



CIVIL ENGINEERING ASSOCIATES, INC.

10 Mansfield View Lane
South Burlington, VT 05403

Phone: 802-864-2323
E-Mail: ilarose@cea-vt.com

January 19th, 2026

Rebecca Kaplan
Town of Charlotte Zoning Administrator
P.O. Box 119
Charlotte, Vermont 05445

**Re: Scott Burns
89 Ferry Road Charlotte, Vermont
Sketch Application for Mixed Use Building**

Dear Rebecca,

As previously discussed, please find attached a completed sketch plan application for a mixed use development located at 89 Ferry Road in Charlotte, VT.

Existing Conditions

The existing property is a 1.0-acre lot with an existing 2-bedroom single family home located within the Village Commercial District in the heart of the Charlotte Village. The existing home is served by grandfathered onsite water and sewer system.

The property consists of the main house with detached garage in the northwest corner of the property along Ferry Road. The subject property does contain a Class 2 wetlands and buffer zone that was delineated by Wheeler Environmental and confirmed by the State wetlands program in the summer of 2025.

Proposed Site Improvements

The proposed project involves the removal of an existing home and detached garage and construction of a new 3,500 SF Retail Store and 1-bedroom apartment. Parking for the development is primarily located at the sides and rear of the building. In total 23 parking spaces are proposed with the minimum required by the Land Use development regulations is 14 spaces. Trash collection is proposed to be fully screened and located within the parking lot.

Access is to be provided in the general vicinity of the existing driveway and would be expanded to 24 feet wide

Existing vegetation is sought to be retained where possible, a new sign is proposed along Ferry Road, and two light poles are proposed for parking lot safety and illumination. The lighting fixtures are to be downcast cutoff fixtures to prevent light pollution.

Water and Sewer

The proposed project will require water and sewer for the expansion of the property use. The potable water is to be served by the existing drilled well. Sewer is anticipated to be served via a municipal sewer connection that is being pursued via allocation application with the select board.

Wetlands

As previously mentioned above wetlands are present on the subject property. The proposed project is anticipated to create buffer impacts to these wetlands which require approval by the State Wetlands program. The project has been determined eligible for wetland permitting with mitigation such as the conservation of wetlands on the remaining portion of the parcel.

These wetland areas that are to remain would be utilized for the project to meet PUD open space requirements.

This concludes our summary of the existing and proposed site conditions on the 89 Ferry Road property. If you should have any questions or need any additional information on the attached application, please feel free to contact me at jlarose@cea-vt.com or 864-2323 x306.

Respectfully,

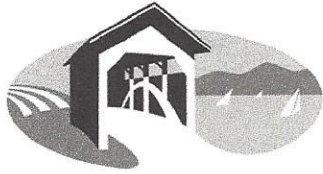
Jacques Larose, P.E.
Project Engineer

Enclosures:

- 1 – Sketch Plan Application
- 2 – Adjoiners List
- 3 – Site Photographs
- 4 – Site Plans:
 - C1.0 Existing Conditions Site Plan
 - C2.0 Proposed Sketch Plan

cc: Scott Burns (email)
CEA File – 24199.00 (electronic)

P:\AutoCADD Projects\2024\24199-Burns\3-Permitting\1-Local Applications\1-Sketch\0 - Electronic Submission\0 - DRB Cover Letter.doc



TOWN OF CHARLOTTE
DEVELOPMENT REVIEW BOARD

P.O. Box 119, Charlotte, VT 05445
Phone: 802-425-3533 Fax: 802-425-4241

APPLICATION FOR

SKETCH PLAN SUBDIVISION PRELIM. FINAL AMENDMENT

*Applicant must return complete application and all supporting documents to the Planning & Zoning office prior to being scheduled for a public hearing.

Office Use Only

Date Received: Application #:
Fee Paid: Classification:
Date Warning Mailed: Date of Hearing:
Date Warning Published: Date Hearing Closed:
45 Day Deadline: Date Approved:

PROPERTY OWNER

Name Scott Burns
Address 425 Hills Point Road
Email scott@vtprop.com
Phone 802-578-3901

APPLICANT/CONTACT PERSON (if other than owner)

Name
Address
Email
Phone

Signature of property owner

Signature of applicant
If applicant is agent for owner, written authorization signed by owner must be filed with application.

