

**TOWN OF SHAFTSBURY  
SUBDIVISION APPLICATION and BOUNDARY LINE ADJUSTMENT APPLICATION**

**SUBDIVISION PERMIT #:** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_ **MINOR** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

**DEED REFERENCE: BOOK** \_\_\_\_\_ **PAGE** \_\_\_\_\_ **PARCEL ID NUMBER:** \_\_\_\_\_

**LANDOWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **EMAIL/PHONE:** \_\_\_\_\_

**APPLICANT (IF OTHER THAN ABOVE):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **EMAIL/PHONE:** \_\_\_\_\_

**LOCATION OF SUBDIVISION:** \_\_\_\_\_

(street name and distance to nearest intersection)

**NAMES OF ADJACENT OWNERS:** \_\_\_\_\_

You must notify all owners of adjoining property of the hearing(s) regarding your application and provide proof, such as Postal Form 3811, Domestic Return Receipt, or a signed testament listing those notified.

**ACRES INVOLVED:** \_\_\_\_\_ **NUMBER OF LOTS & ACREAGE EACH:** \_\_\_\_\_

**PREVIOUS MUNICIPAL OR STATE PERMITS ISSUED REGARDING THE LAND IN QUESTION:** (include permits, names & dates issued) \_\_\_\_\_

**WILL LOTS HAVE DIRECT ACCESS FROM TOWN OR STATE MAINTAINED ROAD?** \_\_\_ YES \_\_\_ NO

IF NO, NATURE OF ACCESS: \_\_\_\_\_

**NEW ROAD BUILT TO TOWN SPECIFICATIONS?** \_\_\_ YES \_\_\_ NO

**REQUEST WAIVER OF ROAD REQUIREMENTS?** \_\_\_ YES \_\_\_ NO

**WATER SUPPLY TO PROPERTY:** \_\_\_ PRIVATE \_\_\_ PUBLIC

**WASTEWATER DISPOSAL:** \_\_\_ EXISTING \_\_\_ NEW (PROPOSED)

**WILL A DEFERRAL BE REQUESTED ON SEWAGE REQUIREMENTS?** \_\_\_ YES \_\_\_ NO

**NAME, ADDRESS, EMAIL & PHONE NUMBER OF CONSULTANT** \_\_\_\_\_

By affixing my/our signature below, I/we hereby certify that all statements contained herein and in all accompanying documents are true and correct, to the best of my knowledge. With this signature, I/we also authorize my/our representative, named above, to act on my/our behalf in all dealings regarding this application.

**LANDOWNER SIGNATURE(S) & DATE** \_\_\_\_\_

**APPLICANT SIGNATURE & DATE** \_\_\_\_\_

**NOTE:** It is the responsibility of the applicant to separately submit all necessary Access to Rights-Of-Way Applications for all Curb Cuts proposed in this subdivision application. The Development Review Board cannot approve this subdivision without the completed Curb Cut application(s).

**THIS PAGE FOR OFFICE USE ONLY**

**THIS APPLICATION WAS RECEIVED BY:**

\_\_\_\_\_

Zoning Administrator \_\_\_\_\_ Date

**SUBDIVISION #:** \_\_\_\_\_ **NUMBER OF LOTS:** \_\_\_\_\_

**SUBDIVISION CLASSIFICATION:** \_\_\_\_\_ MAJOR \_\_\_\_\_ MINOR

**FEE RECEIVED** \_\_\_\_\_

Base fee \$100.00 minor, \$150.00 major, plus \$ 50.00 for each lot of the subdivision. Lot Line Adjustment \$100.00. Planned Unit Development /Planned Residential Development \$100.00 per Dwelling.

**ADMINISTRATIVE OFFICER DATE & INITIAL WHEN EACH STEP IS COMPLETE:**

SKETCH PLAN MEETING	_____	_____
PRELIMINARY APPROVAL	_____	_____
ADDITIONAL MEETINGS	_____	_____
FINAL APPROVAL	_____	_____
MYLAR APPROVED BY CHAIR	_____	_____
MYLAR & PERMIT RECORDED	_____	_____

**CONDITIONS OF FINAL APPROVAL** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBDIVISION HEARING RULES**

**1<sup>st</sup> DRB Hearing: Sketch Plan.** Review determines classification as a Minor or Major subdivision. This is determined, in part, based on how many times the parcel has previously been divided.

**2<sup>nd</sup> DRB Hearing: Preliminary Plan.** If classified as a minor subdivision, then this review is waived. For major subdivisions, a legally warned, public hearing is required.

**3<sup>rd</sup> DRB Hearing: Final Plan.** This must be a legally warned hearing. Proof of notification of all abutting land owners at least 15 days prior to the hearing, must be presented. If a minor subdivision, then Final Review can be combined with the Preliminary Review if owner/engineer has all the required information.

