Town of Underhill

Development Review Board
Sketch Plan Findings & Decision

Application of Jason & Karen Guymon and Antoine & Pamela Catudal for a 2-Lot Subdivision

Jason & Karen Guymon
Antoine & Pamela Catudal
73 North Underhill Station Road
Underhill, VT 05489

August 20, 2019

During the August 5, 2019 meeting with the Development Review Board, the Board accepted your sketch plan application for a 2-lot subdivision of property located at 73 North Underhill Station Road (NU073) 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/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 6, 2018. 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, 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 hearing, the proposed subdivision appears to have the potential to conform to the regulations. However, you and your consultant(s) should ensure that all subdivision review standards in Article VIII are addressed and satisfied, as well as all applicable preliminary subdivision review requirements in Section 7.5, all final subdivision review requirements, and applicable requirements of the current *Underhill Road, Driveway & Trail Ordinance.*

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(s). 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. All surface waters, including streams and brooks, wetlands and floodplains shall be identified and delineated on the submitted site plan;
2. The survey plat prepared by a licensed surveyor 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;

3. 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;
4. The applicant shall consider all components of the Article VIII Subdivision Standards, and submit a project narrative outlining the property's history, references to book and page numbers, as well as provide comments on any related issues pertaining to the aforementioned Article VIII Subdivision Standards. This narrative shall substitute for the previously distributed Preliminary Subdivision Findings Checklist per § 7.5 of the *Underhill Unified Land Use & Development Regulations* that used to be required (see enclosed example);
5. The site plan shall depict proposed building envelopes for the principal structure, as well as building envelopes for ancillary structures and on-site parking. These building envelopes shall depict the distance from the envelope itself to the property's boundaries. Also note that the building envelope shall exclude constraints such as steep slopes, streams, wetlands, etc., where feasible;
6. 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;
7. The applicant shall submit engineering drawings in conformance with the requirements of the *Underhill Road, Driveway and Trail Ordinance*, which shall address:
    a. A turnaround area measuring 12 ft. by 37.5 ft. measured from the edge of the driveway;
    b. All turning radii at the driveway entrance must meeting the 35 ft. requirement, as measured from the far side of the approaching road to the far side of the required driveway width – or as approved by the Fire Department.
8. An Application for Subdivision shall be submitted in accordance with the criteria listed below under "Final Subdivision/Hearing – Process."
9. Draft deeds containing, or making reference to:
    a. The right-of-way easement that serves Lot 1;
    b. The wastewater system easement that serves Lot 2; and
    c. A road maintenance agreement.
10. The scheduling of a site visit prior to the final subdivision review hearing.

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 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.

The following documentation is to be submitted to the Zoning Administrator:

- Two full-size copies of the plat and engineering plans to scale, twelve 11" x 17" reduced copies of the plat and the engineering drawings, seven copies of draft legal documents, as well as the associated pdf digital files (which can be submitted by email).
- Information addressing the items under "Review Criteria & Issues To Be Addressed" (see above).
- Completed Application for Subdivision.

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.

Sincerely,

Andrew Strniste
Planning Director & Zoning Administrator

cc: Jason Guymon, 73 North Underhill Station Road, Underhill, VT 05489
Antoine Catudal, 73 North Underhill Station Road, Underhill, VT 05489
Cathy Bassler, 71 North Underhill Station Road, Underhill, VT 05489

encl: Application for Subdivision
Project Narrative Example
Final Sketch Plan Review Meeting Invoice (x2)