



Town of Underhill

Development Review Board

Sketch Plan Findings & Decision

Application of Hall for a 2-Lot Subdivision

Kenneth Hall
4 Blakey Road
Underhill, VT 05489

January 4, 2017

During the December 18, 2017 meeting, the Development Review Board reviewed and accepted your sketch plan application for a 2-lot subdivision of property located at 4 Blakey Road (BL004) 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 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]. In addition, it was understood by the Board that you have agreed to commence with both a preliminary subdivision review hearing and a required final subdivision review hearing.

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 consultant(s) should ensure that all of the subdivision review standards in Article VIII are addressed, and also ensure that all applicable 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 address" per Section 7.3.D, and is meant to provide recommendations and guidance to the applicant. During the sketch review meeting, the Board felt that the following items and concerns should be addressed in your application for preliminary subdivision approval:

1. A letter from the Jericho-Underhill Water District addressing whether they have the ability to serve the proposed lot.
2. All surface waters, including streams and brooks, wetlands and floodplains shall be identified and delineated on the submitted site plan.
3. The draft survey plat shall depict all easements and/or rights-of-way that are located on the existing parcel of land to be subdivided.
4. The applicant should prepare and submit a draft Shared Road Maintenance Agreement if access between the two lots will be shared.

5. The applicant shall obtain the necessary documentation/wastewater system & potable water supply permits from the State of Vermont, Department of Environmental Conservation. The applicant shall identify the well shield and isolation distances on the submitted site plans and how those distances will impact the adjacent property owners (with notice being provided).
6. A Preliminary Subdivision Findings Checklist shall be submitted in accordance with the criteria listed in § 7.5 of the Underhill Unified Land Use & Development Regulations;
7. The draft survey plat shall be prepared by a licensed surveyor;
8. The applicant shall submit 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, isolation distances; and
 - b. The requisite size culverts shall also be illustrated on the plans.
9. The scheduling of a site visit prior to the preliminary subdivision review hearing.
10. Note: 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 not exceed a slope of 10% (typically shown by submitting a road profile); 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.

Other preliminary subdivision review hearing 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, there will be both a preliminary subdivision review hearing and a final subdivision review 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 two large and twelve 11" x 17" copies of the plat and engineering drawings and copies of any applicable draft legal documents. You are also required to include information addressing the issues listed 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 subdivision findings & 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 findings & 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 are more or less the same as the above outlined process; however, more detail will be provided at a later time.

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: Deb Towne, 75 Foker Hill Road, Underhill, VT 05489

enci: Application for Subdivision: Preliminary
Subdivision Checklist: Preliminary Hearing
Article VIII. Subdivision Standards. Findings Checklist