

Exhibit A1

Date:	<u>3/24/2022</u>	Application #:	<u>022-22</u>
Fees Paid:	<u>*150</u>	+ \$15 recording fee =	<u>*165</u>
Parcel ID #:	<u>922-0010.V</u>		
Tax Map #:	<u>19-398.100</u>		

TOWN OF WATERBURY ZONING PERMIT APPLICATION

Please provide all of the information requested in this application. Read the Zoning Regulations and familiarize yourself with the requirements. Failure to provide all the required information will delay the process of this application. Based upon the nature of the project you may need to submit additional information. For instructions on how to fill out this form please refer to the *Zoning Permit Application Instructions & Fee Schedule* available on the municipal website or at the municipal offices. Submit one copy of the completed application and a check payable to the *Town of Waterbury* according to the zoning fee schedule. For questions about the permit process, please contact the Zoning Administrator at 802-244-1018.

CONTACT INFORMATION

APPLICANT

Name: Fifty- Five Consulting & Enterprises
Mailing Address: PO Box 28
Stowe, VT 05672
Home Phone: N/A
Work/Cell Phone: (802) 373 -0484
Email: laura@blackcapvermont.com

PROPERTY OWNER (if different from Applicant)

Name: Revitalizing Waterbury
Mailing Address: PO Box 473
Waterbury, VT 05676
Home Phone: N/A
Work/Cell Phone: (802) 793-6029
Email: karen@revitalizingwaterbury.org

PROJECT DESCRIPTION

Physical location of project (E911 address): 1 Rotarian Place
Waterbury, VT 05676
Lot size: .35 acres Zoning District: Downtown Commercial (DC)
Existing Use: Restaurant & Visitor Center Proposed Use: Restaurant (Cafe) w/ Bakery
Brief description of project: The Train Station building will be modified to bring it up to current code,
to adapt electrical and plumbing and to build light separation knee walls so it can be used for all purposes
consistent with the Black Cap's business, including operating a coffee shop, restaurant, open bakery and
retail space.

Cost of project: \$ 150,000 Estimated start date: ASAP
Water system: _____ Waste water system: 1,600 gallons/day

EXISTING

Square footage: 2,400 Height: 41'
Number of bedrooms/baths: 0/2
of parking spaces: 0
Setbacks: front: _____
sides: _____ / _____ rear: _____

PROPOSED

Square footage: _____ Height: _____
Number of bedrooms/bath: _____
of parking spaces: _____
Setbacks: front: _____
sides: _____ / _____ rear: _____

ADDITIONAL MUNICIPAL PERMITS REQUIRED:

- Curb Cut / Access permit E911 Address Request
 Water & Sewer Allocation none of the above

[Additional State Permits may also be required]

CHECK ALL THAT APPLY:

NEW CONSTRUCTION

- Single-Family Dwelling
 Two-Family Dwelling
 Multi-Family Dwelling
 Commercial / Industrial Building
 Residential Building Addition
 Comm./ Industrial Building Addition
 Accessory Structure (garage, shed)
 Accessory Apartment
 Porch / Deck / Fence / Pool / Ramp
 Development in SFHA (including repairs and renovation)
 Other _____

USE

- Establish new use
 Change existing use
 Expand existing use
 Establish home occupation

OTHER

- Subdivision (# of Lots: _____)
 Boundary Line Adjustment (BLA)
 Planned Unit Development (PUD)
 Parking Lot
 Soil/sand/gravel/mineral extraction
 Other _____

SKETCH PLAN

Please include a sketch of your project, drawn to scale, with all required measurements - see *Zoning Permit Application Instructions*. You may use the space below or attach separate sheets. For plans larger than 11"x17" please provide a digital copy (pdf. file format) in addition to a paper copy.

Exhibit A2

SIGNATURES

The undersigned hereby applies for a Zoning Permit for the use described in this application to be issued on the basis of the representations made herein all of which the applicant swears to be complete and true.

Karen New
Applicant Signature

3/19/2022
date

Karen New
Property Owner Signature

3/24/2022
date

CONTACT

Zoning Administrator Phone: (802) 244-1018
Mailing Address: Waterbury Municipal Offices, 28 North Main Street, Suite 1, Waterbury, VT 05676
Municipal Website: www.waterburyvt.com

OFFICE USE ONLY

Zoning District/Overlay: DOWNTOWN COMMERCIAL (DC) / DESIGN REVIEW
Review type: Administrative DRB Public Warning Required: Yes No
DRB Referral Issued (effective 15-days later): MARCH 30, 2022
DRB Mtg Date: 4/20/2022 Decision Date: _____
Date Permit issued (effective 16-days later): _____
Final Plat due (for Subdivision only): _____
Remarks & Conditions: _____
Authorized signature: _____ Date: _____

REVIEW/APPLICATIONS:
 Conditional Use Waiver
 Site Plan
 Variance
Subdivision:
 Subdv. BLA PUD
Overlay:
 DDR SFHA RHS CMP
 Sign
 Other _____
 n/a

Date: _____ Application #: _____
Fees Paid: _____ (\$15 recording fee already paid)
Parcel ID #: _____
Tax Map #: _____

Exhibit A3

TOWN OF WATERBURY SITE PLAN REVIEW INFORMATION

This Site Plan Review information sheet supplements the Zoning Permit Application. Please provide all of the information requested on both forms. Read the Zoning Regulations and familiarize yourself with the requirements. Failure to provide all the required information will delay the process. Submit one copy of the completed forms and a check payable to the *Town of Waterbury* according to the zoning fee schedule. For questions about the permit process please contact the Zoning Administrator at 802-244-1018.

PROJECT DESCRIPTION

Brief description of project: The Train Station will be modified to bring it up to current code, to adapt electrical and plumbing and to build light separation knee walls so it can be used for all purposes consistent with the Black Cap's business, including operation of a coffee shop, restaurant, open bakery and retail space.

SITE PLAN REVIEW CRITERIA

Please utilize the check list to ensure your proposal addresses each relevant Site Plan Review criteria:

- Adequacy of traffic access
- Adequacy of circulation and parking
- Adequacy of landscaping and screening (including exterior lighting)
- Requirements for the Route 100 Zoning District
- Special considerations for projects bordering Route 2, Route 100, or Interstate 89

SITE PLAN SUBMISSION REQUIREMENTS

Before an application for site plan review is considered complete, the applicant shall file a site plan, clearly drawn to the largest practical scale, showing the following:

- Location and dimensions of lot lines, names of adjacent landowners, all easements, utilities, and existing and proposed structures.
- All access to public streets or roads, parking and service areas, pedestrian walkways, curbs and stormwater drainage.
- Pedestrian and vehicular circulation, including parking lot layout, entrances to structures, signs, and lighting.
- Building elevations and footprints.
- Detailed site grading and landscaping, indicating existing and proposed trees, shrubs, and ground cover.
- Two copies of all plans.
- For plans larger than 11"x17" please submit a digital plan set in addition to the paper copy (pdf. file format).

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Exhibit A4

TOWN OF WATERBURY OVERLAY DISTRICT INFORMATION

Date: _____	Application #: _____
Fees Paid: _____	(\$15 recording fee already paid)
Parcel ID #: _____	
Tax Map #: _____	

This Overlay District information sheet supplements the Zoning Permit Application. Please provide all of the information requested on both forms. Read the Zoning Regulations and familiarize yourself with the requirements. Failure to provide all the required information will delay the process. Submit one copy of the completed forms and a check payable to the *Town of Waterbury* according to the zoning fee schedule. For questions about the permit process please contact the Zoning Administrator at 244-1018.

PROJECT DESCRIPTION

Brief description of project: The Train Station will be modified to bring it up to current code, to adapt electrical and plumbing and to build light separation knee walls so it can be used for all purposes consistent with the Black Cap's business, including operation of a coffee shop, restaurant, open bakery and retail space.

Fill out only the relevant section(s) & utilize the following checklists to ensure your plans include all the required information.

DOWNTOWN DESIGN REVIEW OVERLAY DISTRICT (DDR)

DESIGN STANDARDS:

For Historic Structures (applying to all structures listed on the National Register of Historic Places):

- Original materials or materials typical of the architectural style are preserved or replaced with like materials to the extent feasible and appropriate.
 - Historic building features shall be preserved or replicated to the extent feasible and appropriate.
- For projects within the Historic/Commercial Sub-District:
- New building designs shall reinforce historic streetscape patterns, including orientation and setbacks.
 - New buildings shall maintain overall height, size, massing, scale, and proportions compatible with those of buildings in the vicinity.
 - New additions are designed to complement and be compatible with the original structure.
 - Project design reinforces a pedestrian streetscape.
 - On-site utilities shall be buried and utility boxes are screened from public view if the utilities along the street serving that structure are also buried.
 - Buildings, or portions thereof, having eaves heights of 20-feet or less above ground level incorporate moderately to steeply pitched roofs, unless the another roof type is appropriate.

For projects within the Mixed-Use Sub-District:

- Building sites, including road and pedestrian networks, are designed in a manner that is integrated and compatible with adjoining parcels and areas.
- A proposed project located next to or facing a historic structure incorporates similar or complementary building features.
- New buildings are oriented to front upon, and relate both functionally and visually to, primary access roads.
- On-site parking is situated to the rear or on the sides of structures, where feasible and appropriate.
- The primary facades of principal structures are clearly defined through the placement of one or more prominent entryways, pedestrian walkways, or landscaping features.
- Building facades and rooflines are designed so as to reduce the perceived mass, scale, and uniform impersonal appearance of large buildings and additions, and to provide visual interest.
- Clearly defined pedestrian walkways are provided through parking areas, between buildings, and from public sidewalks to the site.

SUBMISSION REQUIREMENTS:

- All information required under Site Plan (see Site Plan Application)
 - Proposed architectural elevations (for each exterior wall) showing door and window types and placement, and other exterior details
 - A description of all materials to be used on the exterior of building
 - Photos of the existing building(s) on the site and adjacent and facing parcels
 - For demolition of a structure listed on the National Register of Historic Places see additional requirements within the Regulations.

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RIDGELINE, HILLSIDE, STEEP SLOPE OVERLAY DISTRICT (RHS)

REVIEW STANDARDS:

- For both Minor & Major Development Projects see Conditional Use Criteria
- For Major Development Projects:
 - Screening
 - Access
 - Placement of Structures
 - Exterior Lighting
 - Clearcutting and Pre-Development Site Preparation
 - Natural Resources
 - Building Design

SUBMISSION REQUIREMENTS :

- Minor Development Projects (1,200—1,499 FIE)
 - All information required under Site Plan Review (see Site Plan Review Application)
 - Completed Conditional Use Application
- Major Development Projects (1,500 & up FIE)
 - All information required under Site Plan Review (see Site Plan Review Application)
 - Completed Conditional Use Application
 - Grading Plan
 - Visibility Studies
 - Stormwater Drainage/Erosion Control Plan
 - Landscape Plan
 - Access Plan Natural Features

SPECIAL FLOOD HAZARD AREA OVERLAY DISTRICT (SFHA)

DESIGN STANDARDS:

- All development is reasonably safe from flooding All fuel storage tanks are either elevated or floodproofed.
- All substantial improvements and new construction (including fuel storage tanks) meet the following criteria:
- Designed, operated, maintained, modified and adequately anchored to prevent flotation, collapse, release, or lateral movement of the structure
 - Constructed with materials resistant to flood damage
 - Constructed by methods and practices that minimize flood damage
 - Constructed with electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding
 - All new subdivisions and other proposed developments that are greater than 50 lots or 5 acres, whichever is the lesser shall include within such proposal base flood elevation data. See Regulations for additional subdivision standards.
 - The fully enclosed areas below the lowest floor that are useable solely for parking of vehicles, building access, or storage in an area other than a basement are designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.
 - A non-residential, appurtenant structure of 500 sf or less need not be elevated to or above the base flood elevation in this area, provided the structure is placed on the building site so as to offer the minimum resistance to the flow of floodwaters
 - In Zones AE, A, and A1 – A30 where base flood elevations and/or floodway limits have not been determined, new construction and substantial improvement shall not be permitted unless it is demonstrates additional standards (see Regulations)
 - All new construction and substantial improvements of residential structures within Zones A1-30, and AE must have the lowest floor of all residential structures (including basement) elevated to at least one foot above the base flood level.
 - All manufactured homes are installed using methods and practices which minimize flood damage. Manufactured homes must be elevated on a permanent foundation such that the lowest floor of the manufactured home is at least one foot above base flood elevation, and they must be anchored to an adequately anchored foundation to resist flotation collapse, or lateral movement.
 - All new construction and substantial improvements of non-residential structures within Zones A1-30, and AE shall:
 - Have the lowest floor (including basement) elevated to at least two feet above the base flood level; or
 - Be designed so that below the base flood level the structure is water tight with walls substantially impermeable to the passage of water with structural components having the capability of resisting hydrostatic and hydrodynamic loads and

Exhibit A6

effects of buoyancy to a point at least two feet above the base flood level.

- Where a non-residential structure is intended to be made watertight below the base flood level a registered professional engineer or architect shall develop and/or review structural design
- Adequate drainage paths shall be required around structures on slopes to guide floodwaters around and away from proposed structures.
- ___ The flood carrying and sediment transport capacity within the altered or relocated portion of any watercourse shall be maintained, and any alteration or relocation shall not result in any decrease of stream stability.
- ___ Bridge and culverts, which by their nature must be placed in or over the stream, must obtain a stream alteration permit from the Agency of Natural Resources, if required.