Property Address: 89 Ferry Road
Parcel ID # 00061-0089

Total acreage 1.0 Zoning District Village Commercial

Was this parcel part of a prior subdivision? Yes No x
If yes: Date: # of Lots:
Name of previous owner / name of previous subdivision
Application Reference #:

When your project is completed how many lots will there be? 1
Description: (check where appropriate)
x Commercial Industrial
Multi-family Planned Residential Development
Major Subdivision Minor Subdivision
Modification Single Family
x Other, describe 1 Bedroom Apartment

Describe Intent of Project:

Existing 1.0 acre property with existing 2-bedroom home to be demolished and replaced with a 3,500 sf retail store and 1-bedroom apartment. The site will include 23 parking spaces and site lighting.

Proposed Dimensional Data:

Table with 4 columns: Lot # Existing, Lot#, Lot#, Lot#. Rows include Acres (1.0 ac +/-) and Frontage (137 ft +/-).

SUBDIVISION DESIGN GUIDE (TABLE 6.3)

Step 1. Identify Areas of High Public Value. The applicant shall clearly identify and delineate the boundaries of all Areas of High Public Value, as defined in Table 7.1, from maps, orthophotos, and site investigation. Appropriate management strategies shall be identified to ensure their preservation to the extent feasible. The *Charlotte Conservation Commission* and other appropriate organizations should be consulted with regard to determining which management strategies are most appropriate for particular resources.

Step 2. Identify Potential Development Areas. The applicant will identify potential development areas that minimize impact on Areas of High Public Value.

Step 3. Identify Building Envelopes. Building envelopes, to include all areas to be set aside for structures and parking areas, shall be identified. See Section 7.2(E)

Step 4. Identify Connecting Roads, Pedestrian Paths, Trails & Utilities. See Section 7.3(D).

Step 5. Identify Lot Lines (Boundaries). See Section 7.2(C).

Please describe the following:

Easements/Right-of-ways (existing and proposed): None existing or proposed

Existing Structures: 2-Bedroom Home and Garage

Access: Driveway at Ferry Road

Wastewater Disposal System (existing and proposed): Existing inground grandfathered wastewater system

Proposed wastewater connection to municipal system

Water System: Existing well to be used for proposed building

Drainage System: None Present

Development Phasing Schedule: Construction start fall 2026

Other unusual circumstances: _____

The following are to be submitted with Subdivision and Amendment applications, (*please check all items included*):

- Request for a waiver** of any of the requirements not considered applicable to this application. Please include a written explanation of the waiver request.
- Names and addresses of all adjoining property owners**, including those across a road right-of-way (include stamped and addressed envelopes for each property).
- Plat or plan (1 original [24"X36"] and 5 copies [11"X17"]); and 1 digital copy) with preparer information, certifications, North Arrow, Legend, Date, Scale (minimum 1"=200', 1"=100' preferred) to include:**

Included N/A Waiver

Requested

- | | | | |
|-------------------------------------|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. vicinity map, which may consist of town parcel map, and which may be an inset on the preliminary/final plan; minimum scale = 1"=2,000'; | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. project boundaries, property lines, existing and proposed lot lines, dimensions (drawn for preliminary plan; surveyed for final plan); | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. roads and drainage infrastructure, facilities and improvements in the immediate vicinity of the project which may be affected or used by the project; | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. zoning district designations and boundaries; | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. general indication of existing land cover (e.g., forested areas, tree lines and land in agricultural use within the last 5 years); | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. location of areas of high public value (refer to Table 7.1 of <i>Land Use Regulations</i>); | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10. existing conservation and agricultural easement areas or open space areas, including any on adjacent parcels; | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. proposed conservation areas or open space areas; | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12. existing and proposed elevations (contour lines) near the development area (5' intervals); | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13. existing buildings (footprints) near area to be developed or conserved; | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 14. proposed building envelopes with dimensions; | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15. existing and proposed roads, parking areas, associated rights-of-way or easements with dimensions and distances (drawn for preliminary plan; surveyed for final plan); | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 16. existing and proposed park, playground, public access or other recreational areas (drawn for preliminary plan; surveyed for final plan); | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. existing and proposed utility, water and wastewater system locations and associated rights-of-way or easements; |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 18. existing and proposed monument locations. |

