

DEVELOPMENT REVIEW BOARD
Town of Underhill, VT

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June 11, 2014

Arnold & Paula Baizley
623 Pleasant Valley Road
Underhill, VT 05489

At the meeting on June 2, 2014, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 623 Pleasant Valley Road 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, the Board did raise some concerns during the meeting that should be addressed in your subsequent plans.

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. Draft shared maintenance agreement for the proposed shared driveway;
2. An Access Permit issued by the Selectboard;
3. A written determination from the Current Use program indicating that properties in the program are allowed to be subdivided;
4. VT Wastewater & Potable Water Permit for the new lot;
5. VT ANR Project Review Sheet;
6. A site visit will need to be scheduled prior to the final hearing.

The above should be included in an application for the preliminary hearing stage in addition to the information required on the enclosed checklists.

PRELIMINARY SUBDIVISION HEARING – PROCESS

As you are aware, the Board voted to require a preliminary hearing due to the outstanding questions raised during the sketch plan review meeting. Therefore, the next step in the subdivision process is to hold a hearing for the purposes of conducting preliminary subdivision review. The application requirements for this step are detailed in Section 7.5 and Article VIII of the Unified Land Use and Development Regulations. The following is provided as a general overview of the process.

You will be required to submit one large and twelve 11" x 17" copies of the plat and engineering drawings, a check for the base hearing fees (\$100), a copy of the State Project Review Sheet, and copies of draft legal documents. Also include information addressing items above and the requirements on the enclosed checklists.

Once I receive a completed application package, I will schedule and warn a site visit and the preliminary hearing. You will be asked to post a red "Z" sign on the lot no later than 15 days prior to the scheduled hearing. I will take care of the notice requirements, including Certified Mail to your neighbors and publication in a newspaper. The cost for notice is borne by you and the newspaper fee will be included in the final invoice.

An application for the Preliminary Subdivision Hearing and associated checklist(s) are also included with this letter. The checklists will aid in preparing your hearing submissions and will also aid the Board in reviewing the required documents.

After the Preliminary Subdivision Hearing, the Board will have 45 days to issue a signed, written decision. You will receive a copy of the signed decision via Certified Mail. Any interested parties who participated in the hearing will also receive a copy of the decision. A 30-day appeal period will begin from the date of the signed decision, and must expire prior to scheduling a hearing for final subdivision. Preliminary approval is valid for one year from the date of issuance.

FINAL HEARING

Following the preliminary hearing, but not before the 30-day appeal period has expired, you may submit a complete application for a final hearing. I will include the requirements and procedure for that step in the letter accompanying your preliminary decision.

If you have any questions or need assistance with the required submissions, please call me at the number listed above.

Sincerely,


Sarah C. McShane
Planning & Zoning Administrator

cc: Interested Parties
File
encl: Application for Subdivision: Preliminary
Subdivision Checklist: Preliminary Hearing
Subdivision Standards Findings Checklist