet _____
- Warning Posted _____
- Warning Published _____
- Received Certificate of Service _____

COMMENTS: