



Town of Georgia

47 Town Common Road North. • St. Albans, VT 05478

• Phone: 802-524-3524 • Fax: 802-524-3543 • website: townofgeorgia.com

Site Plan Application

Application #SA - 002-25 Original SP#

2BA-012-09 +
PC-021-09

Submission Requirements: An application for Sketch Plan Review will consist of one set 11"x17" site plan maps plus a digital file in *.pdf format which includes scale, north arrow, legend, abutters, title block, with supporting data to include items listed on the attached checklist, and as approved in the original Site Plan. The application will not be deemed complete until all required materials have been submitted. Failure to submit a complete application, as defined herein, shall be grounds for denial of the application by the DRB..

Applicant must also submit a list for all abutters, including those across a public or private right of way.

Incomplete applications will be returned and will delay scheduling your hearing.

SECTION 1: OWNER/APPLICANT INFORMATION (complete all)

Owner(s): Redeeming Grace Church

Applicant(s): _____

Address: 164 Ballard Road

Address: _____

Milton, VT 05468

Zip Code 05468 Telephone 802-891-4213

Zip Code _____ Telephone _____

Email tim@rgcvt.org

Email _____

Tax Parcel ID: 109660000 Zoning District: AR-3 PUD ☐ Yes ☒ No

CERTIFICATION OF APPLICANT(S)

AFFIRMATION: The undersigned hereby certifies that the information submitted in this application is true, accurate, and complete.

Signature of Applicant: Timothy Elbers Date: 6/13/25

Signature of Applicant: _____ Date: _____

PROPERTY OWNERS' AUTHORIZATION

The undersigned property owner(s) hereby certify that the information submitted in this application regarding this property is true, accurate and complete and that the Applicant(s) have full authority to request approval for the proposed use of the property and any proposed structure(s).

Signature of Owner: Timothy Elbers Date: 6/13/25

Signature of Owner: _____ Date: _____

Location of Property: 164 Ballard Road ±890' west of US Route 7, north side of Ballard Road

Parcel ID No.: 109660000

Zoning District: AR-3

Deed Reference: Volume 206 Page 232-234

Size of Parcel: 42.45 acres

Previous subdivision of parcel (if applicable)

Permittee name: Georgia Farmhouse Planned Development

Date: 5/7/1997

Map # 446

Previous Site Plan Approval (if applicable)

Permittee name: Redeeming Grace Church (PC-021-09 & PC-019-19)

Date: 7/14/2009 & 30/10/2019

Map #

If applicable:

Engineer: Nicholas Smith, PE

Surveyor:

Phone: 716-778-4353

Phone:

Email: smithsiteengineering@gmail.com

Email:

Description of proposed project: (Please describe here or attach a separate proposal)

Expand western parking lot to add 40 new spaces. Plant new arborvitae screening to match existing screening. Parking lot will be constructed with material and in a manner to provide a permeable surface for driving.

Names and addresses of abutting property owners:

See attached.

Existing and/or proposed means of access to the site:

Access is via main entry off of Ballard Road across from Manor Drive. No change to access.

List of plans, sketches, or other information submitted with this application:

Plan Sheet C-1 "Parking Lot Expansion" prepared by Smith Site Engineering, dated 06/10/2025

Excerpt from the 2017 Vermont Stormwater Treatment Standards Manual (pg 2-1) regarding previous, non-jurisdictional surface w/ comments

Location of parking and proposed number of spaces:Parking is located $\pm 250'$ west of the building, directly west of the existing western parking lot. The parking lot runs parallel to Ballard Road. 40 Spaces are proposed for a total of 117 spaces.

There are currently 3 accessible parking spaces on the site. We will install 2 new accessible signs and posts to be in compliance with national standards.

Existing and/or proposed road & driveway access to site:

Access is via main entry off of Ballard Road across from Manor Drive. No change to access.

Existing and/or proposed easements and rights-of-way:

There is an existing 60' wide ROW to the Town of Georgia for the future street construction opposite of Manor Drive. There is a 10' wide recreation path and utility easement to the Town of Georgia along Ballard Road. There is a utility easement to Central Public Services Corporation for the pole located at the southeast corner of the site.

Proposed and/or existing wastewater disposal and water supply:

Water supply is via a drilled well to the west of the building. Wastewater disposal is via septic tank to pump station to mound system location $\pm 800'$ to the northeast of the building in field. No change to water supply or wastewater disposal.

Proposed drainage/storm water runoff (if required):

The proposed work is located on sandy / sandy loam soils and will be constructed using material and methods to create a permeable gravel surface. This is a considered a Low Impact Development technique to treat stormwater by the Town and is non-jurisdictional to the State.

