

## **TOWN OF SHELBURNE**

### **SUBDIVISION PROCEDURES AND APPLICATION**

#### **SKETCH PLAN**

Application for approval of a subdivision shall be made on a form provided by the Planning Administrator, and shall be filed with the Planning Administrator in the Planning and Zoning Office.

Prior to a formal public hearing, the applicant shall submit Sketch Plans for review, discussion and clarification. Sketch Plans should include the entire planned subdivision, even if approval is to be requested for only an initial phase. Such plans shall be submitted to the Administrator at least fifteen (15) days before a regularly scheduled meeting of the Planning Commission. The purpose of Sketch Plan review is to acquaint the Planning Commission with the general subdivision 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 Planning Commission 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 Planning Commission shall also consider the Sketch Plan's conformity with the Shelburne Town Plan.

Sketch Plan review is intended to be an informal exchange of ideas between the applicant and the Planning Commission and presentations and suggestions are not binding. Approval of a Sketch Plan shall not constitute approval of the subdivision plat and is merely authorization to proceed to the next step in the subdivision review process. The Planning Commission will classify the proposed subdivision as either a Major Subdivision or a Minor Subdivision using definitions given in Article II of 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.

A subdivision Sketch Plan must include the information on the Subdivision Sketch Plan Checklist. Six (6) copies of the sketch plans must be submitted for review.

#### **PRELIMINARY PLAN**

Within six (6) months of receiving Sketch Plan approval, the subdivider shall submit a complete application for preliminary review of the subdivision plan to the Administrator. If the application is not submitted within six (6) months, a new Sketch Plan must be submitted for review. A Preliminary Plan must include the information on the Subdivision Preliminary Plan Checklist. Six (6) copies of the plan must be submitted for

review. A public hearing will not be scheduled until a complete preliminary plan is received.

A public hearing shall be held by the Commission after being duly warned and after notice is given to abutting and cross-street property owners. Within forty-five (45) days after the close of the public hearing, the Commission shall approve, modify and approve, or disapprove the plan. Failure to so act within the forty-five (45) days shall be deemed approval of the preliminary plan. Preliminary plan approval is effective for a period of one (1) year.

### **FINAL PLAN**

Final plan approval must be received prior to the expiration of one (1) year from Preliminary Plan approval. Therefore, within six (6) months of receiving Preliminary Plan approval (for a major subdivision) or Sketch Plan approval (for a minor subdivision), the subdivider shall submit a complete application for final review of the subdivision plan to the Administrator. The Final Subdivision Plan shall include the information noted on both the Preliminary and Final Plan Checklist. Six (6) copies of the plan must be submitted for review. In the case of a minor subdivision application which goes directly from Sketch Plan approval to a final public hearing, a public hearing will not be scheduled until a complete plan, including the items on the Preliminary and Final Plan Checklists, is received.

A public hearing shall be held by the Commission after being duly warned and after notice is also given to abutting and cross street property owners. Within forty-five (45) days after the close of the public hearing, the Commission shall approve, modify and approve, or disapprove the plan. Failure to so act within forty-five (45) days shall be deemed approval of the final plan. Final plan approval expires after two (2) years.

### **FEES**

Several fees are associated with the subdivision review process and consequent construction. These include, but may not be limited to, application fees for each stage in the process, legal review fees, engineering fees, water and sewer connection fees, a recreation fee, and an education fee.



**TOWN OF SHELBURNE  
APPLICATION FOR SKETCH PLAN REVIEW BY PLANNING COMMISSION**

**1. Name, address and phone number of:**

APPLICANT

PROPERTY OWNER

---

---

---

---

---

---

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**2. Signature of property owner, authorizing application:**

\_\_\_\_\_

Date: \_\_\_\_\_

**3. Description of proposed subdivision and location of property:**

---

---

---

---

**4. Title(s) of plan(s) submitted with application; firm which prepared plan; project no.; date of plans; date(s) of revisions:**

---

---

---

**5. Dimensional requirements:**

(lot size, lot frontage, lot width, area of easements of lots in proposed subdivision)

---

---

---

---

**6. Access:** (describe how each lot will be accessed)

---

---

---

---

**7. Services:** (briefly describe how sewage and water are proposed to be handled)

---

---

---

---

- 8. Plans must address all items on the Sketch Plan Checklist (attached).**
- 9. Enclose six (6) complete sets of plans.**
- 10. Enclose a list of, and stamped and addressed envelopes to, current adjoining and cross-street property owners.**
- 11. Enclose a Sketch Plan review fee of \$53.00, plus \$5.25 per developed lot or unit, payable to the Town of Shelburne.**