**For additional information, please review the Shaftsbury Subdivision Regulations, available on the website.**

<b>Preliminary Plat Submission Requirements</b>		
Proposed subdivision name or identifying title.		
Name and address of owner of record, with deed identification, sub-divider, and designer of the plat, said designer to be qualified to perform such design under applicable regulations of the State of Vermont.		
Location and dimensions of all boundaries and area of entire parcel and/or contiguous parcels in single ownership, whether or not all land therein is to be subdivided, along with location and dimensions of proposed lot lines and areas of proposed lots.		
Location of existing and proposed easements, structures, watercourses and wetlands, wooded areas, and other essential existing physical features.		
Names of adjacent landowners of record and evidence of notification, such as a certificate of mailing.		
Location and details of existing or proposed water mains, sewer lines, drainage ways, drainage structures.		
Applicable zoning designation and district boundaries.		
Existing street(s) names, rights-of-way boundaries and present widths, private ways, curb cuts and intersections.		
Proposed street(s) limits, profiles, cross sections and construction specifications/ details.		
Contours in sufficient detail to clearly indicate existing and proposed grades where proposed change in elevation will be five feet or more, and/or in order for the commission to properly evaluate specific aspects of the project, such as storm water drainage, landscaping, etc.		
Proposed connection with existing municipal water supply or proposed location of on-site water supplies		
Proposed locations of any wastewater disposal systems, including location and results of test pits and percolation tests.		
Drainage plan, indicating provisions for collection and discharge of storm drainage.		
Soil classification, if required by the Development Review Board, taken from U.S.S.C.S. delineation/designation.		
Landscaping plan, satisfying the requirements of Section 2.07 of these regulations at a minimum, and indicating proposed erosion control procedures.		
Vicinity map at a scale not greater than 1" = 1500' , locating the outline of the entire parcel in relation to surrounding area, and including the nearest street intersection, if possible.		
Numerical and graphic scale with plan not to exceed a scale of 1" = 100' , unless a smaller scale is approved by the Development Review Board, original and revision dates, magnetic and true north arrows.		

**5.05 REVIEW AND APPROVAL OF PRELIMINARY PLAT**

The Development Review Board shall consider the preliminary plat at a public hearing following a fifteen day public notice period, advertised and warned.

The Development Review Board shall review the impact of each major subdivision and determine that such subdivision:

1. Will not result in undue water or air pollution. In making this determination, consideration shall be given to: elevation of land in relation to flood plains, nature of soils and their ability to adequately support waste disposal, slope of the land and its effect on effluents, potential effects of construction and continued activity on air quality, applicable state and local health and resource regulations.
2. Does have sufficient water available for reasonably foreseeable needs of the development, and will not burden existing water supplies.
3. Will not cause unreasonable soil erosion or undue reduction in the capacity of the land to hold water.
4. Will not cause unreasonable highway congestion or unsafe conditions with respect to use of highways existing or proposed.
5. Will not have undue adverse impact on the scenic or natural beauty of the area, historic sites, or rare and irreplaceable natural areas.
6. Maintains efficiency of allocation and distribution of street, facility, and utility installation, construction, and maintenance.
7. Will not cause unreasonable burden on the ability of the municipality to provide services, including education, fire, rescue and police protection, solid waste disposal, water supply and wastewater disposal, and road maintenance.

#### 5.06 FINAL PLAT SUBMISSION REQUIREMENTS

Within six months of the preliminary approval for a major subdivision, or sketch plan approval for a minor subdivision, the applicant shall submit four copies of the final plat at least ten days prior to the public hearing, conforming to the layout shown on the preliminary plat and/or sketch plan plus any recommendations made by the DRB, and shall contain, or be accompanied by, the following information:

1. All requirements for a preliminary plat as delineated in section 5.03;
2. Evidence of acceptance of location, design, and specifications of proposed driveways, private streets and drainage plans by the Town Road Foreman, together with existing and proposed road profiles and cross-sections, construction plans, and specifications; also, acceptance by Board of Selectmen of streets intended for dedication to the Town;
3. Evidence of approval by the Town Building Inspector of the design of those improvements required pursuant to section 4.00 (Water Supply and Wastewater Disposal), of these regulations and if applicable, copies of Vermont Agency of Natural Resources permits regarding same;
4. Copies of such covenants or deed restrictions as are intended to cover all or part of the parcel, and methods of dedication of proposed easements, rights-of way, and open spaces, which may be required by these regulations. A written acknowledgment of the subdivider's responsibility for maintenance, and the assumption by him/her of liability for injuries and damages that may occur on any land to be dedicated for public use, until such land has legally been accepted by the town;
5. If the subdivision abuts a state highway, or if a proposed street intersects a state highway, a statement from the Vermont Agency of Transportation approving such;
6. If a subdivision is to be served by a public water supply or by public sewers, a statement from the municipal department or company involved, attesting to availability of such service and approval of design and connection;
7. The plat shall contain the following statement: "The subdivision regulations of the Town of Shaftsbury are a part of this plat, and approval of this plat is contingent upon completion of all the requirements of said regulations, excepting only any variances or modifications made in writing by the DRB, and attached hereto";
8. The identifying number and date of approval of all applicable state and local permits, including the town subdivision permit number;
9. Space shall be reserved on the plat for endorsement by all appropriate parties.

#### 5.07 REVIEW AND APPROVAL OF FINAL PLAT

A public hearing on the final plat shall be held by the Development Review Board within thirty days after the time of its submission to the Administrative Officer. Said hearing shall be advertised and warned in accordance with the 24 V.S.A. S4447. In addition, notice of such hearing shall be forwarded to the Bennington County Regional Commission, and to the clerk of an adjacent municipality, in the case of a project located within five hundred feet of a municipal boundary, at least fifteen days prior to the hearing.

Within forty-five days following the public hearing, the DRB shall take action to approve, with or without modifications and/or conditions, or disapprove, the final plat. The Board shall state in its records any modifications and/or conditions which it will require, or the grounds for disapproval.