

PROJECT INFORMATION:

Physical Location of Property _____ Parcel # _____
Recorded property deed(s): Book _____ Page _____
Name of Subdivision _____
Acreage of Parcel to be subdivided _____ Road Frontage _____
of Lots Proposed _____ Acreage in each Lot _____

SITE PLAN & ADDITIONAL INFORMATION:

Please include a site plan that meets the requirements for the type of review being conducted (sketch plan, preliminary plan, or final plan), along with any additional information requested on the attached checklist.

OWNER/APPLICANT INFORMATION:

Landowner Name(s) _____
Mailing Address _____
Phone Number _____ E-mail address (optional) _____
Applicant Name(s) _____
Mailing Address _____
Phone Number _____ E-mail address (optional) _____

ADJOINING PROPERTY OWNER NAMES & ADDRESSES:

List below or attach separate sheet

- | | |
|----------|----------|
| 1) _____ | 4) _____ |
| _____ | _____ |
| 2) _____ | 5) _____ |
| _____ | _____ |
| 3) _____ | 6) _____ |
| _____ | _____ |

To the best of my (our) knowledge, the information contained herein is accurate. Any permits issued based on the information provided with this application shall be null and void in the event of any misrepresentation of fact. I (we) hereby grant permission for the Zoning Administrator and the members of the Development Review Board to enter the property for the purpose of evaluating the proposed subdivision's conformance with all applicable regulations.

Signature of Landowner _____ Date _____
Signature of Applicant _____ Date _____

Attention: State permits are required for this project. The applicant is obligated to obtain all necessary state permits. Call the State Permit Specialist at 802-885-8850 prior to construction.

SUBDIVISION CHECKLISTS

All applicants: Please attach a written description of your development plans, including: timing and/or phasing of work; existing easements, covenants, or deed restrictions; and any waivers you plan to request. Please also attach the following:

for SKETCH PLAN REVIEW

A sketch (at least 8 ½" x 11"), drawn on an existing, dated survey map with a north arrow and legend, showing:

- the project boundaries
- existing & proposed lot lines with dimensions & acreage
- adjoining roads, drainage, and land uses
- general location of significant natural features (as specified in Section 3.1 of the Subdivision Regulations)
- existing 20' contour intervals & slopes > 20%
- existing trails, driveways, rights-of-way, easements, parking areas & structures
- existing utilities, water supplies & wastewater systems

for PRELIMINARY PLAN REVIEW

A paper survey map (11"x 17"), dated, with north arrow, legend, scale (1"=100 ft.), preparer information & certifications, showing all the information required under sketch plan review as well as the following:

- specific location of significant natural features
- existing & proposed 10' contour intervals
- proposed roads, trails, driveways, rights-of-way, easements, parking areas, building envelopes (if applicable) & structures
- proposed utilities, water supplies & wastewater systems
- proposed landscaping, screening and/or buffer areas

Existing and proposed traffic volumes, estimated

Engineering reports (water & wastewater)

Road profiles (road, intersection & parking area geometry, and construction schematics)

Draft copies of the following (if applicable): proposed easements, covenants or deed restrictions;

homeowners' association documents; stormwater & erosion control plans; grading plans; open space management plans; lighting plans; and impact analyses (traffic, fiscal, visual, and/or environmental)

Description of proposed performance bond (if applicable)

for FINAL PLAN REVIEW

A Mylar survey map, dated, with north arrow, legend, scale (1"=100 ft.), preparer information & certifications, showing all the information required under sketch plan and preliminary plan review as well as the following:

- survey monument locations
- surveyed project boundaries, lot lines, dimensions & acreage
- surveyed location of significant natural features
- surveyed roads, trails, driveways, rights-of-way, easements, parking areas, & structures
- existing & proposed 5' contour intervals

Existing and proposed traffic volumes, documented

Engineering reports, road profiles, & draft copies of applicable documents (as listed under Preliminary Plan Review)

SUBDIVISION APPLICATION FEES

\$50 per lot, plus applicable recording fees

FOR USE BY ADMINISTRATIVE OFFICER ONLY

Application # _____ Date application received by Administrator _____
Fee Paid \$ _____ Fee received by _____ Date fee received _____

Site visit & Sketch Plan Review:

Date notice posted _____
Date notice mailed to applicant & abutters _____
Date notice published in paper of record _____
Site visit & Sketch Plan hearing date _____

Preliminary Plan Review:

Date notice posted _____
Date notice mailed to applicant & abutters _____
Date notice published in paper of record _____
Preliminary Plan hearing date _____

Final Plan Review:

Date notice posted _____
Date notice mailed to applicant & abutters _____
Date notice published in paper of record _____
Final Plan hearing date _____

Decision (approved or denied): _____ Date decision signed _____
30-day appeal period ends on _____ *Attach copy of signed decision*

Date decision sent by certified mail to landowner and/or applicant _____

Date decision sent by first-class mail to interested parties _____

Date decision posted on town hall bulletin board _____

Date decision given to Town Clerk for recording _____

Deadline for recording Mylar (6 months from date decision signed) _____