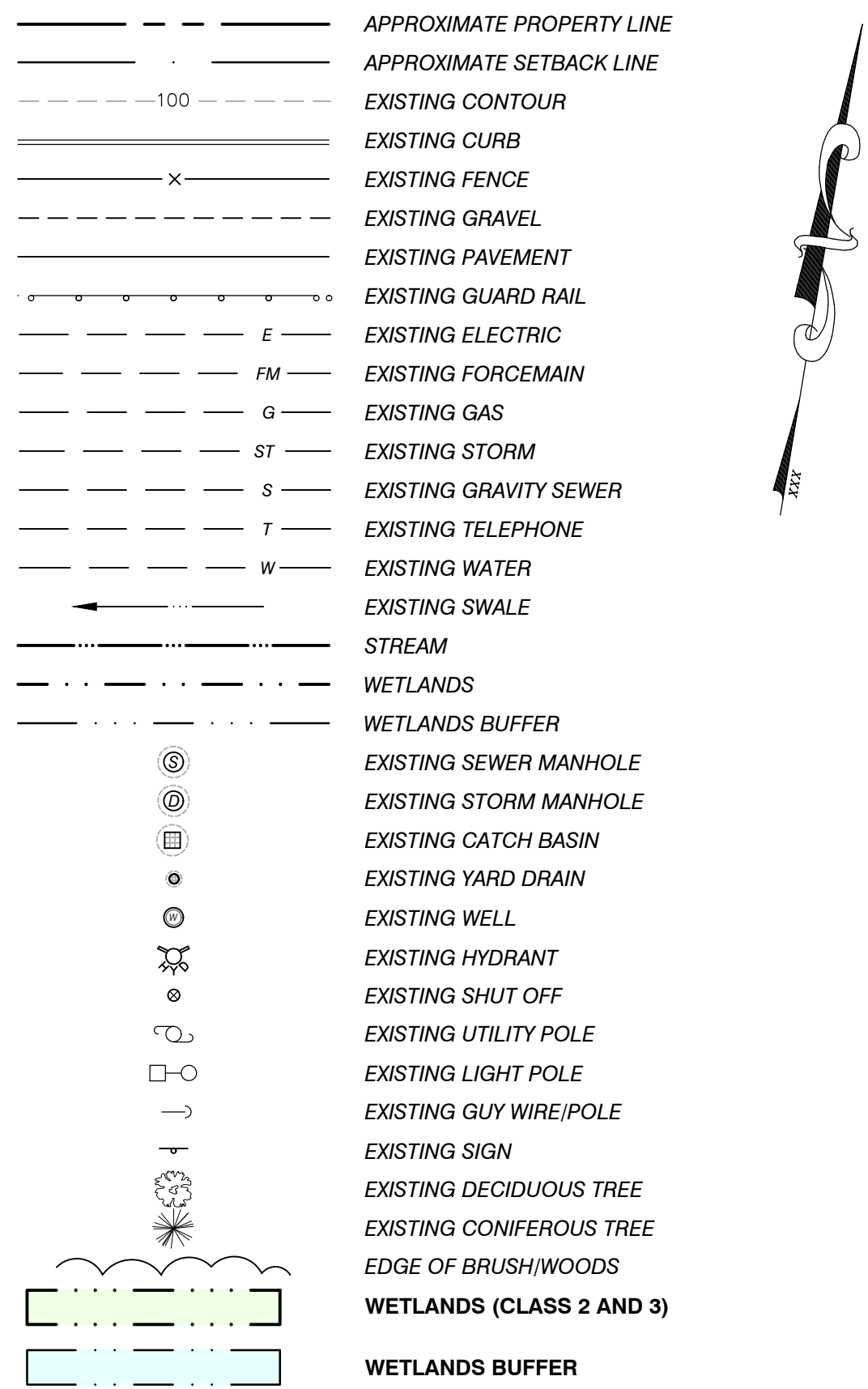
The following supporting information, as applicable, is to be submitted with *Preliminary Plan* and *Final Plan Applications*:

- 1. Engineering reports (water and wastewater systems), wastewater disposal plan (plan and section views) shall be presented at a minimum scale of 1"=100', although a scale of 1"=30' is preferred.
- 2. Existing and proposed traffic generation rates, volumes.
- 3. Road profiles, road intersection and parking area geometry and construction schematics (or as shown on the plat).
- 4. Proposed landscaping and screening.
- 5. Off-site easements (e.g., for water, wastewater, access).
- 6. Proposed phasing schedule.
- 7. Proposed covenants, easements, conserved land agreements, road maintenance agreements, roadway waiver, wastewater system maintenance agreement, wastewater waiver, fire pond agreement, trail easements and offer, and other associated deed restrictions, in both paper and electronic format.
- 8. Proposed homeowner or tenant association or agreements.
- 9. Proposed performance bond or surety.

