



# TOWN OF CHARLOTTE DEVELOPMENT REVIEW BOARD

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

## APPLICATION FOR SUBDIVISION

PRELIMINARY PLAN     FINAL PLAN     SUBDIVISION AMENDMENT

\*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 Warning Mailed: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Date Warning Published: \_\_\_\_\_ 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 acting as agent for owner, written authorization signed by owner must be filed with application.

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 #: \_\_\_\_\_

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 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: \_\_\_\_\_  
\_\_\_\_\_

**Please submit the following with your application (please check all items included or not applicable):**

- 1. Written **request for a waiver** of any of the required application materials. Please attach a separate sheet.
- 2. **Names and addresses of all adjoining property owners**, including those across a road right-of-way (include stamped and addressed envelopes for each property).
- 3. **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 the following, unless deemed not applicable (N/A) by the Planning & Zoning staff:

Included N/A Waiver

Requested

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input 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 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 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 type="checkbox"/> | <input type="checkbox"/> | 7. zoning district designations and boundaries;  |
| <input 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 type="checkbox"/> | <input type="checkbox"/> | 9. location of Areas of High Public Value (please refer to Table 7.1 of the <i>Land Use Regulations</i> );   |
| <input type="checkbox"/> | <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"/> | <input type="checkbox"/> | 13. existing buildings (footprints) near area to be developed or conserved;  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. proposed building envelopes with dimensions;   |
| <input 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 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"/> | <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"/> | <input type="checkbox"/> 18. existing and proposed monument locations.   |

**Please submit the following supporting information, as applicable:**

Included Waiver

Requested

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

**If required by the Development Review Board under sketch plan or preliminary plan approval, please submit the following additional supporting information:**

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).                 |

**\* Please note:** Scheduling an informal pre-application meeting with Planning & Zoning staff is strongly recommended before hiring professionals to assist you in preparing your application. This meeting affords an opportunity for staff to advise you on the feasibility of your project, and to identify which application materials will be required for a complete application. It provides an opportunity to get answers to your questions about the process and timeline, before you start spending money.

Your application, including all supporting documents and application fees, must be deemed complete by the Zoning Administrator before your project will be scheduled for a Development Review Board public hearing.