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February 11, 2013

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

Dear Phil:

At the meeting on February 4, 2013, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 16 Harvest Run 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 fact that your proposal is an extension of a previously-approved 6-lot subdivision, the DRB has classified this as a **major subdivision** [Section 7.2 (E)]. However, they have agreed to hold the preliminary and final hearings on the same night.

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 preliminary and final hearing requirements in Sections 7.5 and 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. Concerns were raised regarding drainage on the property and the effect that the proposed new lot will have on the existing stormwater infrastructure. Your plans should address all temporary and permanent drainage/stormwater methods and infrastructure, including State requirements, and how they are integrated with the drainage on Harvest Run.

2. A driveway in excess of 500 feet off the cul-de-sac at the end of Jacobs Hill is proposed to access the new lot. It appears that there are some areas on the new lot that could have slopes of 15% or greater. Your plans should identify steep slopes and where disturbance is proposed on steep slopes, and address the provisions of Section 3.18. Your plans should also include driveway design details. A waiver of the frontage requirement for Lot 7 may be approved during the hearing process.
3. The Jacobs Hill Homeowners Association documents must be revised to include Lot 7. It will be a condition of approval that the owners of Lot 7 will be members of the Homeowners Association.

PRELIMINARY & FINAL HEARING – PROCESS

As mentioned above, the Board voted to approve your request to combine preliminary and final subdivision review. Therefore, only one hearing is required. Within one year of the date of this letter you may submit a complete application for the combined hearing. The following are required as part of the application package (See Sections 7.5 - 7.6 and Article VIII for further information on application requirements and review standards):

1. A completed Application for Subdivision: Preliminary Hearing (enclosed).
2. A completed Application for Subdivision: Final Hearing (enclosed).
3. A completed Subdivision Checklist: Preliminary Hearing (enclosed)
4. A completed Subdivision Checklist: Final Hearing (enclosed).
5. Final responses on the Subdivision Standards Findings Checklist (enclosed).
6. Required State Project Review Sheet for State Permits (e.g. Wastewater System & Potable Water Supply, stormwater, etc.).
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. Draft legal documents (deeds, revised Homeowners Association documents, etc.).
10. Payment of subdivision hearing fees (\$598.30).

I will schedule a hearing (and site visit if the DRB requires) 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,

A handwritten signature in black ink that reads "Kari Papelbon". The signature is written in a cursive style with a large, sweeping flourish at the end.

Kari Papelbon

cc: Paul O'Leary, O'Leary-Burke Civil Associates, PLC (via email)
File
encl: Application for Subdivision: Preliminary
Subdivision Checklist: Preliminary Hearing
Application for Subdivision: Final
Subdivision Checklist: Final Hearing
Subdivision Standards Findings Checklist

