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December 19, 2007

David and Janet Ely
14 Moose Run
Underhill, VT 05489

Dear David and Janet:

This letter is to provide you an outline of the materials required for your requested combined preliminary and final hearing on the proposed 2-lot subdivision of your property located at 14 Moose Run in Underhill, Vermont. While your consultant, Justin Willis, has already submitted most of the required materials, I am sending this letter to ensure that you are aware of the requirements and procedures.

Combining the hearings is not a guarantee that your subdivision will be permitted at that hearing. Should any issues arise that cannot be addressed in that hearing, then the hearing will be continued. Below are the requirements for this hearing:

1. A survey that shows the current property boundaries and the proposed new lot lines and acreages, making sure that you convey at least 10 acres in each lot. The survey should include:

    - Name and address of record owner and designer of preliminary plat. Survey must be done by a licensed registered surveyor;
    - The names of all subdivisions immediately adjacent to, and the property codes for, and names of owners of record of adjacent acreage, including those directly across any road adjoining proposed subdivision;
    - Existing and proposed easements;
    - Date, true north point, scale and legend;
    - Proposed lot lines with dimensions and suggested locations of buildings;
    - The survey shall be accompanied by a vicinity map drawn to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The vicinity map shall show all the area within two thousand feet of any property line of the proposed subdivision.

2. An engineering drawing that includes the following:

    - Name and address of record owner and designer of preliminary engineering plan;
    - Date, true north point, scale and legend;
    - Proposed new lot lines and acreages;
    - Abutting neighbors identified by name and property code;
    - Existing and proposed easements;
    - Existing buildings, watercourses, and other essential existing physical features, natural features, and resources;
    - Proposed site dimensions and locations of buildings reflected as building envelopes;
    - The provisions of the zoning regulations applicable to the area to be subdivided (in this instance, the Scenic Preservation zoning district);
    - The proposed set-backs for any proposed building or sewage disposal system from property lines and streambanks;
    - The location and size of any existing sewerage systems and water supplies, culverts and drains or underground cables on the property to be subdivided;
    - Contour lines at intervals of 10 feet of existing grade and of proposed finished grades where change of existing ground elevation will be five feet or more;
    - Typical cross section of proposed grading and driveways. All traveled ways in the subdivision must comply with the Underhill Road Policy (enclosed);
    - Means of providing water to the proposed subdivision;
    - Means of on-site disposal of septic wastes including location and results of tests to ascertain subsurface soil, rock, and ground water conditions, depth to ground water unless pits are dry at depth of seven feet, and location and results of preliminary percolation tests; and
    - A drainage plan for collection and discharge of stormwater and an erosion control plan.

In addition to these two plans, you must also submit to me a list of any waivers from the requirements of the subdivision regulations.

The engineering plans that are submitted must be tied to the survey, meaning that the engineering drawing must be based on the survey points. Please be sure to give your engineer/site designer a copy of the survey so that both drawings line up.

In addition to these requirements you must also provide me the following information to meet the requirements for the final hearing:

1. Letters from the UJFD and the Chittenden East School District Superintendent addressing the proposed impact of the subdivision on the their ability to provide

services (We have received the letter from the School District and are awaiting the letter from the Fire Department);

2. Evidence of submission of an application to the State of Vermont for all pertinent State permits, including a potable water supply and wastewater system permit for this subdivision;
3. Approval of your driveway design by the Selectboard (I will ask the Selectboard to review the driveway design prior to the final hearing); and
4. A copy of your "Proposed Findings" that outlines how your subdivision proposal meets the 13 "Evaluation Criteria" as set forth on page 13 of the Underhill Subdivision Regulations (Received December 17, 2007 from Justin Willis).

I am also enclosing a Subdivision Checklist for final hearing. Since you are combining hearings, the final checklist encompasses all requirements for both preliminary and final hearing. This new checklist will aid in preparing your final hearing submissions and will also aid the Board in reviewing the required documents. The left-hand column indicates items that are required for final hearing. Check the box under "Submitted" for each required item and return a copy of the checklist with your final hearing requirements.

After I have scheduled the combined preliminary and final hearing, I will send notice of the hearing via certified mail to your abutting neighbors, and a legal warning of the final hearing will be published in the Mountain Gazette. I will also ask you to come to the Town Hall to pick up a new "P" permit sign to be posted at the end of your driveway for the hearing. If you have any questions about the requirements, please let me know

Sincerely,

Kari Papelbon

Kari Papelbon

cc: Justin Willis
DRB
File