

UNDERHILL DRB RULES OF PROCEDURE  
HEARING CHECKLIST  
SKETCH PLAN REVIEW  
**Request of Kenneth D. Hall**  
December 18, 2017

State the following:

1. "This is a sketch plan review of the application of Kenneth D. Hall for a 2-lot subdivision at 4 Blakey Road (BL004), in Underhill, VT."

Sketch plan review is an informal, pre-application review process intended to acquaint the DRB with a proposed subdivision during the conceptual stage of the design process, before the applicant incurs significant expense in preparing a formal application. This informal review and discussion at a regular meeting of the DRB helps identify the type of subdivision and subdivision layout that will best meet the needs of the subdivider and the requirements of these regulations.

The sketch plan review is not a hearing, and the requirements for interested party status do not apply. This means that we do not swear speakers in, but we will ask that you identify yourself and your give address to the Board before you comment so that we can keep an accurate record of this meeting in the Minutes.

2. The order of speakers tonight will be:
  - a. We will hear from and ask questions of the applicant(s) and/or their representative(s);
  - b. Then we will hear and ask questions to the Planning & Zoning Administrator;
  - c. Under our Rules of Procedure, each speaker is limited to five minutes; however, that time can be increased upon request to the Board and majority consent of the Board; then
  - d. The Applicant(s) and/or their representative(s) will have an opportunity to respond; then
  - e. Final comments will be solicited from all parties.
  - f. All speakers should address their comments to the Board, not to other parties present at the hearing.
  - g. Board members may feel free to ask questions of any speaker.
3. At this point we'll begin review and hear from the Applicants and/or their representative(s).
4. Next we will hear from the Planning & Zoning Administrator.
5. Are there members of the public who would like to speak?
6. Any final comments from anyone?
7. Does the Board feel that they have enough information to decide whether the proposed sketch plan has fulfilled the application requirements?

8. Does the Board classify the proposed subdivision as Major or Minor? (If the subdivision is classified as Minor, the Applicant(s) may request a waiver of the Preliminary Hearing requirement. If such is requested, the Board should rule on the waiver request in open session).
9. Does the Board wish to discuss the application in open or closed session? (After the ruling, continue with the info below.)

“Within 15 days from this meeting, the Planning & Zoning Administrator, on behalf of the Development Review Board, will send a letter to the Applicant(s) that:

- a. Indicates whether the subdivision as proposed would be reviewed as a minor or major subdivision, or planned unit development, and outlines the associated review process.
- b. Indicates whether the proposed subdivision generally conforms to these regulations, or will require modifications to conform to the regulations.
- c. Identifies specific areas of concern to be addressed in subdivision application, including potential impacts to adjoining property owners, significant natural or scenic resources, municipal roads and infrastructure, and community facilities and services.
- d. Recommends additional information, studies or supporting documentation to be submitted with the application for subdivision review.

All abutting neighbors will receive notice of the next public meeting via Certified Mail. If there are no other comments or questions we will close this portion of the meeting.”