The following additional supporting information, if required by the Development Review Board under sketch plan or preliminary plan approval, is to be submitted with *Preliminary Plan* and *Final Plan* Applications:

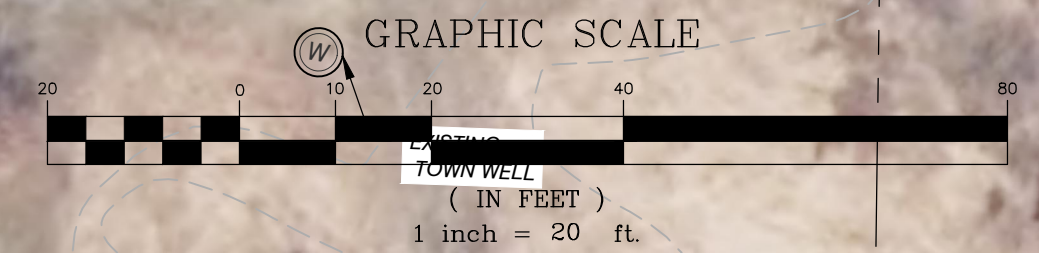
Included N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Stormwater and erosion plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Grading plan (showing proposed areas of cut and fill). |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Shoreland management plan (for any proposed shoreline improvements). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Proposed driveway and trail locations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Conservation and Agricultural Land (open space) management plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Site reclamation plan (for subdivisions involving extraction). |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements). |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Fiscal impact analysis (analysis of fiscal costs and benefits to town). |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Environmental assessment (analysis of potential environmental impacts, proposed mitigation measures). |