SUBMISSION REQUIREMENTS:

- Plans in triplicate, drawn to scale, showing the location, dimensions, contours, and elevation of the lot; the size and location on the site of existing or proposed structures, fill or storage of materials; the location and elevations of streets, water supply, and sanitary facilities; and the relation of the above to the location of the channel, floodway, and base flood elevation
- Specifications for building construction and materials, floodproofing, mining, dredging, filling, grading, paving, excavation, or drilling, channel improvement, storage of materials, water supply, and sanitary facilities
- Base flood elevation data for all subdivisions, new construction, and substantial improvements
- The elevation, in relation to mean sea level, of the lowest floor, including basement, of all new construction or substantial improvement of structures
- Where floodproofing is used in lieu of elevation, the elevation, in relation to mean sea level, to which any structure or substantial improvement will be floodproofed
- Where an application requires Board review the application shall include certification by a registered professional engineer or architect demonstrating that the proposed development will not increase base flood elevations more than 0.25 foot
- Certification by a registered professional engineer or architect demonstrating compliance with the elevation requirements
- A description of the extent to which any watercourse will be altered or relocated as a result of the proposed development
- A Vermont Agency of Natural Resources Project Review Sheet for the proposal
- Proposed floodproofing must be supported by a FEMA Floodproofing Certificate

CERTIFICATE OF COMPLETION: Upon completing the project the Applicant must apply for and receive a Certificate of Completion to ensure the project conforms to the Special Flood Hazard Area Regulations. See Certificate of Completion Application for additional information.

CONTACT Zoning Administrator Phone: (802) 244-1018
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Municipal Website: www.waterburyvt.com

Exhibit A6

Date:	_____	Application #:	_____
Fees Paid:	_____	(\$15 recording fee already paid)	
Parcel ID #:	_____		
Tax Map #:	_____		

TOWN OF WATERBURY CONDITIONAL USE INFORMATION

This Conditional Use (and Setback Waiver) information sheet supplements the Zoning Permit application. Please provide all of the information requested on each form. Read the Zoning Regulations and familiarize yourself with the requirements. Failure to provide all the required information will delay the process. Submit one copy of the completed forms and a check payable to the *Town of Waterbury* according to the zoning fee schedule. For questions about the permit process, please contact the Zoning Administrator at 802-244-1018.

PROJECT DESCRIPTION

Brief description of project: The Train Station will be modified to bring it up to current code, to adapt electrical and plumbing and to build light separation knee walls so it can be used for all purposes consistent with the Black Cap's business, including operation of a coffee shop, restaurant, open bakery and retail space.

CONDITIONAL USE CRITERIA *(on separate page)*

Please respond to the following; you may answer on a separate sheet and attach additional pages and supporting materials:

1. Describe how the proposed use will not have an undue adverse impact on the capacity of existing or planned community facilities to accommodate it (including roads and highways, municipal water or sewer systems, school system, fire protection services):
2. Describe how the proposed use will not have an undue adverse impact on the character of the area affected as defined by the Municipal Plan and the zoning district in which the proposed project is located:
3. Describe how the proposed use will not violate any municipal bylaws and ordinances in effect:
4. Describe any devices or methods to prevent or control fumes, gas, dust, smoke, odor, noise, or vibration:
5. For removal of earth or mineral products which is not incidental to a construction, landscaping, or agricultural operation, a removal project must meet specific conditions outlined within Section 302 of the Waterbury Zoning Regulations. Are the conditions included within the Application Submittals?

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Conditional use form: **Exhibit A7**

Brief description of project:

The Train Station building will be modified to bring it up to current code, to adapt electrical and plumbing and to build light separation knee walls so it can be used for all purposes consistent with the Black Cap's business, including operating a coffee shop, restaurant, open bakery and retail space.

1. Describe how the proposed use will not have an undue adverse impact on the capacity of existing or planned community facilities to accommodate it (including roads and highways, municipal water or sewer systems, school system, fire protection services):

Black Cap Coffee & Bakery Waterbury will be moving into an existing structure that has already operated as a coffee shop with larger seating capacity that we are seeking and so will not use excessive amount of water or produce excessive amount of septic waste. It will have no impact on the school system and the need for fire protection services will be no greater than what the building has required since its modern renovation.

2. Describe how the proposed use will not have an undue adverse impact on the character of the area affected as defined by the Municipal Plan and the zoning district in which the proposed project is located:

The opening of Black Cap Coffee & Bakery in the train station will add to the character of the area by attracting people to downtown Waterbury. The pleasant smells of baked goods will draw people to the facility.

