

Kari Papelbon
ZONING & PLANNING ADMINISTRATOR
TOWN OF UNDERHILL, VERMONT

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February 15, 2011

Isabel Baslow Life Estate
c/o Marty Baslow
65 Colonial Page Rd.
Essex, VT 05452

Isabel Baslow Life Estate
Attn: Michael Baslow
19 Baslow Ln.
Underhill, VT 05489

Dear Marty and Michael:

At the meeting on February 7, 2011, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision at 13 Baslow Ln. in Underhill, VT. Based on the information presented, it appears that you meet the basic requirements for subdivision. Please understand that this sketch plan determination is non-binding and in no way implies approval of the subdivision.

The next step in the subdivision process is to hold a preliminary hearing. However, the DRB approved of combining the preliminary and final hearings for your subdivision. As such, only one hearing will be scheduled and all of the relevant requirements for both preliminary and final hearing must be met.

This hearing is warned by certified mail notice to the abutting neighbors, by posting at the post offices and Town Hall, by posting a sign in front of your property, by publication in a newspaper of record (the *Mountain Gazette*, *Seven Days*, or the *Burlington Free Press*), and by posting on the Town website. The cost of the certified mailings and the published warning are borne by you, but I will handle the administration for both. Either you or Gunner will be required to post the sign on your property. All warnings and notices must be completed at least 15 days prior to the scheduled hearing date.

A site visit will be scheduled either immediately before your hearing, if possible, or on a Saturday morning. This site visit also must be warned at least 15 days in advance, but I will take care of the newspaper warning and mail notice to your abutting neighbors. I will also ask you to post another red "P" sign at the end of your driveway notifying neighbors of a site visit and hearing if it is scheduled on a Saturday.

Before the hearing and site visit, however, I must have a copy of your preliminary and final hearing application materials, including the following:

1. A final survey that shows the current property boundaries and the proposed new lot lines and acreages. The survey should include the items listed on the enclosed checklist and should show the boundaries for the Rural Residential and Soil & Water Conservation zoning districts.
2. A proposed private road agreement for future maintenance of Baslow Lane.
3. Any additional requirements on page 3 of the enclosed checklists.

For your convenience, I am copying Gunner McCain on this letter. An application for the final subdivision hearing and both the Preliminary and Final Subdivision Checklists for preliminary hearing will also be included with his letter. The checklists will aid in preparing your hearing submissions and will also aid the Board in reviewing the required documents. The left-hand column indicates items that are required for your hearing. Check the box under "Submitted" for each required item and return a copy of the checklist with your hearing requirements. Please submit 2 large (18" x 24" or 24" x 36") copies of the survey and engineering drawing, and 9 copies of each drawing at 11" x 17" for the Board to have for review prior to the hearing and site visit.

The Development Review Board bases its final subdivision approval on the 13 "Evaluation Considerations" outlined on pages 11-12 of the Subdivision Regulations (enclosed). Please submit your proposed "Findings of Fact" on each of these criteria with your application, letters from the UJFD and the Chittenden East School District addressing the impact of the proposed PRD on their respective organizations, and evidence that applications for all required State and/or Federal permits/approvals have submitted.

Once I receive a complete application with all of the required submissions for both the preliminary and final hearings—application forms, completed checklists, engineering plans, survey, etc.—I will schedule a hearing and site visit. Boundary lines and septic locations must be delineated by flags, using different colors if possible, at the site visit.

After the hearing, the Board will have 45 days to issue a signed, written decision. You will receive a copy of the decision with a draft copy of the subdivision permit (if approved), two copies of the invoice, and a copy of the Selectboard decision (if applicable). Any interested parties who participated in the hearing will also receive a copy of the decision. A statutory 30-day appeal period will begin from the date of the signed decision, and you will have 180 days from the date of the decision to file the final Mylar (if approved). Once the appeal period has expired and all applicable conditions of the decision have been met, I will issue a permit for the subdivision.

If you have any questions or need assistance with the required submissions, please call me at the number listed above.

Sincerely,

Kari Papelbon

cc: File
Gunner McCain, McCain Consulting, Inc. (via email)
encl: Application for Subdivision: Final (to Gunner via email)
Subdivision Checklist: Preliminary Hearing (to Gunner via email)
Subdivision Checklist: Final Hearing

Subdivision Evaluation Criteria (to Gunner via email)