---

---

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Official Completed Plan Date: \_\_\_\_\_

**TOWN OF SHELBURNE**  
**SUBDIVISION SKETCH PLAN CHECKLIST**

The following information, as a minimum, is required on a Subdivision Sketch Plan:

- \_\_\_\_\_ Location of subdivision
- \_\_\_\_\_ Zoning Districts involved
- \_\_\_\_\_ Name of record owner of land
- \_\_\_\_\_ Name of subdivision, if any
- \_\_\_\_\_ North point
- \_\_\_\_\_ Scale – not smaller than one inch equals 200 feet
- \_\_\_\_\_ Date
- \_\_\_\_\_ Boundaries of parent parcel with approximate dimensions
- \_\_\_\_\_ Approximate location of existing and proposed watercourses, wooded areas, and other significant physical features
- \_\_\_\_\_ Names of abutting and cross-street property owners
- \_\_\_\_\_ Approximate layout of existing and proposed streets, easements, and rights-of-way
- \_\_\_\_\_ Approximate layout of existing and proposed utilities and facilities:
  - \_\_\_\_\_ Water    \_\_\_\_\_ Sewer    \_\_\_\_\_ Drainage    \_\_\_\_\_ Electric    \_\_\_\_\_ Telephone
- \_\_\_\_\_ Approximate layout of proposed open spaces reserved for parks, playgrounds, or other common or public uses
- \_\_\_\_\_ Tentative layout of proposed lots with approximate dimensions and areas
- \_\_\_\_\_ Location of 100 year flood plain boundaries, if applicable

Other material required for submittal with Sketch Plan:

- \_\_\_\_\_ A list and addressed, stamped envelopes for each current owner of record of all abutting and cross-street property owners.

**TOWN OF SHELBURNE  
APPLICATION FOR PRELIMINARY PLAN REVIEW BY  
PLANNING COMMISSION**

**1. Name, address and phone number of:**

APPLICANT

PROPERTY OWNER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**2. Signature of property owner, authorizing application:**

\_\_\_\_\_

Date: \_\_\_\_\_

**3. Sketch Plan approved on: \_\_\_\_\_**

**4. Description of proposed subdivision and location of property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Titles of plans submitted with application; firm which prepared the plans; project no.; date(s) of revisions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Dimensional requirements:**

(lot size, lot frontage, lot width, area of easements of lots in proposed subdivision)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Access:** (describe how each lot will be accessed, width of R.O.W., proposed road surface and width, curbs sidewalks, name of proposed road(s), etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Wastewater Disposal System:** (describe in detail)

---

---

---

**9. Water System:** (describe in detail including size of lines and number of hydrants)

---

---

---

**10. Drainage System:** (describe in detail including all drainage discharge points)

---

---

---

**11. Lighting:** (size and number of lights, provide cut sheet, describe location)

---

---

---

**12. Phasing:** (describe the time schedule for the build out of the subdivision, if applicable)

---

---

---

**13. Describe any other unusual circumstances:**

---

---

---

**14. Plans must address all items on the Preliminary Plan Checklist (attached).**

**15. Enclose six (6) complete sets of plans.**

**16. Enclose a list of, and addressed and stamped envelopes to, the current adjoining and cross-street property owners.**

**17. Enclose a Preliminary Subdivision review fee of \$530.00, plus \$53.00 per developed lot or unit.**

---

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Official Completed Plan Date: \_\_\_\_\_

**TOWN OF SHELBURNE**  
**SUBDIVISION PRELIMINARY PLAN CHECKLIST**

In the case of major subdivisions (4 or more lots/units), prior to submitting a final subdivision plan, the applicant is required to submit a preliminary plan to facilitate preparation of the final plan. The preliminary plan must include, as a minimum, the information on the Subdivision Preliminary Plan Checklist and six (6) copies should be submitted to the Planning Administrator at least twenty (20) days prior to any scheduled preliminary public hearing.

\_\_\_\_\_ Plans and drawings: all plans and maps shall include date, scale, north arrow, name of owner of record, name of subdivider, subdivision name, and name of the town. Where practicable, the information required below may be combined on the maps, provided that the maps are clear and legible.

\_\_\_\_\_ Zoning district (any boundaries) and zoning density provisions applicable to the subdivision.

\_\_\_\_\_ Location map showing proposed roads and the relation of the proposed subdivision to adjacent properties.

\_\_\_\_\_ A complete survey by a licensed surveyor of the proposed subdivision showing property boundary and new lots. Such a survey shall show the names of all abutting and cross-street property owners and the names of adjacent subdivisions.