3. Describe how the proposed use will not violate any municipal bylaws and ordinances in effect:

The proposed plan has been developed in cooperation with Revitalizing Waterbury and town officials so as not to violate any municipal bylaws.

4. Describe any devices or methods to prevent or control fumes, gas, dust, smoke, odor, noise, or vibration:

In consultation with the State Fire Marshal it was determined that the use does not require any specialised ventilation equipment.

5. For removal of earth or mineral products which is not incidental to a construction, landscaping, or agricultural operation, a removal project must meet specific conditions outlined within Section 302 of the Waterbury Zoning Regulations. Are the conditions included within the Application Submittals?

N/A

Exhibit B1

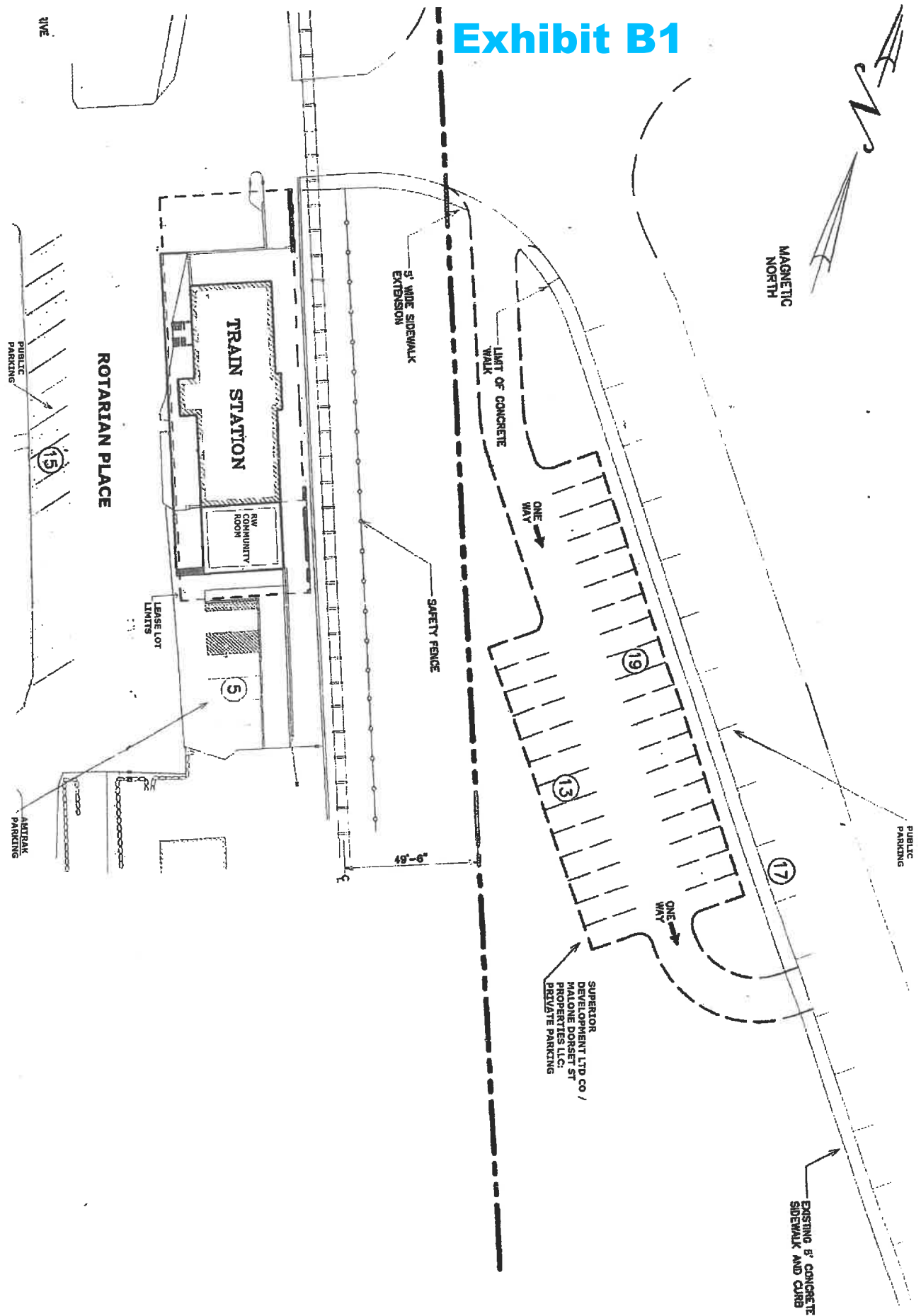


Exhibit D1

