Town of Underhill

Development Review Board
Sketch Plan Findings & Decision

Application of Marias for a 3-Lot Subdivision

Jason Marias
318 Irish Settlement Road
Underhill, VT 05489

March 7, 2017

During the February 20, 2017 meeting, the Development Review Board reviewed and accepted your sketch plan application for a 3-lot subdivision of the property located at 318 Irish Settlement 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. 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]. Also note that the Board determined that 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. During the sketch review, the Board felt that no major modifications were required regarding the materials that were submitted. However, the following items should be addressed in your application for preliminary subdivision approval:

1. Identifying the best feasible option for the curb cut to minimum sight distance problems and maximize safe stopping distances;
2. Updating the deer wintering yard assessment letter from the State of Vermont;
3. Delineating the wetlands contained on all of the proposed lots;
4. Identifying the well shield and isolation distances, and how those distances will impact the adjacent property owners (with notice being provided);
5. A Preliminary Subdivision Application submitted in accordance with the criteria listed in § 7.5 of the Underhill Unified Land Use & Development Regulations;
6. A draft of the survey plat prepared by a licensed surveyor;

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7. 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, septic setbacks, and well shields; and
    b. The requisite size culverts shall also be illustrated on the plans.
8. 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 a 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. Directly below is a general overview of that process:

You will be required to submit one large and twelve 11" x 17" copies of the plat and engineering drawings 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 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 form 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.

Sincerely,

Andrew Strniste
Planning Director & Zoning Administrator

cc: Pam Billings
Mary Jo Berube

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