



**TOWN OF CHARLOTTE
DEVELOPMENT REVIEW BOARD**

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

SKETCH PLAN APPLICATION

SUBDIVISION **SUBDIVISION AMENDMENT** **BOUNDARY ADJUSTMENT**

*Applicant must schedule a pre-application meeting with Planning & Zoning staff prior to submitting a sketch plan application.

Office Use Only

Date Received: _____

Application #: _____

Fee Paid: _____

Classification: _____

Date of Sketch Plan Review: _____

Date of Sketch Letter: _____

PROPERTY OWNER

Name _____

Address _____

Email _____

Phone _____

APPLICANT/CONTACT PERSON (if other than owner)

Name _____

Address _____

Email _____

Phone _____

Signature of property owner

Property Address: _____

Parcel ID # _____

Zoning District _____

Total acreage _____

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 #: _____

Signature of applicant

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

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 _____

Briefly 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).

Have you met with the Charlotte Conservation Commission? Yes No

Please submit the following with your application (*please check all items included*):

- 1. Written **request for a waiver** of any of the subdivision application requirements, see below.
 - 2. **Names and addresses of all adjoining property owners**, including those across a road right-of-way.
 - 3. **Conceptual plan**, a minimum of 11”X17” (24”X36” preferred) with date and north arrow, showing:
 - a) the proposed lot layout, with roads, easements, drainage and existing structures;
 - b) all proposed development including building envelopes;
 - c) land uses and areas suitable for conservation or open space designation.
- Please note:** the conceptual plan is best shown on the base map, if possible.
- 4. **Base Map** (available from the Planning & Zoning Office) showing all areas of high public value:
 - a) The approximate location and boundaries of very steep slopes ($\geq 25\%$ grade) and steep slopes (15 – 25% grade);
 - b) Surface water, wetlands, and associated setback and buffer areas;
 - c) Shoreline setbacks and buffers;
 - d) Designated flood hazard areas;
 - e) Primary (prime and statewide) agricultural soils;
 - f) Special natural areas;
 - g) Wildlife habitat;
 - h) Water supply source protection areas (SPAs);
 - i) Important views and vistas.

Waiver

Requests

- 1. Existing and proposed utility, water and wastewater system locations and associated rights-of-way or easements.
- 2. Existing and proposed monument locations.
- 3. Existing and proposed traffic generation rates, volumes.
- 4. Road profiles, road intersection and parking area geometry and construction schematics.
- 5. Proposed landscaping and screening.
- 6. Off-site easements (e.g., for water, wastewater, access).
- 7. Proposed phasing schedule.
- 8. Proposed covenants, easements, conserved land agreements, road maintenance agreements, roadway waiver, fire pond agreement, trail easements and offer, and other associated deed restrictions.
- 9. Proposed homeowner or tenant association or agreements.
- 10. Proposed performance bond or surety.