



Town of Underhill

P.O. Box 120, Underhill, VT 05489

www.underhillvt.gov

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October 22, 2019

Michael & Emily Diffenderffer
P.O. Box 42
Underhill Center, VT 05490

Dear Mr. Diffenderffer,

At your October 21, 2019 hearing with the Development Review Board (the Board), the Board informed you that they would provide written correspondence containing necessary materials to assist them in evaluating your proposed project regarding the conversion of your multi-family dwelling to a mixed-use structure. Directly below are the materials they have requested:

1. A survey of the property;
2. A site plan depicting the following information:
 - a. The updated property lines;
 - b. A more precise parking plan:
 - i. 9 ft. by 18 ft. parking spaces (including handicapped parking spaces) to be located to the side and rear of the structure;
 - ii. Waste and recycling collection areas;
 - iii. Loading and service areas for emergency vehicles, waste and recycling collection, utility boxes and snow storage;
 - c. The 100 ft. Mills River Riparian Buffer boundary;
 - d. The 50 ft. mandatory vegetative buffer for Mills River;
 - e. The Special Flood Hazard Area boundary;
 - f. Walkways/pedestrian circulation, including any required handicapped ramps;
 - g. External area lighting depiction per section 3.11;
 - h. Bicycle rack location;
3. Elaboration of the stormwater management techniques/design, during and after construction;
4. Elaboration regarding the hours of operation, including any proposed evening/night events;
5. Building and lot coverage percentages;
6. The design details for the submitted wastewater system plan;
7. The design details for the proposed sign with the location depicted on the site plan;
8. Landscaping and screening techniques with locations depicted on site plan;
9. An access permit application formalizing review of the entryways and parking layout;
10. Should the Selectboard agreed to a shared parking arrangement, a draft of the arrangement should be submitted;

DUPLICATE
(unsigned)

11. Requests for any waivers of variances;

Please feel free to use this list as a checklist. As a courtesy, Staff would ask if you could submit your materials at your earliest convenience to provide adequate time for the Board to review them prior to your continued hearing on Monday, January 6, 2019 at 6:35 PM at Underhill Town Hall, 12 Pleasant Valley Road, Underhill, VT.

Should you have any questions, please feel free to contact me at either astrniste@underhillvt.gov or at (802)899-4434, ext. 106.

Sincerely,

Andrew Strniste
Planning Director & Zoning Administrator

cc: File