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August 1, 2011

Brent Goplen
20 Lower English Settlement Rd.
Underhill, VT 05489

Dear Brent:

At the meeting on July 18, 2011, the Development Review Board reviewed your sketch plan application for a 5-lot subdivision of your property at 20 Lower English Settlement Rd. in Underhill, VT. This letter is provided per Section 7.3 (D) of the Unified Land Use and Development Regulations.

SUBDIVISION CLASSIFICATION

As you are aware, this application is being reviewed under the Unified Land Use and Development Regulations effective March 2, 2011. The process has been modified to distinguish between major and minor classifications. Due to the nature of your proposal, the DRB has classified it as a **major subdivision**. [Section 7.2 (E)(2)] As such, the preliminary hearing requirement cannot be waived.

REGULATION CONFORMANCE

Based upon the information submitted at the sketch plan meeting, it appears that the proposed subdivision generally conforms to the regulations. However, the Board feels that additional information will be required for the preliminary hearing in order to confirm compliance. These requirements are listed in the following section.

REVIEW CRITERIA & ISSUES TO BE ADDRESSED

This sketch plan letter outlines "specific areas of concern to be addressed" per Section 7.3 (D)(3), regarding potential impacts to adjoining property owners, and per Section 8.2, General Standards for subdivision review.

1. Specifically address the aesthetic impacts of the proposed development. Include specifics as to

- a. How the proposed development is configured to reflect the settlement pattern of the Water Conservation district as described in Section 8.2(E)(2).
 - b. How the proposed development incorporates landscaping and screening measures as described in Section 8.2(I).
2. Include detailed plans for the design of the proposed development road and driveways with the preliminary hearing application package [Sections 8.6 and 3.2].
 3. Include detailed erosion prevention and sediment control plans with the preliminary hearing application package [Section 8.5].
 4. Clearing limits should be clearly marked on the plans as well as on the property for the site visit (to be scheduled).
 5. Cut and fill details should be included with the preliminary engineering plans.
 6. Road right-of-way and centerline boundaries, as well as driveway boundaries, should be clearly marked on the property for the site visit.

PRELIMINARY SUBDIVISION HEARING – PROCESS

The application requirements for the preliminary hearing have changed somewhat from the 2002 Subdivision Regulations. You will be required to submit a completed application, one large and twelve 11" x 17" copies of the draft plat and engineering drawings, a check for the base hearing fees (\$454.13), a copy of the State project review sheet, copies of draft legal documents (e.g., shared access maintenance agreement, Homeowners Association, etc.), completed checklists, and items 1-5 above.

Once I receive a completed application package, I will schedule and warn the site visit and preliminary hearing. You will be asked to post another red "P" sign on the lot no later than 15 days prior to the scheduled meeting date. I will take care of the remaining notice requirements, including Certified Mail notice to your neighbors and publication in a newspaper.

For your convenience, I am copying your consultant, Gunner McCain, 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 Preliminary Subdivision Hearing, the Board will have 45 days to issue a signed, written decision. You will receive a copy of the signed decision via Certified Mail. Any interested parties who participated in the hearing will also receive a copy of the decision via first-class mail. 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.

FINAL HEARING

Following the preliminary hearing, but not before the 30-day appeal period has expired, you may submit a complete application for a final hearing. I will include the requirements and procedure for that step in the letter accompanying your preliminary decision.

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 (via email)
encl: Application for Subdivision: Preliminary (to Gunner via email)
Subdivision Checklist: Preliminary Hearing (to Gunner via email)
Subdivision Standards Findings Checklist (to Gunner via email)