

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

P.O. Box 32, Underhill Center, VT 05490
E-mail: underhillzoning@comcast.net

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

June 28, 2013

Timothy and Theresa Potvin
P.O. Box 135
Underhill Center, VT 05490

Dear Tim and Theresa:

At the meeting on June 17, 2013, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 27 Moose 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 nature of your proposal, the DRB has classified this as a **major subdivision** [Section 7.2 (E)], but has voted 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, the Board did identify some items to be addressed in your submissions. You and your consultants should also 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, including waiver requests, are submitted.

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. Update the Road Agreement to include access to the proposed Lot.
2. Updated survey showing the new lot.
3. Final determination as to whether the lot will remain as open space in perpetuity.

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.). Note that you may only need a Project Review Sheet as no new development is proposed as part of the subdivision.
7. One large copy of the final plat.
8. Twelve reduced (11" x 17") copies of the final plat.
9. Draft legal documents (deeds, revised Homeowners Association documents, etc.).
10. Payment of subdivision hearing fees (\$500.54).

The Zoning Administrator will schedule a hearing (and site visit if required by the DRB) 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, the Zoning Administrator 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 combined preliminary and final hearing 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.

You should be aware that I am moving on from the Town of Underhill. My last day will be July 8. If you have any questions or need assistance with the required submissions before that date, please feel free call me at the number listed above.

Sincerely,

A handwritten signature in cursive script that reads "Kari Papelbon". The signature is written in black ink and is positioned to the right of the typed name.

Kari Papelbon

cc: Larry Young, Summit Engineering (via email)
Selectboard (w/o encl.)
File

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