

DEVELOPMENT REVIEW BOARD
Town of Underhill, VT

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October 27, 2014

Richard Villeneuve Trust
c/o Thomas Tiller Jr., Trustee
27663 N. 103rd Place
Scottsdale, AZ 85262

At the meeting on October 20, 2014, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of property at 270 Poker Hill 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 2014. 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 will generally conform to the regulations. However, you and your consultants should ensure that all of the subdivision review standards in Article VIII are addressed and all of the preliminary hearing requirements in Section 7.5 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. As discussed during at the meeting, a wetlands permit issued by VT Agency of Natural Resources shall be required prior to local approval for permits involving Class I and Class II buffer/setback reductions;
2. Stormwater calculations to ensure the proper sizing of the culvert;
3. An Access (curb cut) Permit issued by the Underhill Selectboard must be obtained prior to final subdivision approval;
4. A copy of the amended VT Wastewater & Potable Water Permit for the new lot;
5. VT ANR Project Review Sheet;
6. A site visit will also be scheduled prior to the 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 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.

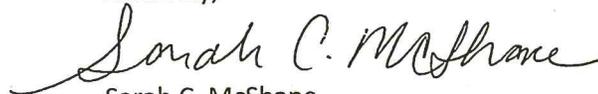
After the Preliminary Subdivision Hearing, the Board will have 45 days to issue a signed, written decision. You will receive a copy of the signed decision via Certified Mail. Any interested parties who participated in the hearing will also receive a copy of the decision. A 30-day appeal period will begin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

FINAL HEARING

Following the preliminary hearing 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
O'Leary-Burke Civil Associates, PLC- 1 Corporate Dr. Suite #1, Essex Junction, VT 05452
Benjamin Wilcox & Marie-Michelle Bouchard, 540 Stonefence Road, Richmond, VT 05477
Richard & Laurie Wilcox, 152 Weed Road, Essex Jct., VT 05452
File

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