

Kari Papelbon  
ZONING & PLANNING ADMINISTRATOR  
TOWN OF UNDERHILL, VERMONT

P.O. Box 32, Underhill Center, VT 05490  
E-mail: [underhillzoning@comcast.net](mailto:underhillzoning@comcast.net)

Phone: (802) 899-4434, x106  
Fax: (802) 899-2137

March 25, 2011

Phil Jacobs  
73 Upper English Settlement Rd.  
Underhill, VT 05489

Dear Phil:

At the meeting on March 21, 2011, the Development Review Board reviewed your sketch plan application for a revision to the 6-lot subdivision at 8 Jacobs Hill and 16 Harvest Run in Underhill, VT. This application is for approval of Lot 1 as a building lot. 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.

Due to the nature of the proposal and the decision granted in 2008, the DRB has classified this as a **major subdivision**. As such, the preliminary hearing cannot be waived. It does appear, however, that the proposal generally conforms to the Unified Land Use and Development Regulations, and the preliminary and final hearings should move ahead fairly quickly.

The application requirements for the preliminary hearing have changed somewhat from the 2002 Subdivision Regulations. You will be required to submit one large and twelve 11" x 17" copies of the plat and engineering drawings, a check for the base hearing fees (I will combine the sketch and preliminary, for a total of \$230), a copy of the State wastewater permit, and a copy of the Homeowners Association/Road Agreement. Additionally, as discussed at the Sketch Plan meeting, the Board requires submissions of evidence that any previous wetlands classifications are still valid in light of changes to the State Wetlands Rules since the delineation was originally completed.

Once I receive a completed application package, I will schedule and warn the preliminary hearing. You will be asked to post another red "P" sign on the lot no later than 15 days prior to the scheduled hearing. I will take care of the remaining notice requirements, including first-class mail to your neighbors and publication in a newspaper (the cost is borne by you and will be included in the final invoice). Due to scheduling conflicts, the next available hearing date is May 16, 2011.

For your convenience, I am copying Howard Snider and Paul O'Leary on this letter. An application for the preliminary subdivision hearing and associated checklist(s) will also be included with the letter. The checklists will aid in preparing your hearing submissions and will also aid the Board in reviewing the required documents.

After the hearing, the Board will have 45 days to issue a signed, written decision. You will receive a copy of the signed decision via first-class mail. Any interested parties who participated in the hearing will also receive a copy of the decision. A 30-day appeal period will begin from the date of the signed decision, and must expire prior to scheduling a hearing for final subdivision. Preliminary approval is valid for one year from the date of issuance.

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  
Howard Snider, O'Leary-Burke (via email)  
Paul O'Leary, O'Leary-Burke

encl: Application for Subdivision: Preliminary (to Howard and Paul via email)  
Subdivision Checklist: Preliminary Hearing (to Howard and Paul via email)  
Subdivision Standards Findings Checklist (to Howard and Paul via email)