



# Town of Underhill

## Development Review Board

### Sketch Plan Review Letter

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#### Application of William & Lisa Timbers for a 2-Lot Subdivision

William W. & Lisa S. Timbers  
662 Irish Settlement Road  
Underhill, VT 05489

October 2, 2017

During the September 18, 2017 meeting, the Development Review Board reviewed and accepted your sketch plan application for a 2-lot subdivision of property you own located at 662 Irish Settlement Road (IS662) in Underhill, Vermont. 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/final subdivision application is not filed within a year of the date this letter was issued, another sketch plan review meeting 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 Board has classified this as a “minor subdivision” [Section 7.2.E]. Also, as you know, the Board voted to waive preliminary subdivision review, and therefore, only a final subdivision hearing will be required [Section 7.5.B].

#### **REGULATION CONFORMANCE**

Based upon the information submitted at the sketch plan meeting, the proposed subdivision appears to have the potential to conform to the regulations. However, you and your consultant(s) should ensure that all of the subdivision review standards in Article VIII are addressed, as well as meet all of the applicable preliminary subdivision requirements in Section 7.5 and all of the final subdivision requirements in Section 7.6.

#### **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 plan review meeting, the Board felt that the following items and concerns should be addressed in your application for final subdivision approval:

1. A preliminary access permit shall be obtained from the Selectboard prior to final subdivision review. The Selectboard encourages applicants to submit information showing that the access way will conform to the 2015 Underhill Road Driveway & Trail Ordinance; a 15-foot by 37.5-foot turnaround to accommodate emergency vehicles, which also includes a 35-foot radius; as well as satisfying any other conditions of the Road Ordinance.
2. All surface waters, including streams and brooks, wetlands and floodplains shall be identified and delineated on the submitted site plan.

3. An assessment of the extent of critical wildlife habitat (i.e. deer wintering yard) and habitat connectivity areas located on the property shall be conducted. If critical wildlife habitat exists in the proposed building envelope area, an establishment of a clearing restriction boundary or mitigation plan is required.
4. The survey plat shall depict all easements and/or rights-of-way that are located on the existing parcel of land to be subdivided, including easements for potential utilities.
5. The site plan shall depict the proposed building envelope.
6. The Board strongly encourages and recommends that the applicant prepare and submit a draft Road Maintenance Agreement that addresses the shared area of the driveway to be accessed by the new lot and 654 Irish Settlement.
7. Necessary documentation/wastewater system & potable water supply permits from the State of Vermont, Department of Environmental Conservation shall be obtained. The site plans submitted during the final subdivision review hearing shall identify the well shield and wastewater isolation distances within the subdivision. The isolation areas for proposed septic and water shall be contained within the associated lot to the greatest extent possible.
8. The draft survey plat shall be prepared by a licensed surveyor.
9. The applicant shall submit engineering drawings in conformance with the application requirements in the Underhill Unified Land Use & Development Regulations, specifically illustrating and identifying:
  - a. Areas of steep slopes, flood hazards, stream water setbacks, septic setbacks, and well shields; and
  - b. Requisite size culverts.
10. A Final Subdivision Application shall be submitted in accordance with the criteria listed in Section 7.5 "Preliminary Subdivision Review" and Section 7.6 "Final Subdivision Review" of the Underhill Unified Land Use & Development Regulations.
11. The scheduling of a site visit prior to the final subdivision review hearing is required.

Other preliminary/final subdivision review requirements are outlined in the accompanying Preliminary and Final Subdivision checklists and in the Unified Land Use & Development Regulations. The Board expects that all of the requirements of both the preliminary subdivision review application and final subdivision review application be satisfied.

### **FINAL SUBDIVISION APPLICATION/HEARING – PROCESS**

Per Section 7.5.B and at your request, the Board has waived the preliminary subdivision review hearing, and therefore, only a final subdivision review hearing is required - the next step in the subdivision process. The application requirements for this step are detailed in Section 7.6 "Final Subdivision Review" and Article VIII "Subdivision Standards" of the Unified Land Use & Development Regulations. However, please note that requirements under Section 7.5 "Preliminary Subdivision Review" still apply to your application, despite the waiver of the preliminary hearing.

Directly below is a general overview of the Final Subdivision Application/Hearing process.

Submit required documentation to the Zoning Administrator:

- One full-size copy of the plat to scale, twelve 11" x 17" reduced copies of the plat and the engineering drawings, and twelve copies of draft legal documents.

- Information addressing the items under "Review Criteria & Issues To Be Addressed" (see above).
- Completed application form for the Final Subdivision Hearing.
- Information or materials required by the checklists included with this letter. The checklists will assist you in preparation for your hearing submission and will also aid the Board in reviewing the required documents.

Once the completed final application package is received, the site visit and final 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, which includes 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 final decision.

After the Final 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.

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 Director & Zoning Administrator

cc: McCain Consulting, Attn: Gunner McCain, 93 S. Main St., Suite 1, Waterbury, VT 05676

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