GENERAL NOTES

- UTILITIES SHOWN DO NOT PURPORT TO CONSTITUTE OR REPRESENT ALL UTILITIES LOCATED UPON OR ADJACENT TO THE SURVEYED PREMISES. EXISTING UTILITY LOCATIONS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL FIELD VERIFY ALL UTILITY CONFLICTS. ALL DISCREPANCIES SHALL BE REPORTED TO THE ENGINEER. THE CONTRACTOR SHALL CONTACT DIG SAFE (888-344-7233) PRIOR TO ANY CONSTRUCTION. IN ADDITION, THE CONTRACTOR SHALL HIRE A PRIVATE UTILITY LOCATING FIRM TO LOCATE OWNER OWNED UNDERGROUND UTILITIES PRIOR TO START OF ANY EXCAVATION.
- ALL EXISTING UTILITIES NOT INCORPORATED INTO THE FINAL DESIGN SHALL BE REMOVED OR ABANDONED AS INDICATED ON THE PLANS OR DIRECTED BY THE ENGINEER.
- THE CONTRACTOR SHALL MAINTAIN AS-BUILT PLANS (WITH TIES) FOR ALL UNDERGROUND UTILITIES. THOSE PLANS SHALL BE SUBMITTED TO THE OWNER AT THE COMPLETION OF THE PROJECT.
- THE CONTRACTOR SHALL REPAIR/RESTORE ALL DISTURBED AREAS (ON OR OFF THE SITE) AS A DIRECT OR INDIRECT RESULT OF THE CONSTRUCTION.
- ALL GRASSED AREAS SHALL BE MAINTAINED UNTIL FULL VEGETATION IS ESTABLISHED.
- MAINTAIN ALL TREES OUTSIDE OF CONSTRUCTION LIMITS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL WORK NECESSARY FOR COMPLETE AND OPERABLE FACILITIES AND UTILITIES.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR ALL ITEMS AND MATERIALS INCORPORATED INTO THE SITE WORK. WORK SHALL NOT BEGIN ON ANY ITEM UNTIL SHOP DRAWING APPROVAL IS GRANTED.
- IN ADDITION TO THE REQUIREMENTS SET IN THESE PLANS AND SPECIFICATIONS, THE CONTRACTOR SHALL COMPLETE THE WORK IN ACCORDANCE WITH ALL PERMIT CONDITIONS AND ANY LOCAL PUBLIC WORKS STANDARDS.
- THE TOLERANCE FOR FINISH GRADES FOR ALL PAVEMENT, WALKWAYS AND LAWN AREAS SHALL BE 0.1 FEET, UNLESS NOTED OTHERWISE. ALL EXISTING MANHOLE COVERS, VALVES, CURB STOPS AND OTHER ITEMS TO REMAIN SHALL BE ADJUSTED TO THE NEW FINISH GRADE.
- ANY DEWATERING NECESSARY FOR THE COMPLETION OF THE STEWORK SHALL BE CONSIDERED AS PART OF THE CONTRACT AND SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
- THE CONTRACTOR SHALL COORDINATE ALL WORK WITHIN TOWN ROAD R.O.W. WITH TOWN AUTHORITIES.
- THE CONTRACTOR SHALL INSTALL THE ELECTRICAL, CABLE AND TELEPHONE SERVICES IN ACCORDANCE WITH THE UTILITY COMPANIES REQUIREMENTS.
- EXISTING PAVEMENT AND TREE STUMPS TO BE REMOVED SHALL BE DISPOSED OF AT AN APPROVED OFF-SITE LOCATION. ALL PAVEMENT CUTS SHALL BE MADE WITH A PAVEMENT SAW.
- IF THERE ARE ANY CONFLICTS OR INCONSISTENCIES WITH THE PLANS OR SPECIFICATIONS, THE CONTRACTOR SHALL CONTACT THE ENGINEER FOR VERIFICATION BEFORE WORK CONTINUES ON THE ITEM IN QUESTION.
- PROPERTY LINE INFORMATION IS APPROXIMATE AND BASED ON EXISTING TAX MAP INFORMATION. THIS PLAN IS NOT A BOUNDARY SURVEY AND IS NOT INTENDED TO BE USED AS ONE.
- IF THE BUILDING IS TO BE SPRINKLERED, BACKFLOW PREVENTION SHALL BE PROVIDED IN ACCORDANCE WITH AWWA M14. THE SITE CONTRACTOR SHALL CONSTRUCT THE WATER LINE TO TWO FEET ABOVE THE FINISHED FLOOR. SEE MECHANICAL PLANS FOR RISER DETAIL.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING TESTING AND INSPECTION SERVICES INDICATED IN THE CONTRACT DOCUMENTS, TYPICAL FOR CONCRETE AND SOIL TESTING.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL LAYOUT AND FIELD ENGINEERING REQUIRED FOR COMPLETION OF THE PROJECT. CIVIL ENGINEERING ASSOCIATES WILL PROVIDE AN AUTOCAD FILE WHERE APPLICABLE.
- THE OWNER SHALL BE RESPONSIBLE FOR THE INSTALLATION OF ANY AND ALL SAFETY FENCES OR RAILS ABOVE EXISTING AND PROPOSED WALLS. THE OWNER SHALL VERIFY LOCAL, STATE AND INSURANCE REQUIREMENT GUIDELINES FOR THE INSTALLATION AND VERIFY ANY AND ALL PERMITTING REQUIREMENTS.



SITE ENGINEER:

CIVIL ENGINEERING ASSOCIATES, INC.
10 MANSFIELD VIEW LANE, SOUTH BURLINGTON, VT 05403
P: 802-864-2323 FAX: 802-864-2271 web: www.cea-vt.com

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DRAWN: JDL
CHECKED: DSM
APPROVED: JDL

CLIENT:
SCOTT BURNS

1341 ETHAN ALLEN HIGHWAY
NEW HAVEN, VT 05472

PROJECT:
89 FERRY ROAD

89 FERRY ROAD
CHARLOTTE, VT

LOCATION MAP
1" = 2000'

