



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482
 www.shelburnevt.org 802-985-5118

SKETCH PLAN REVIEW APPLICATION*

* Also available in alternate formats in accordance with the Americans With Disability Act.

PLEASE USE THIS FORM TO REQUEST REVIEW OF SKETCH PLAN

Sketch Plan review is intended to be an informal exchange of ideas between the applicant and Development Review Board (DRB). Approval of a Sketch Plan will not constitute approval of the proposal but rather authorization to proceed to the next step in the review process. Following the Sketch Plan hearing, the DRB will classify the proposed project as either a Major Subdivision or a Minor Subdivision using definitions given in the Shelburne Subdivision Regulations. A review of a Minor Subdivision is a two-step process: 1) Sketch Plan review, and 2) Final Subdivision Plan review public hearing. A Major Subdivision review is a three-step process: 1) Sketch Plan review, 2) Preliminary Subdivision Plan review public hearing, and 3) Final Subdivision Plan review public hearing.

Prior to a public hearing, the applicant must submit a Sketch Plan and this application for review, discussion and clarification. Sketch Plans should encompass the entire planned subdivision, even if approval is to be requested for only an initial phase. Such plans must be submitted to the Planning and Zoning office at least 21 days before a regularly scheduled meeting of the DRB. The purpose of Sketch Plan review is to acquaint the DRB with the project and developer's ideas without requiring the presentation of extensive surveying, engineering, or design data. Applicants are encouraged to explore different schemes by presenting several alternative plans that represent thoughtful site planning and are in keeping with the goals of the Town of Shelburne. The DRB shall review the Sketch Plans, taking into consideration the requirements of the Shelburne Subdivision Regulations, the Shelburne Zoning Bylaws, and other bylaws then in effect. The DRB shall also consider the Sketch Plan's conformity with the Town Plan. Do not prepare and submit this application until you have submitted a GENERAL APPLICATION FORM and have received a GAF number.

APPLICANT INFO

APPLICANT	PRIMARY CONSULTANT (If any)
First Name (please print)	Name (please print)
Last Name (please print)	Mailing address
Signature	City State Zip
GAF Number	Email
Request	Phone

Provide or attach a Basic Description of the Project:

Form continues on reverse side...

FOR OFFICE USE ONLY

Date received	by	Referral (s)	by
Fee received	by	Forms offered /146	by
Permit #	by	Hearing date	

SKETCH PLAN REVIEW APPLICATION

PROJECT INFO

NATURE OF PROJECT		INFRASTRUCTURE		PLAN	
Is project Subdivision?		Served by public road		Name of Preparer	
Re-subdivision?		Public water service?		Date Prepared	
Amendment?		Public sewer service?			

Does project propose single family lots only?		Does project propose commercial use only?	
Does project propose multi-family housing?		Does project propose industrial use only?	
Does project propose elderly housing?		Is project a Planned Unit Development?	
Does project propose PUDR in Rural District?		Has applicant met w/ Reg'l Permit Specialist?	

BASIC CRITERIA

Applications for sketch plan review usually lead to applications seeking Subdivision approval, which must meet criteria contained in the Subdivision bylaw. The Sketch Plan review process will tend to function more smoothly when you provide thorough responses to the following items.

Describe or summarize and attach any evidence indicating the Sketch Plan is in conformance with Shelburne's Comprehensive Plan.

Describe or summarize and attach any evidence indicating the Sketch Plan is in conformance with applicable use, density and lot size, lot frontage and width, and other dimensional requirements.

Describe or summarize and attach any evidence indicating the Sketch Plan is in conformance with other Zoning regulations.

Describe or summarize and attach any evidence indicating the Sketch Plan is in conformance with the Subdivision regulations

Describe the access for the project overall and how each lot will be accessed.

Describe how potable water, wastewater treatment, and stormwater management will be provided in the subdivision.

Form continues ...

_____ APPLICATION

NAMES AND ADDRESSES OF ADJOINING PROPERTY OWNERS

A list of list of current adjoining and cross-street property owners " must be submitted in conjunction with this application, along with a set of stamped and addressed envelopes including one for each adjoining and cross-street property.

Adjoiner 1

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 5

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 2

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 6

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 3

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 7

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 4

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 8


Name _____

Address _____

City _____

State _____ Zip _____

Use additional copies of this form as required ...

Form continues ... 

SKETCH PLAN REVIEW APPLICATION

SKETCH PLAN CHECKLIST AND PROCEDURE

A "Sketch Plan Review Plan" must be submitted in conjunction with this application. The features depicted on such Plan, which must be produced at a scale of 1" = 200' (1:2,400) or larger, must include the following

- Name and address of the owner of record and applicant.
- Existing and proposed layout of property lines; type and location of existing and proposed restrictions on land, such as covenants and easements.
- Topography .
- Boundaries of contiguous land belonging to the owner of record.
- Type of, location, and approximate size of existing and proposed streets, utilities, and open space.
- Delineation of significant physical features such as water courses, drainage ways, marshes, wooded areas, geologic outcrops which are within or near a subdivision.
- Context map showing the relation of proposed subdivision to adjacent property and surrounding area.
- Date, north arrow, and scale.

A "Sketch Plan Review" application must also include the following:

- written statement of proposed development plans, general timing of development and construction and proposed covenants or restrictions.
- a list and three (3) addressed envelopes for each current owner of record of all contiguous properties and owners of properties directly across any public right-of-way
- Names and addresses of all professional advisors, including license seals and numbers.
- Copy of a statement certifying that the applicant has: a) been informed they are responsible for identifying and obtaining state permits before beginning construction on a project and (b) discussed with the Regional Permit Specialist the preparation of a Project Review Sheet, which the permit specialist completes to provide preliminary jurisdiction for all state permits.

If the owner of record is not the applicant, a "Sketch Plan Review" application must also include a letter from the owner of record authorizing the applicant to apply for subdivision approval must be submitted.

Applications must be filed using forms and related materials prepared by staff of the Planning and Zoning office. Applications subject to the Board's review will not be warned for public hearing until the applicant conducts a filing conference with staff of the Planning and Zoning Office. The applicant will schedule this conference with the DRB Administrator or another staff member assigned by the Administrator. The purpose of the conference is to review the application materials and determine whether the application is complete. Application materials shall be submitted to Planning and Zoning staff 24 hours prior to the Filing Conference.

If the application is found to be complete, the Administrator will schedule a hearing before the Board. Normally, the Administrator or other staff will prepare a staff report to assist the DRB in reaching a decision on the application. Meeting materials prepared by staff ordinarily will be available the Thursday preceding a regular meeting. Notice of sketch plan review shall be sent to all parties.

The subdivider, or his/her duly authorized representative, shall attend the meeting of the Development Review Board on the sketch plan to discuss the requirements of these regulations for streets, improvements, Stormwater Management, sewerage, water supply, fire protection, and similar aspects, as well as the availability of existing services and other pertinent information.

The Development Review Board shall review the sketch plan taking into consideration the requirements of the subdivision regulations, the zoning ordinance, and other bylaws then in effect. The Development Review Board shall also consider the Sketch Plan's conformity with the Town Comprehensive Plan. The Development Review Board shall, where it deems necessary, make general or specific recommendations and/or suggestions to be incorporated by the applicant in his/her subsequent submissions.

Following the hearing, the Development Review Board shall classify the subdivision proposal as either a MAJOR SUBDIVISION or a MINOR SUBDIVISION, using the definitions given in Article II. The Development Review Board may also require, where necessary for the protection of the public health, safety and welfare, that a Minor Subdivision comply with all or some of the requirements specified in these regulations regarding Major Subdivisions.

SUBMIT