

TOWN OF CHESTER, VERMONT
DEVELOPMENT REVIEW BOARD
Applicant's Check List

If you are applying for a hearing before the Development Review Board, it is the applicant's responsibility to send a detailed letter to the appropriate local or VT State officials; requesting their review, comment and approval of the proposed project. These letters shall represent your project as clearly possible, and detailed plans shall be submitted as requested. The Chester Zoning Administrator should be copied on all of the requests.

The following information must be submitted to the Zoning Administrator at least seven (7) days prior to your public hearing:

- () A report from the Chester Fire Department regarding fire safety issues (Plat plan, building plans, and or a site visit walk through may be required)
- () A report from the Chester Police Department regarding traffic safety, security and parking issues
- () A request to Chester's Water & Sewer Superintendent for a connection to the Waste Water Treatment Facility (if applicable)
- () A request to Chester's Water & Sewer Superintendent for a connection to the Municipal Water System (if applicable)
- () A report from Chester's Public Works Director regarding highway access and road specifications for any private roadways involved within the Town of Chester.
- () A report from the VT Agency of Transportation regarding highway access to VT. State roads.
- () A Project Review Sheet issued by the State of Vermont, Agency of Natural Resources stating the additional State agencies to be involved.
- () The most recently updated PDF of plot plans and other appropriate information, such as but not limited to lighting, parking, landscaping plans, etc.

All requests made to any division/dept. of the Town of Chester and to the Zoning Administrator, should be mailed to:

Town of Chester Attn: *Appropriate department* 556 Elm St. Chester, VT. 05143 (802) 875-2173

Applicant _____ **date** _____

Zoning Administrator _____ **date** _____