

KARI PAPELBON, CFM
Zoning & Planning Administrator
Town of Underhill, VT

P.O. Box 32, Underhill Center, VT05490
E-mail: underhillzoning@comcast.net

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

December 9, 2011

William and Elaine Morton
P.O. Box 115
Underhill, VT 05490

Dear Mr. and Mrs. Morton:

At the meeting on December 5, 2011, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 439 Cilley Hill 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 this as a minor subdivision [Section 7.2 (E)(1)].

REGULATION CONFORMANCE

Based upon the information submitted at the sketch plan meeting, it appears that the proposed subdivision will require modifications to conform to the regulations with respect to frontage. See below for details.

REVIEW CRITERIA & ISSUES TO BE ADDRESSED

This sketch plan letter outlines "specific areas of concern to be addressed" per Section 7.3 (D)(3).

1. As discussed at the sketch plan meeting, the original proposal submitted with the application did not meet the minimum frontage requirement for the Rural Residential zoning district [See Table 2.3(D)]. An alternate lot configuration was presented at the meeting which meets the minimum frontage requirement of 250 feet along Cilley Hill Road for each lot. The Board recognizes that the existing

driveway is rather steep and thus may not lend itself to conversion to a shared driveway in compliance with town requirements. As such, the Board endorsed the addition of a second driveway, incorporating the aforementioned frontage modification, and will provide this recommendation to the Selectboard for their review.

2. Per Section 8.6(A)(3), an access permit from the Selectboard for the additional access onto Cilley Hill Road is required prior to submitting an application for the final subdivision hearing. The Board recommends submitting the access permit application as soon as possible to avoid potential scheduling issues.

HEARING PROCESS

Preliminary subdivision review was waived at the sketch plan meeting for your proposed minor subdivision in accordance with Section 7.5(B). Thus, only one additional (final) hearing will be required.

Within one year of the date of this letter, you may submit a complete application for a final hearing. The following are required as part of the application package (See Section 7.6 and Article VIII for further information on application requirements and review standards):

1. A completed Application for Subdivision: Final Hearing (enclosed).
2. A completed Subdivision Checklist: Final Hearing (enclosed).
3. Final responses on the Subdivision Standards Findings Checklist.
4. Selectboard Access Permit.
5. Required State Permits (e.g. Wastewater System and Potable Water Supply).
6. A copy of the State Wetlands Office determination on the classification of wetlands present on the property.
7. One large copy of the final plat and engineering plans.
8. Twelve reduced (11" x 17") copies of the final plat and engineering plans.
9. Payment of final subdivision hearing fees.

I will schedule a site visit and final hearing within 30 days of receipt of a completed application package. Due to the time of year, and depending upon the timeframe for compiling the required hearing application components, the site visit may need to be scheduled on a Saturday.

Both the site visit and hearing will be warned together in accordance with 24 VSA §4426; therefore, not less than 15 days prior to the scheduled hearing date notice of the hearing must be published in a newspaper, at the property, in at least three locations in Underhill, and sent via Certified Mail to adjoining neighbors. As was the case with the sketch plan meeting, I will take care of the notice requirements and ask that you post

the red "Z" sign at the end of your driveway. The cost of the newspaper notice will be included in the final invoice and mailed with your final decision.

The Board will have 45 days to issue a written and signed decision following the adjournment of the final hearing. A 30-day statutory appeal period will begin from the date of the signed decision. You will receive a copy of the decision via Certified Mail. Any participants in the final hearing proceeding will also receive a copy of the final decision. Appeal procedures are outlined in Section 10.5 of the Underhill Unified Land Use and Development Regulations.

For your convenience I have copied your consultants, Justin Willis and Brad Holden, on this letter. If you or your consultants have any questions or need assistance with the required submissions, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Kari Papelbon". The signature is written in a cursive, flowing style.

Kari Papelbon

cc: File
Justin Willis, Willis Design Associates, Inc. (via email)
Brad Holden (via email)

encl: Application for Subdivision: Final (to Justin & Brad via email)
Subdivision Checklist: Final Hearing (to Justin & Brad via email)
Subdivision Standards Findings Checklist (to Justin & Brad via email)