

DEVELOPMENT REVIEW BOARD

Town of Underhill, VT

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March 4, 2014

Michael Moore
74 Cloverdale Road
Underhill, VT 05489

At the meeting on February 24, 2014, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 74 Cloverdale Road (CD074) 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)], 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 has the potential to 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 Section 7.5 & 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. Several items were discussed at the sketch plan review meeting:

1. Your final application should include the letter from your attorney indicating the railroad easement reverted back to the property owner(s);
2. Evidence to the DRB, via attorney opinion, that you have the legal right to access and egress the property over Cloverdale Road;
3. A copy of the road association agreement, including a mechanism of enforcement and evidence that the new lot(s) will be part of the association;
4. A copy of the VT Wastewater System and Potable Water Supply permits for both lots;
5. A curb cut permit from the Selectboard for both lots;
6. A site visit will need to be scheduled prior to the combined hearing.

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

PRELIMINARY & FINAL HEARING-PROCESS

As mentioned above, the Board voted to approve your request to combine the preliminary and final subdivision review, therefore only one hearing is required. 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 preliminary and final hearing. The following are required as part of the application package (see Section 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);
2. A completed Subdivision Checklist: Preliminary Hearing (enclosed);
2. A completed Subdivision Checklist: Final Hearing (enclosed);
3. Final responses on the Subdivision Standards Findings Checklist (enclosed);
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. Draft legal documents (deeds, Homeowner/Road Association documents, etc.);
9. Payment of final subdivision hearing fees.

The Zoning Administrator will schedule a combined hearing (and a 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. 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 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,



Sarah C. McShane
Zoning & Planning Administrator

cc: File
encl: Application(s) for Subdivision: Preliminary & Final
Subdivision Checklist(s): Preliminary& Final Hearing
Subdivision Standards Findings Checklist