DATE	CHECKED	REVISION

DRAFT
for Review

EXISTING CONDITIONS
SITE PLAN

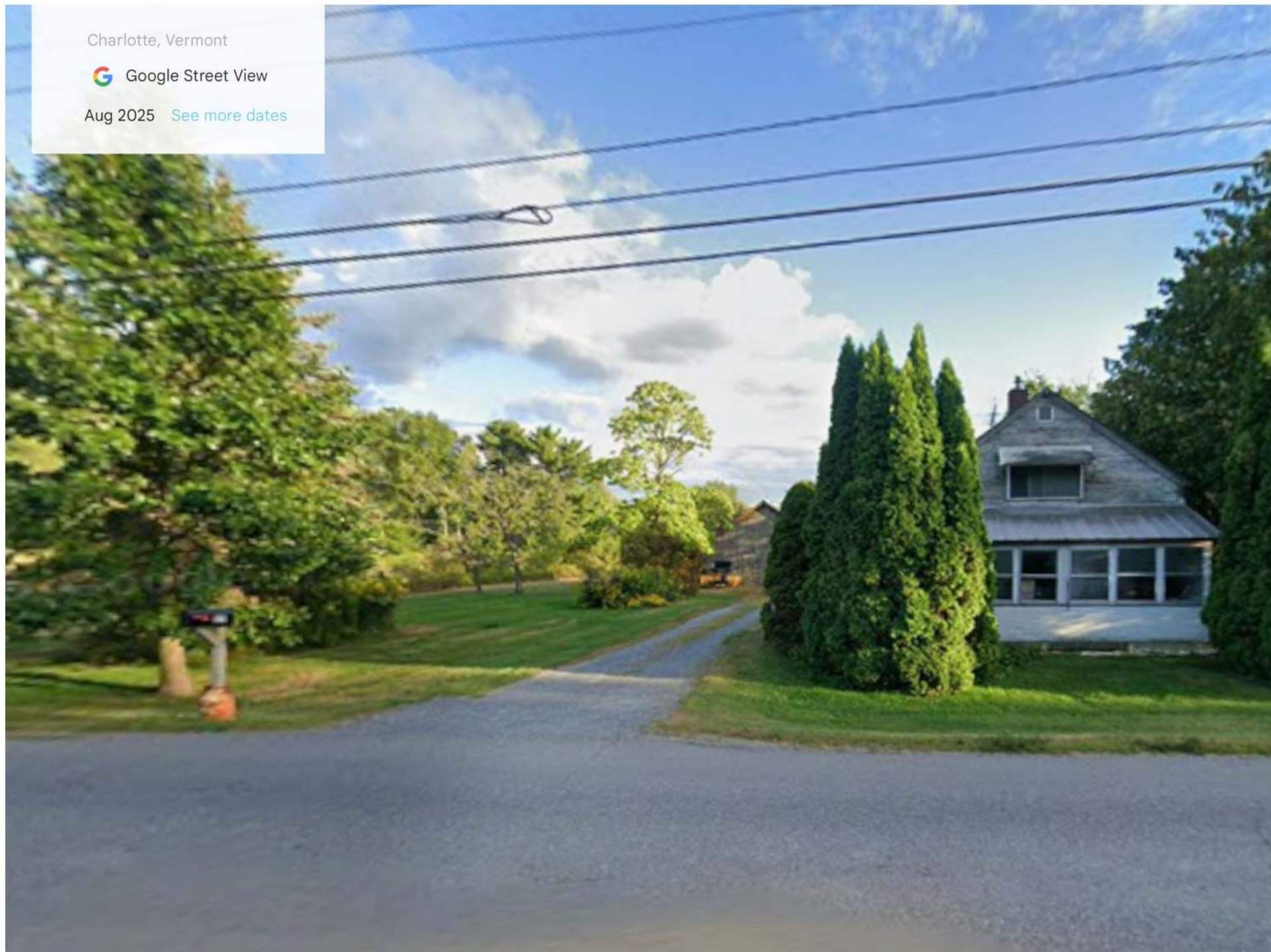
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SCALE: 1" = 20'
PROJ. NO: 24199

