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August 8, 2012

Thomas and Roxanne Niles
137 River Rd.
Underhill, VT 05489

Dear Mr. and Mrs. Niles:

At the meeting on August 6, 2012, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 137 River 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 2012. The subdivision process must 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)]

REGULATION CONFORMANCE

Based upon the information submitted at the sketch plan meeting, it appears that the proposed subdivision will generally conform to the regulations. However, you and your consultants should ensure that all of subdivision review standards in Article VIII are addressed and all of the final hearing requirements in Section 7.6 are met.

REVIEW CRITERIA & ISSUES TO BE ADDRESSED

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

1. It is recommended that you contact the State Wetlands Office to determine whether a Class II wetland as depicted on the Vermont State Wetlands Inventory map exists on the property. All wetlands, including Class III wetlands, must appear on the plans. Setbacks and buffers must also be depicted on the plans.
2. Riparian setbacks and buffers must also be maintained. These should appear on the plans.

3. Special Flood Hazard Area Zone A exists on the property and must be shown on the plans. Encroachment into this area will require additional review and may require additional action for compliance with the National Flood Insurance Program.

FINAL HEARING – PROCESS

As you are aware, the Board voted to approve your request to waive the preliminary hearing requirement. Therefore, only the final hearing is 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 (enclosed).
4. Required State Permits (e.g. Wastewater System, Potable Water Supply, etc.).
5. One large copy of the final plat and engineering plans.
6. Twelve reduced (11" x 17") copies of the final plat and engineering plans.
7. Payment of final subdivision hearing fees (\$466.75).

I will schedule a site visit and final hearing within 30 days of receipt of a completed application package. The hearing will be warned 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 review 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.

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
encl: Application for Subdivision: Final
Subdivision Checklist: Final Hearing
Subdivision Standards Findings Checklist