



Town of Underhill

P.O Box 120, Underhill, VT 05489

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February 15, 2018

Peter K. & Ellen M. Duval
25 Pine Ridge Road
Underhill, VT 05489

Dear Mr. Duval,

At your recent hearing with the Development Review Board on February 5, 2018, the Board advised that they would assemble a list of necessary materials to assist them in making a decision in regards to your project proposal pertaining to the conversion of your single-family dwelling with an attached accessory dwelling to a four-unit, multi-family dwelling. That list has been compiled and provided directly below:

1. Site circulation/site plan to scale:
 - a. Proposed grading or limits of development / clearing:
 - i. Identification of areas of steep slope (15%-25%);
 - ii. Identification of areas of very steep slope (>25%);
 - b. Identification of parking, loading and service areas relative to the proximity of the boundary line:
 - i. The Board is requesting the depiction of a minimum of two parking spaces per unit;
 - ii. One handicap space included in the total parking space count;
 - iii. Emergency vehicle access and egress ;
 - c. Walkways/pedestrian circulation, including any required handicapped ramps;
 - d. Trash & Recycling storage & removal plans;
 - e. Snow removal / management plan;
 - f. External area lighting depiction per section 3.11;
 - g. Bicycle rack location;
2. Erosion control techniques during & after construction;
3. Stormwater management techniques/design, during and after construction;
4. Septic system depiction:
 - a. Existing system design flows and proposed system design flows;
 - b. Location and layout of primary & replacement systems, all components;
5. Footprint of the proposed buildings located on the site plan with boundaries of each dwelling unit identified and the number of bedrooms in that unit;
6. Landscaping and screening techniques with locations depicted on site plan;
7. Massing of the Building;

- a. Block model or elevation drawing of the proposed buildings to scale – to include, property lines and surrounding properties and their buildings;
8. Traffic Impact assessment:
 - a. ITE trip generation numbers for Average Weekday Vehicle Trip Ends; AM Peak & PM Peak;
9. Adequacy of the water supply:
 - a. Existing well yield vs required well yield;
 - b. If existing yield isn't enough is any storage required? Location?;
10. If home occupations are proposed, the Board needs a detailed description of them, which includes all of the requirements outlined in section 4.12, in particular they need supporting information on:
 - a. Area of the proposed home to be utilized for the home occupation;
 - b. Any required outdoor storage, duration of any outdoor storage;
 - c. Traffic anticipated as part of the home occupation including supplier pickup and delivery;
 - d. Any additional parking that is necessary;
 - e. Additional water supply required; wastewater generation and disposal;
 - f. Requested signage;
 - g. Any generation of hazardous waste;
 - h. Waste disposal and recycling relative to the home occupation;
11. Project phasing plan; and
12. Any waivers or variances requested.

Please feel free to use this list as a checklist. As curtesy, 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 May 7, 2018 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

Andrew Strniste
Planning Director & Zoning Administrator

cc: File
Minutes of February 5, 2018