

# DEVELOPMENT REVIEW BOARD

## TOWN OF UNDERHILL, VT

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Robert and Nicole Stone  
Wallace and Patricia Stone  
11 Doon Road  
Underhill, VT 05489

August 1, 2016

During the July 18<sup>th</sup>, 2016 meeting, the Development Review Board reviewed your sketch plan application for a two lot subdivision of the property located at 11 Doon Road in Underhill, VT. Although the property is addressed at 11 Doon Road, the subdivision of land will occur near, or adjacent to, 518 Irish Settlement Road. 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 application is not filed within a year of the date this letter was issued, another sketch plan review shall be required [Section 7.3.E].

### **SUBDIVISION CLASSIFICATION**

This application was reviewed under the Unified Land Use & 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 submitted proposal, the DRB has classified this as a **minor subdivision** [Section 7.2 (E)]. As discussed during the hearing, you have decided to proceed with a preliminary hearing. Therefore, the board did not waive the preliminary hearing, and both a preliminary and final subdivision hearing will be required.

### **REGULATION CONFORMANCE**

Based upon the information submitted at the sketch plan hearing, the proposed subdivision appears to have the potential to conform to the regulations. However, you and your consultants should ensure that all of the subdivision review standards in Article VIII are addressed, as well as meet all of the preliminary subdivision requirements in Section 7.5.

### **REVIEW CRITERIA & ISSUES TO BE ADDRESSED**

This sketch plan letter outlines “specific areas of concern to address” per Section 7.3(D), and is meant to provide recommendations and guidance to the applicant. As discussed during the sketch plan hearing, a survey of only the lot to be subdivided (the ±3.00 acre lot) is required. 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. A Preliminary Subdivision Application submitted in accordance with the criteria listed in § 7.5 of the Underhill Unified Land Use & Development Regulations;
2. A preliminary Highway Access permit issued by the Selectboard;
3. Approval from the Selectboard regarding the transfer of land enrolled in a land contract;
4. Draft shared access easements;
5. A draft of the survey plat prepared by a licensed surveyor;

6. Engineering drawings in conformance with the application requirements in the Underhill Unified Land Use & Development Regulations, specifically:
  - a. Areas of steep slopes, flood hazards; stream water setbacks, the requisite size culverts illustrated on the plans (where applicable), septic setbacks, and well shields
7. Applicable state permits;
8. A Project Review Sheet from the Agency of Natural Resources; and
9. The scheduling of a site visit prior to the preliminary hearing.

Other preliminary subdivision review requirements are outlined in the checklist and in the Unified Land Use & 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 mentioned above, 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 & 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 the items above and the requirements on the enclosed checklists.

Once the completed preliminary application package is received, the site visit and preliminary hearing will be scheduled and warned. You will be asked to post a red "Z" sign on the lot no later than 15 days prior to the scheduled hearing. Planning staff will take care of 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 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. The requirements and procedure for that step will be included in the letter accompanying your preliminary decision.

If you have any questions or need assistance with the required submissions, please feel free to contact me by phone: (802) 899-4434, ext. 106; or by email: [astrniste@underhillvt.gov](mailto:astrniste@underhillvt.gov).

Sincerely,

Andrew Strniste  
Planning Coordinator

cc: N/A

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