

# COMMERCIAL WORKSHEET

**To be complete, your application must include the following items:**

- Application Form & Fee
  
- Commercial Conditional Use Support Statement
  
- Proof of Adequate Capacity and Supply
  - Sewer Department (Municipal Manager's Office: 457-3456)
  - Water Department (Woodstock Aqueduct: 457-4497)
  - Septic (State of VT Approval - Terrence Shearer 802-591-0338)
  - State Fire Marshall (Jay Moody - 802-777-1748)
  
- Building Floor Plan of all levels with DIMENSIONS of all interior and exterior space, including decks, porches, steps, breezeways, etc.
  
- Photos or Elevations of all sides involved showing
  - Existing materials and architectural details, including exterior equipment on the roof, on the walls, and on the ground.
  - Proposed changes to the structure, including materials and other details listed above.
  
- Site plan showing the following:
  - The location of existing and proposed improvements, including placement and screening of all exterior equipment
  - Setback distances from front, side, and rear boundaries or road.
  - Frontage and lot size
  - Existing and proposed parking plan
  - Existing and proposed landscaping plan, including placement of trees, signs, fences, walls, drives, parking areas, etc.
  - Outdoor lighting plan for building, access road, driveway, parking lot, sidewalk, etc.

**Please note:**

1. All Commercial Change of Use applications **MUST** also file an application with **The Vermont Division of Fire Safety**. Ask the Planning & Zoning Office for this application or visit: [www.vtfiresafety.vermont.gov](http://www.vtfiresafety.vermont.gov)
  
2. Energy Code Compliance Certificates will need to be filed in the Town Clerk's office before a final Certificate of Occupancy can be released. Ask the Planning & Zoning Office for this guide book and certificate or visit: [www.publicservice.vermont.gov](http://www.publicservice.vermont.gov)

**COMMERCIAL**

**CONDITIONAL USE**

**SUPPORT STATEMENT  
GUIDELINES**

See §710 (Village)

See §810 (Town)

Before a Conditional Use permit can be issued, the Development Review Board must consider both the immediate and long-term impacts of your project and determine that involved resources will not be adversely affected.

To help them in this determination, please respond to the following.

1. **Describe the nature, location, and size of your project, including: number of employees, hours of operation, scale of building and parking, extent and timing of exterior illumination, landscaping and/or grading plans, need for open storage, waste generation, safety hazards, nuisance factors such as noise, dust, emissions, and other relevant information.**
2. **Road capacity and traffic generation**  
Approximately how many vehicular trips will your operation generate each day and do the roads / highways serving your business operation have the capacity to handle the additional traffic? Describe existing or proposed road access and its safety. (Depending on the size of your project, you may need to provide a traffic study discussing road capacity and safety of access/egress).
3. **Character of the area**  
Describe the area where you propose to place your operation, specifically addressing the predominant architectural character of the vicinity and the nature of buildings and uses of abutting property.
4. **Capacity of existing or planned community facilities**  
Describe your project's use of water, types of waste, and means of disposal.  
If you will rely on the public water supply or connect to the public sewer system, please provide letter(s) verifying sufficient supply and capacity to meet your needs.  

Water: Woodstock Aqueduct (457-4497)       Sewer: Municipal Manager (457-3456)

 If you will rely on a private well please provide letter certifying sufficient capacity from a licensed engineer. If you will have on-site septic, you must obtain a permit from the State of Vermont (802-885-8849)
5. **Energy Efficiency and Natural Resource Conservation**  
Does your business and building use energy efficient technologies? Are there wetlands or surface waters nearby? Please explain what efforts have been made to reduce energy consumption and to lessen the impact of your operation on natural resources.
6. **Existing By-laws**  
What is the zoning district in which you will locate? What is the stated purpose of that district? In that district, what is the minimum lot size and frontage? What are the front, side, and rear setbacks? Do your plans conform to these requirements? If not, please explain.

Is your parcel located in an overlay zoning district? If yes, please submit a Support Statement for Conditional Use Permit in Overlay Zoning.

**Applicable regulations:**

	<u>Village</u>	<u>Town</u>		<u>Village</u>	<u>Town</u>
Application	§ 708	§ 402	Site Plan	§ 709	§ 809
Conditional Use	§ 710	§ 810	Overlay Districts	§ 401-406	§ 401-407
Landscaping & Grading	§ 515	§ 518	Buffer Strips	§ 506/403	§ 505/403
Performance Standards	§ 608	§ 709	Exterior Lighting	§ 512	§ 512
Groundwater & Wellhead		§ 514	Open Storage	§ 607	§ 708

**COMMERCIAL**  
**CONDITIONAL USE**  
SUPPORT STATEMENT

Before completing this form,  
please refer to the attached Guidelines and Zoning Regulation §710 (Village)  
§810 (Town)

If your answers require additional space,  
you may respond on separate sheet(s), following this format.

Applicant \_\_\_\_\_ Owner (if different) \_\_\_\_\_

Date \_\_\_\_\_ Parcel ID \_\_\_\_\_ Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

1. **Location, Nature, and Size of Proposed Project**

\_\_\_\_\_  
\_\_\_\_\_  
Hours/Days of Operation \_\_\_\_\_ No. Of Employees \_\_\_\_\_ Parking Spaces \_\_\_\_\_  
Noise, Dust, Gas, Smoke, Odor? \_\_\_\_\_ Vibration, Glare? \_\_\_\_\_ Possible Safety Hazards? \_\_\_\_\_  
Type of Waste Generated and Means of Disposal \_\_\_\_\_  
\_\_\_\_\_

2. **Road Capacity and Traffic Generation**

\_\_\_\_\_  
\_\_\_\_\_

3. **Character of the Area**

\_\_\_\_\_  
\_\_\_\_\_

4. **Capacity of Existing or Planned Community Facilities**

\_\_\_\_\_  
\_\_\_\_\_

5. **Energy Efficiency and Natural Resource Conservation**

\_\_\_\_\_  
\_\_\_\_\_

6. **Existing By-laws**

Zoning District \_\_\_\_\_ Overlay Zone\* \_\_\_\_\_  
Required Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Minimum Lot Size \_\_\_\_\_ Minimum Frontage \_\_\_\_\_

Do your plans conform to these requirements? \_\_\_\_\_ If not, please explain.

\* If located in an Overlay Zone, please submit an Overlay Zoning Support Statement

\* Also: All Commercial applicants must contact the State of Vermont Fire Marshall: Jay Moody, 802-777-1748