\_\_\_\_\_ A plan showing existing and proposed contour lines at five foot (5') intervals.

\_\_\_\_\_ Location of the 100 year flood plain boundaries, if applicable.

\_\_\_\_\_ A plan showing the total parcel and acreage with all proposed lots numbered consecutively, and indicating the land area in each lot.

\_\_\_\_\_ Possible building envelopes with consideration given to setbacks from property lines and streams and topographic constraints of the land.

\_\_\_\_\_ Location and size of significant natural features such as woods, swales, waterways, ledges, swamps, etc.

\_\_\_\_\_ Construction drawings of all proposed public improvements (roads, water systems, sewerage systems, bridges, culverts, utilities, street lights, etc.)

\_\_\_\_\_ Tentative names of all proposed streets, which shall not duplicate or resemble the names of any existing streets in the Town.

\_\_\_\_\_ Letter from the Shelburne Water Department Superintendent stating that adequate capacity exists for the proposed subdivision.

\_\_\_\_\_ Details of proposed connections with existing water supply or alternative means of providing water supply to the subdivision.

\_\_\_\_\_ Letter from the Sewer Commission stating that adequate capacity exists for the proposed subdivision.

\_\_\_\_\_ Details of proposed connections with existing sewage disposal system or adequate provision for on-site disposal of septic waste.

\_\_\_\_\_ The design for on-site sewage disposal systems and the location and results of tests to ascertain subsurface soil, rock, and groundwater conditions. All test and design criteria are to be in accordance with applicable state and local regulations.

\_\_\_\_\_ Storm drainage plan.

\_\_\_\_\_ Subdivision landscaping and/or berming to be installed by the developer.

\_\_\_\_\_ Location and size of any existing culverts and other storm water drainage facilities, sewer and water lines on the property or serving the property.

\_\_\_\_\_ All parcels of land proposed to be dedicated or reserved for public use and the conditions of such dedication or reservation.

\_\_\_\_\_ Location of all natural features or site elements to be preserved.

\_\_\_\_\_ List of waivers the subdivider desires from the requirements of the subdivision regulations.

\_\_\_\_\_ A copy of any proposed covenants and/or restrictions which are intended to cover all or part of the subdivision.

\_\_\_\_\_ A prospectus describing the management organization or homeowners association if one is proposed. Included shall be a disclosure statement which will be given to all prospective purchasers detailing responsibility for services, such as maintenance and plowing of roadways within the development.

\_\_\_\_\_ Proposals and/or offers concerning the manner in which open space, including park and recreational lands and school site areas, are to be dedicated, reserved, and/or maintained or payments proposed in lieu thereof.

\_\_\_\_\_ Stamp of a licensed surveyor.

\_\_\_\_\_ Stamp of a professional engineer.

**TOWN OF SHELBURNE  
APPLICATION FOR FINAL PLAN REVIEW BY PLANNING COMMISSION**

**1. Name, address and phone number of:**

APPLICANT

PROPERTY OWNER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**2. Signature of property owner, authorizing application:**

\_\_\_\_\_ Date: \_\_\_\_\_

**3. Sketch/Preliminary Plan approved on: \_\_\_\_\_**

**4. Description of proposed subdivision and location of property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Titles of plans submitted with application; firm which prepared plans; project no.; date of plans; date(s) of revision(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Dimensional requirements:**

(lot size, lot frontage, lot width, area of easements of lots in proposed subdivision)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Access:** (describe how each lot will be accessed, width of R.O.W., proposed road surface and width, curbs, sidewalks, name of proposed road(s), etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Wastewater Disposal System:** (describe in detail)

---

---

---

**9. Water System:** (describe in detail including size of lines and number of hydrants)

---

---

---

**10. Drainage System:** (describe in detail including all drainage discharge points)

---

---

---

**11. Lighting:** (size and number of lights, provide cut sheet, describe location)

---

---

---

**12. Describe any other unusual circumstances:**

---

---

---

**13. Titles of Legal Documents being submitted with application:**

---

---

---

---

**14. Describe intended development schedule:**

---

---

---

- 15. Plans must address all items on the Final Plan Checklist (attached).**
- 16. Enclose six (6) complete sets of plans.**
- 17. Enclose a list of, and stamped addressed envelopes to, current adjoining and cross street property owners.**
- 18. Enclose a Final Subdivision review fee of \$265.00, plus \$53.00 per developed lot or unit for either a Minor or Major Subdivision. Amendment fee is \$160.00.**

---

---

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Official Completed Plan Date: \_\_\_\_\_

**TOWN OF SHELBURNE**  
**SUBDIVISION FINAL PLAN CHECKLIST**

The final plat shall conform to the preliminary plan (for major subdivisions) or sketch plan (for minor subdivisions) as approved by the Planning Commission, with revisions requested by the Planning Commission. The plat shall show:

\_\_\_\_\_ Proposed subdivision name or identifying title.

