



**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 \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

**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:** \_\_\_\_\_  
**Parcel ID #** \_\_\_\_\_

Total acreage \_\_\_\_\_ Zoning District \_\_\_\_\_

Was this parcel part of a prior subdivision? Yes \_\_\_\_ No \_\_\_\_  
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? \_\_\_\_\_  
Description: (check where appropriate)  
\_\_\_\_ Commercial      \_\_\_\_ Industrial  
\_\_\_\_ Multi-family      \_\_\_\_ Planned Residential Development  
\_\_\_\_ Major Subdivision      \_\_\_\_ Minor Subdivision  
\_\_\_\_ Modification      \_\_\_\_ Single Family  
\_\_\_\_ Other, describe \_\_\_\_\_

**Describe Intent of Project:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Dimensional Data:**

Lot #	Lot#	Lot#	Lot#
Acres	Acres	Acres	Acres
Frontage	Frontage	Frontage	Frontage

**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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing Structures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Access: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wastewater Disposal System (existing and proposed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Water System: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drainage System: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Development Phasing Schedule: \_\_\_\_\_  
\_\_\_\_\_

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:**

<u>Included</u>	<u>Waiver</u>
	<u>Requested</u>

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <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 type="checkbox"/> |                          | 5. project boundaries, property lines, existing and proposed lot lines, dimensions (drawn for preliminary plan; surveyed for final plan);                                  |
| <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 type="checkbox"/> |                          | 7. zoning district designations and boundaries;  |
| <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 type="checkbox"/> |                          | 9. location of areas of high public value (refer to Table 7.1 of <i>Land Use Regulations</i> );  |
| <input type="checkbox"/> |                          | 10. existing conservation and agricultural easement areas or open space areas, including any on adjacent parcels;  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. proposed conservation areas or open space areas;   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. existing and proposed elevations (contour lines) near the development area (5' intervals);   |
| <input type="checkbox"/> |                          | 13. existing buildings (footprints) near area to be developed or conserved;  |
| <input type="checkbox"/> |                          | 14. proposed building envelopes with dimensions;   |
| <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"/> |                          | 16. existing and proposed park, playground, public access or other recreational areas (drawn for preliminary plan; surveyed for final plan);                               |
| <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 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*:**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Stormwater and erosion control plans.   |
| <input type="checkbox"/> |                          | 2. 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.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Existing and proposed traffic generation rates, volumes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Road profiles, road intersection and parking area geometry and construction schematics (or as shown on the plat).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Proposed landscaping and screening.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Off-site easements (e.g., for water, wastewater, access).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Proposed phasing schedule.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Proposed homeowner or tenant association or agreements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Proposed performance bond or surety.   |