



Town of Underhill Development Review Board

P.O. Box 32, Underhill Center, VT 05490
www.underhillvt.gov

Phone: (802) 899-4434, x106
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2 August 2013

Mr. Andy Grab
449 Irish Settlement Road
Underhill, VT 05489

Re: Hearing requirements for preliminary subdivision.

Dear Mr. Grab:

At the meeting on July 29, 2013, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 449 Irish Settlement Road 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)] however the board did not agree to hold your preliminary and final hearings on the same night. Subsequently you will be required to submit and receive approval for preliminary approval before proceeding to final.

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 raise some concerns during the meeting that should be addressed in your subsequent plans. 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 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. All engineering plans and perimeter survey information must be updated to meet the current regulations, including the requirements outlined below.
2. Include the location of the proposed building envelope and demonstrate compliance with all dimensional and setback requirements.
3. Include with your application the proposed curb cut location and driveway design for the proposed new lot.
4. The board requires that the applicant meet with the State of Vermont to determine if the proposed development would fall under the jurisdiction of any additional state permits. Evidence of this meeting in the form of a "project review sheet" will be required.
5. Although the Board was neutral on issues of vegetative screening and tree clearing, these are common areas of concern to neighbors for such proposals and the applicant should be prepared to address questions directed at those concerns.

PRELIMINARY HEARING – PROCESS

As mentioned above, the Board did not approve your application for a combined preliminary and final subdivision review. Therefore, two public hearings will be required. Within one year of the date of this letter you may submit a complete application for the preliminary 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
2. A completed Subdivision Checklist: Preliminary Hearing
3. Responses on the Subdivision Standards Findings Checklist
4. Required State Project Review Sheet for State Permits (e.g. Wastewater System & Potable Water Supply, storm-water, etc.).
5. One large copy of the preliminary plat.
6. One large copy of the engineering plans.
7. Twelve reduced (11" x 17") copies of the proposed plat and engineering plans.
8. Payment of subdivision hearing fees.

The Zoning Administrator (or Secretary of the Development Review Board) will schedule a hearing and site visit 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.

Sincerely,

A handwritten signature in blue ink that reads "Charles Van Winkle". The signature is written in a cursive style with a large, sweeping initial "C".

Charles Van Winkle
Chairman, Underhill Development Review Board