DRAWING NUMBER:
C1.0


Charlotte, Vermont

 Google Street View

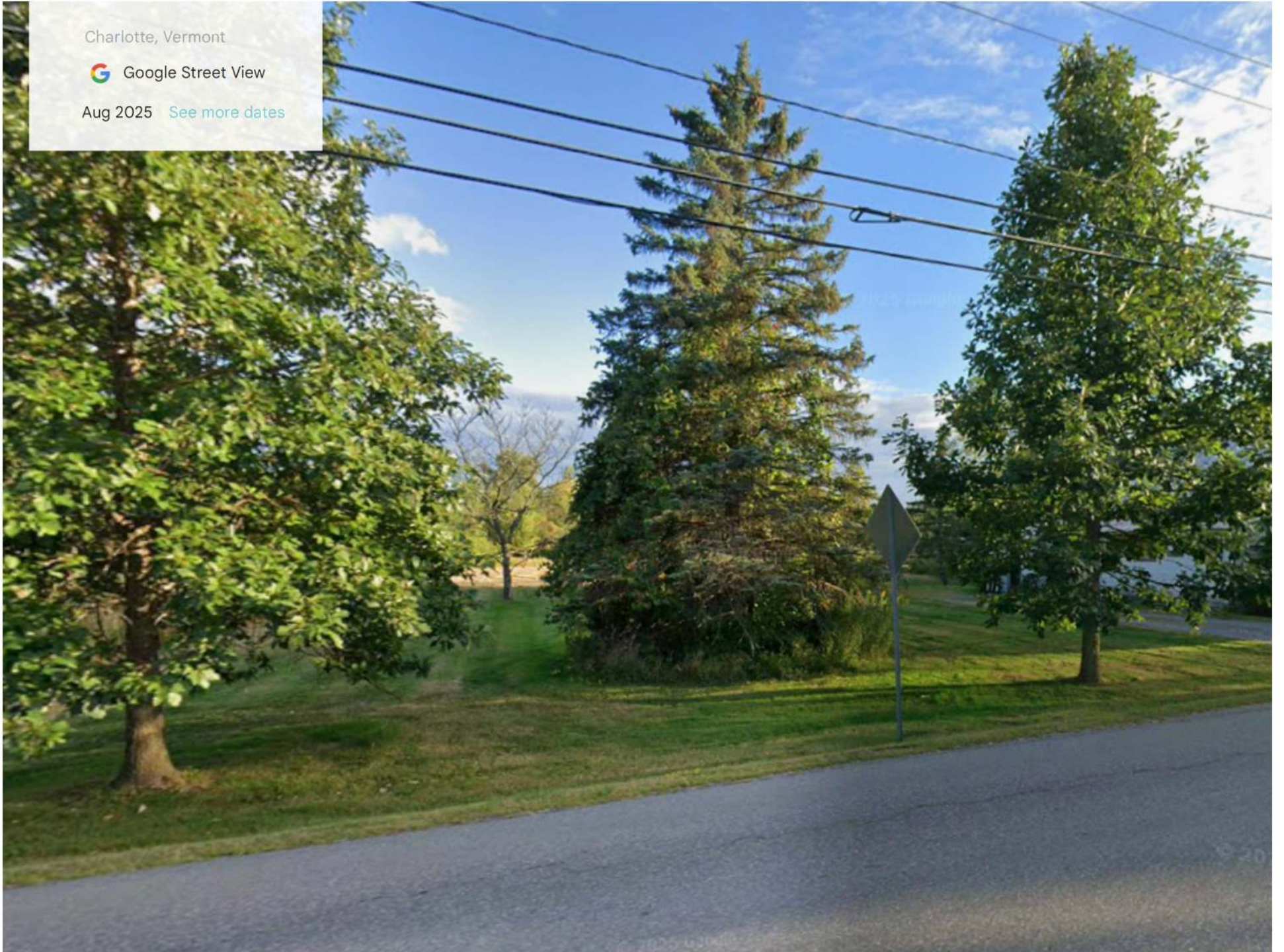
Aug 2025 [See more dates](#)



Charlotte, Vermont

 Google Street View

Aug 2025 [See more dates](#)



Scott Burns
Adjoiner List
89 Ferry Road – Tax Map Parcel 00061-0089
2026

Parcel ID #
00061-0065

Owner of Record
Alexander Ford
Kimberly Shifrin

Property Location:
67 Ferry Rd

67 Ferry Rd
Charlotte, VT 05445

Parcel ID #
00061-0251

Owner of Record
Charlotte Village Partners LLC.

Property Location:
251 Ferry Rd

477 Thompsons Point Road
Charlotte, VT 05445

Parcel ID #
00061-0115

Owner of Record
Town of Charlotte
Town Hall/Library

Property Location:
115 Ferry Rd

PO Box 119
Charlotte, VT 05445

Parcel ID #
0061-0116

Owner of Record
Charlotte Daycare Center Inc.

Property Location:
116 Ferry Rd

P.O. Box 143
Charlotte, VT 05445

Parcel ID #
0061-0086

Owner of Record
Green Street Properties LLC.

Property Location:
86 Ferry Rd

86 Lake Street
Burlington, VT 05401

Parcel ID #
00100-3000

Owner of Record
Charlotte Daycare Center Inc.

Property Location:
3000 Ethan Allen Highway

P.O. Box 143
Charlotte, VT 05445
