

DEVELOPMENT REVIEW BOARD

Town of Underhill, VT

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June 3, 2015

Luella Lamphere Estate
c/o Patrick Lamphere
176 Beartown Road
Underhill, VT 05489

At the meeting on June 1, 2015 the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 116 Beartown Road (BE116) 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. If a preliminary subdivision application is not filed within the year, another sketch plan review will be required.

SUBDIVISION CLASSIFICATION

As you are aware, this application is being reviewed under the Unified Land Use and Development Regulations adopted March 2011, as amended through March 4, 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)]; however the board did not waive the preliminary hearing, so you will be required to have both a preliminary and final subdivision hearing.

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 subdivision 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 is meant to provide recommendations and guidance to the applicant. During the sketch review, the board felt that no major modifications were required; however the following items should be addressed in your application for preliminary subdivision approval.

1. Written request for dimensional waivers;
2. Highway Access permits issued by the Selectboard;
3. Wastewater System & Potable Water Permit (or application) for both lots;
4. Survey plat prepared by a licensed surveyor;
5. Letters from the school district, road foreman, and fire department;
6. A Project Review Sheet issued by the Agency of Natural Resources;
7. A site visit will be scheduled prior to the preliminary hearing.

Other preliminary subdivision review 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 preliminary subdivision review application package.

PRELIMINARY SUBDIVISION HEARING – PROCESS

As you are aware, the Board is requiring a preliminary and final hearing. Therefore, the next step in the subdivision process is to hold a hearing(s) for the purpose 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 preliminary 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 and the newspaper fee is borne by you and will be included in the invoice with your preliminary decision.

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: JH Stewart Associates
Interested Party Service List
File
- encl: Application for Subdivision: Preliminary
Subdivision Checklist: Preliminary Hearing
Subdivision Standards Findings Checklist