

# DEVELOPMENT REVIEW BOARD

Town of Underhill, VT

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January 14, 2014

Craig and Margaret Armstrong  
41 Sam Ward Road  
Underhill, VT 05489

At the meeting on January 6, 2014, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 41 Sam Ward Road (SW041T) in Underhill, VT. This letter is provided per Section 7.3 (D) of the Unified Land Use and Development Regulations, and is valid for one year.

## **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 has the potential to conform to the regulations. However, you 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**

Several items were discussed at the sketch plan review meeting:

1. Both the existing house and the proposed Lot #1 are in the residential zoning district. They meet the minimum lot size for both Rural Residential (3 acres) and Soil & Water Conservation (15 acres).
2. The proposed setbacks appear to meet the 250' & 50' requirements for frontage.
3. In regard to the road and shared driveway, right-of-way and road width specifications are recommended to be written into the purchase (of Lot #1) agreement.
4. In regard to septic systems, Underhill falls under the state regulations. A state waste water permit will need to be acquired.
5. A letter from the school district is required.
6. A building permit will be required for modifications to the barn.

Other final plan requirements and revisions are outlined in the checklists and the Unified Land Use and Development Regulations. The Board expects that all of the requirements will be included in the final subdivision review application package.

**FINAL HEARING-PROCESS**

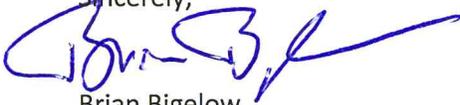
Within one year of the date of this letter, but not before the expiration of the 30-day appeal period, you may submit a complete application for a final hearing. The following are required as part of the application package (See Section 7.6 and Article VIII for further information on application requirements and review standards):

1. A completed Application for Subdivision: Final Hearing.
2. A completed Subdivision Checklist: Final Hearing.
3. Final responses on the Subdivision Standards Findings Checklist.
5. Required State Permits (e.g. Wastewater System, Potable Water Supply, etc.).
6. One large copy of the final plat and engineering plans.
7. Twelve reduced (11" x 17") copies of the final plat and engineering plans.
8. A list of waivers that you are requesting (i.e. request not to survey the entire perimeter property line, combining preliminary & final hearings)
9. Payment of final subdivision hearing fees.

The Zoning Administrator will schedule a 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. 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 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.

Please do not hesitate to contact me if you have any questions or need assistance with the required submissions.

Sincerely,  
  
Brian Bigelow  
Acting Administrative Officer

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