\_\_\_\_\_ The name, license number and seal of the registered land surveyor who prepared the plan and/or survey.

\_\_\_\_\_ The name, license number and seal of the professional engineer who prepared the plan.

\_\_\_\_\_ The boundaries of the subdivision and its general location in relation to existing roads and other landmarks.

\_\_\_\_\_ Road names and lines, pedestrian ways, lots, reservations, easements and area(s) to be dedicated to public use.

\_\_\_\_\_ The length of all straight lines, the deflection angles, the radii, the length of curves and central angles of all curves, tangent distances and tangent bearings for each road.

\_\_\_\_\_ By proper designation on the plat, all public open space for which offers of dedication are made, and all spaces for which title is reserved by the subdivider.

\_\_\_\_\_ Lots within the subdivision numbered consecutively, and indicating the land area in each block.

\_\_\_\_\_ Monuments which shall be set at all corners and angle points of the boundaries of the subdivision, at all points required by Municipal Specifications, at all lot corners, all road intersections, angle points in road lines, points of curve and such intermediate points as shall be required by the Town.

\_\_\_\_\_ The location of all public improvements referred to in Section VIII of the Shelburne Subdivision Regulations plus the location of all utility poles, sewage disposal systems, water supply systems, and rough grading and devices and methods for draining the subdivision.

\_\_\_\_\_ Copies of all proposed Offers of Dedication, deeds, and easements to the Town and a copy of the Certificate of Title showing ownership of all property and easements to be dedicated to the Town.

\_\_\_\_\_ All other necessary legals including copies of any covenants or other legal devices used to preserve open or public lands, or to restrict the use of any lots or parts thereof.

\_\_\_\_\_ All items on the Preliminary Plan Checklist .

For recording purposes, the final subdivision plat shall consist of one or more sheets of drawings which conform to the following requirements: they shall be clearly and legibly drawn on mylar or linen, on standard sheets 18" x 24", suitable for recording under Vermont Statutes. Each sheet shall have a margin of two inches (2") outside of the border lines on the left side for binding, and a one inch (1") margin outside the border on the remaining sides. The final plat shall carry the following endorsement on the copy to be filed with the Town Clerk:

Approved by Resolution of the Planning Commission of the Town of Shelburne, Vermont, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ subject to the requirements and conditions of said resolution. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ Chairman.

Mylars will not be recorded until all the legal documents pertaining to the subdivision have been approved by the Town of Shelburne.

### **PRIOR TO COMMENCING CONSTRUCTION**

Before commencing construction on the infrastructure of the subdivision the following steps must be taken:

1. All pertinent conditions of approval must be met;
2. All legal documents and the signed mylar must be recorded;
3. A preconstruction meeting must be held between the developer, his/her contractor and engineer, representatives from the Town departments involved (ie. water, sewer, highway, manager, and planning), and the Town Engineer.
4. A letter of credit must be established with the Town in an amount to cover 100% of the estimated construction cost of the water and sewer lines, road and storm drainage facilities. This amount can be reduced as the work is completed.

The amount of the letter of credit is determined from the Project Cost Estimate form, provided by the Town, which the developer completes and submits to the Town for review and approval of the amount.

### **DURING CONSTRUCTION**

Periodic inspections of the progress of construction will be conducted by Town staff in addition to those inspections requested by and required of the developer. Any inspections requested by the developer must be scheduled so as to allow for the required two (2) day notice to the Town staff. Notice should be given to the Planning and Zoning Coordinator who will coordinate the inspections. See the Development Specifications for the Town of Shelburne, pages 47 – 50, for a detailed list of required inspections for water, sewer, roads, and storm drainage systems. The Town encourages the developer's engineer to make as many inspections as possible throughout construction so as to decrease the number of inspections made by the Town engineer at the developer's expense.

Should a change in the approved plans be desired by the developer, a Project Modification Form must be submitted to the Town for review and approval. A copy of the form can be found in the Shelburne Development Specifications in Appendix IV or can be obtained from the Planning and Zoning Department.

### **PRIOR TO ISSUANCE OF A BUILDING PERMIT**

A building permit will not be issued for any portion of a project involving an extension of utilities or a road until as-builts of the development have been approved by the Town. See pages 51 – 52 of the Development Specifications for the Town of Shelburne for a complete list of the information required on the as-builts.