



Kozlowski-Subdivision-Charlotte

Additional Services Authorization

Project Number: 23-148

Number #1

01/26/2023

This additional services authorization is for a two-lot subdivision survey. As we have discussed, the completion of this project requires the following additional services. These services are in addition to our Agreement dated July 10, 2023.

PROJECT MANAGEMENT

Includes correspondence, clerical work, coordination, organizing staff, and others if applicable, to schedule, review and check that the necessary tasks associated with the project are completed in an efficient, accurate and timely manner. The assigned project manager (PM) has the responsibility to communicate with the client, the design team, and monitor scope, schedule, and budget to facilitate meeting the stated project goal.

SURVEY

1. **Land Records Research:**

Perform pertinent research at the Town Land Records to obtain record evidence to the location of boundary lines, boundary corners, easements, and servitudes concerning the subject parcel, in accordance with customary and standard survey practices in Vermont. A typical amount of time has been budgeted for this size parcel as indicated above. Should additional deed research be necessary due to lack of clarity in the land records, Additional Services may be needed.

2. **Field Survey:**

Locate existing physical boundary evidence in the field, based on reasonable and customary survey practices in Vermont. If necessary, parole evidence may be collected to aid in the determination of record boundaries and corners. We will establish survey control and traverse around the perimeter and within the interior of the project site to locate recovered physical boundary evidence. If the evidence is limited or requires extra effort to gather then Additional Services may be needed.

3. **Evaluate Evidence, Calculate Boundary Lines and Acreage:**

Reduce and verify field measurements. Perform analysis of the land record research and physical boundary evidence. We will verify the location of existing lot corners and calculate the location of unmarked lot corners based on physical evidence, operative deeds and other documents obtained during research. We will attempt to recognize and note apparent gaps, overlaps or uncertainties in the record boundaries. We will attempt to identify and locate rights of ways, easements or other rights that the parcel benefits from or is subject to, although additional encumbrances may exist. We will calculate bearings and distances on existing and/or new boundary lines and the acreage of the parcel(s) surveyed.

4. **Draw a Subdivision Plat for Recording:**

Prepare a Subdivision Plat to a reasonable scale showing the results of the field survey and the site detail data collected pursuant to the Vermont Plat Law (27 VSA ss. 1403).

5. **Permitting**
Local Permitting

a. **Application for Subdivision Final Plan Review Submittal:**

The application will be filled out and submitted to the Town and one local hearing which we will attend if required.

b. **Final Plat Recording:**

Minor revisions to the Subdivision Plat will be made based on Preliminary Plat approval by the DRB. Once approved as complete and meeting all stipulations called for in the Preliminary Plat approval, the Final Plat will be recorded with the Town of Charlotte Town Clerk.

EXCLUSIONS

1. Recording Plat and Related Fees
2. Permit Application Fees
3. Recording of Permits or Certifications in Land Records
4. State or Federal Permitting not specifically described herein
5. Additional Site Visits beyond what is included herein
6. Environmental Resource Identification (e.g. RTE), official wetlands delineation or related environmental permitting
7. Revisions after initial design is complete due to changes requested by the applicant, regulatory bodies, or unforeseen conditions.
8. Backhoe, Excavator and/or Boring Equipment
9. Geotechnical, Architectural, Mechanical, Electrical, or Structural Services
10. Traffic Impact Study, Intersection and Signal Analysis
11. Design of Non-Civil Utilities (power, propane, natural gas, telephone/cable)
12. Construction Specifications or Cost Estimating
13. Bid and Construction Phase Services
14. Certifications for Stormwater, Water/Wastewater
15. Preparation of Operation and Maintenance Manuals
16. Design of Off-Site Utility Improvements
17. Archeological Study or Phase 1 Environmental Assessment
18. Water Quality Laboratory Fees
19. Soils Sieve Laboratory Fees
20. Extra work necessary for a Surveyor's Report for Title Insurance or an ALTA/NSPS Land Title Survey. These require additional work or procedures above the normal scope of services and may be required by your attorney or lending institution. If we know before the commencement of our services that a Surveyor's Report or an ALTA/NSPS Land Title Survey is required, we can provide you with a cost and incorporate that extra work into our survey.
21. Setting monumentation of unmarked and/or new lot corners: this work will be provided as Additional Services, if requested.
22. Assist with legal efforts in the event of permit appeal, boundary disputes and or litigation.

The following summarizes the project budget:

Amount prior to this authorization:	\$ 5,000
Increase resulting from these additional services:	\$15,000
New Contract Amount:	\$20,000

<i>Gerald Stockman</i>	2/6/2024
Director of Field Services	Date
<i>Abby Dery</i>	2/7/2024
For TCE, Inc.	Date
<i>RICHARD KOZLOWSKI</i>	2/15/2024
Richard Kozlowski	Date
<i>Accepted and Authorized to Proceed. By signing the Client acknowledges reading and accepting this Services Agreement and all attachments.</i>	