Proposed landscaping (if applicable):

The project will include the extension of the existing arborvitae hedge road along the southern edge of the parking lot. This landscaping is for screening purposes.

Size and location of proposed and/or existing buildings:

No new buildings or structures are proposed.

State permits required and/or obtained for this project:

An Act 250 permit amendment will be required. No other permits are required for this project.

Proposed lighting (if any):

No additional lighting is proposed. This parking lot will typically only be used on Sunday mornings during worship service, not in the evening when lighting would be necessary.

Notes

- 1) Narratives which summarize the purpose, scope and key proposed changes to the approved subdivision and/or site plan are encouraged & may be attached.
- 2) Application standards for subdivision approval appear in the Georgia Development Regulations as Article 4. Site Plan Review and Approval standards appear in Article 3.

Site Plan Review Checklist:

This checklist is intended to be used as an aid in developing a complete application for Site Plan Review before the DRB. An application for Site Plan Review will consist of eight (8) sets of site plan maps and supporting data which will include the following information, and such information as indicated in the Concept Plan Recommendation, if applicable. The DRB may require additional information as necessary to determine compliance with the regulations.

1. Address of subject property.
2. Name and address of the owners of record of the subject property
3. Name and address of the owners of record of adjoining lands.
4. Map or survey, drawn to scale, showing existing features, including contours, land use, structures, large trees, roads, easements, rights of way, deed restrictions, name and address of person or firm preparing the map, scale of map, north point, date of map/revisions, and legend.

5. Site Plan, 24" by 36" digital file in PDF format in size and drawn to an appropriate scale, showing proposed land use areas including proposed structures, roads, driveways, traffic circulation, parking and loading spaces, and pedestrian walkways; landscaping plans including site grading, culverts, drainage, landscape design, screening, signs and lighting; name and address of person or firm preparing the map, scale of map, north point, date of map and revisions, legend, and name, address and interest of the applicant in the subject property.
6. The DRB may require that the map or survey and site plan be prepared by a landscape architect, registered land surveyor, registered civil engineer, or registered architect if the proposed project utilizes more than 3,500 square feet, including parking area, or is a complex proposal that could have impacts on surrounding property owners, major roads, or important resources.
7. Construction sequence and timing schedule for completion of each phase for buildings, parking spaces, and landscaped areas of the entire project.
8. Specifications of the materials and plantings to be used.
9. A site location map showing the location of the project in relation to nearby town highways and developed areas at scale of one inch equals one thousand feet.
10. Uses that will generate more than one hundred and fifty (150) vehicle trip-ends per day (estimates shall be based on the most recent rates provided by the Institute of Transportation Engineers) shall include a traffic study conducted by a professional traffic engineer. The study will include details of existing and proposed ingress and egress, expected traffic volumes, turning movements, existing, and resulting levels of service, and proposed traffic control measures. The DRB may require a traffic study for projects generating less than 150 vehicle trip-ends where it finds there is a potential traffic safety issue.
10. A letter from the Georgia Fire Chief indicating any fire and rescue concerns with the proposed project.
11. A lighting plan including the location and height of mountings and/or light poles, fixture type, lamp type, wattage, level of illumination (footcandles). The DRB may require that the lighting plan be developed by a qualified professional. This plan shall show light levels, evenness, and patterns of light distribution, and should also indicate the lamp type, wattage, and lamp loss factors applied.
12. Sign details including dimensions, height, material, and proposed lighting.
13. At the request of the applicant, the DRB may waive any of the above submission requirements, but only where it finds that the size and scope of the application is such that the requirements represent an undue burden on the applicant and are clearly not necessary for the Commission to make findings on the application consistent with the requirements of these Zoning Regulations.
14. All fees according to the Permit Fee Schedule on the website at:

[Fee Schedule](#)

Decisions


The DRB shall act to approve or disapprove Site Plan applications in writing within forty-five (45) days after closure of the public hearing. Failure to act within the 45-day period shall constitute deemed approval on the 46th day. The DRB may recess and continue a hearing pending receipt of requested information, and non-submittal of requested information shall constitute grounds for Site Plan denial. The DRB shall prepare written findings-of-fact and conclusions setting forth background and rationale for their decision. The DRB may attach conditions of approval to ensure the intent of applicable bylaws and the municipal plan are met.

Site Plan decisions shall be distributed per requirements in Title 24, Chapter 117, Section 4464(b)(1)(3), Vermont Statutes Annotated.

(FOR TOWN USE ONLY):

Date received: 6/17/25 Fee paid: \$250 Check # 508

Returned (incomplete) Date:

Signed: 

Douglas Bergstrom
Zoning Administrator
Planning, DRB & 911 Coordinator

You will receive a written Decision and Finding of Fact within 45 days of the close of the hearing.