

AUG 16 2000

Town of Mount Holly
Subdivision Regulations

March 3, 1998

Town of Mount Holly Planning Commission
P.O. Box 248
Mount Holly, VT 05758

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Section I : General Provisions

A. ENACTMENT:

In accordance with the Vermont Municipal and Regional Planning and Development Act, hereinafter referred to as the "Act", Title 24 Chapter 117 V.S.A., there are hereby established Subdivision Regulations. These Regulations shall be known as the "Town of Mount Holly Subdivision Regulations."

B. PURPOSE:

The purpose of these Subdivision Regulations is to promote the orderly growth of Mount Holly, in conjunction with the Mount Holly Town Plan, to further the provisions of the Act, Section 4302 of the Act, and to provide guidelines within which developers must operate.

C. AUTHORIZATION:

The Mount Holly Planning Commission, hereafter referred to as the "Commission", is authorized to perform all activities set forth in the Act including but not limited to the approval, conditioning, or disapproval of all plats filed and the approval of the development of such plats previously filed with the town clerk.

D. WAIVERS:

1. Where the Commission finds in its judgement unnecessary hardship may result from strict compliance with these Regulations or where there are special circumstances of a particular plat, it may vary these Regulations so that substantial justice may be done and the public health, safety, and welfare served.
2. When the Commission finds that, due to the special circumstances, a particular plat, the provision of certain required improvements is not required in the interest of public health, safety, and general welfare, or is inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed subdivision, it may waive or vary such requirements, subject to appropriate conditions.
3. In granting modifications to these requirements, the Commission may attach any other conditions so as to further the objectives of the requirements so waived or varied.
4. No such waiver or variance may be granted if it would have the effect of nullifying the intent and purpose of the Town Plan, these Subdivision Regulations or any other duly adopted regulations of the Town of Mount Holly.

5. Any request for a modification shall be submitted to the Commission in writing prior to the submission of the notice of the public hearing of the Final Plat. Any requested modification will be warned in the public hearing notice.

E. AMENDMENTS:

These Regulations may be amended according to the requirements and procedures established in Sections 4403 and 4404 of the Act.

F. ENFORCEMENT, VIOLATIONS, AND PENALTIES:

These Regulations shall be enforced in accordance with Sections 4444 and 4445 of the Act. Enforcement of these Regulations will be administered by the Commission's Administrative Officer.

G. SEVERABILITY:

In the event of a determination by a court of competent jurisdiction that any provision of these Regulations is invalid, the balance of these Regulations shall still be enforced and shall not be invalidated.

H. APPEALS:

Appeals from decisions of the Commission shall be taken pursuant to Section 4475 of the Act as amended from time to time or its replacement.

I. EFFECTIVE DATE:

These Regulations shall take effect immediately upon approval by the voters.

J. FEES:

The Select Board shall review its established fees periodically to insure that fees are covering the cost of published public notices, holding of public hearings, and other expenses incurred in administering these Regulations. Any amendments to the list of fees shall be given thirty day notice.

K. STANDARD ENDORSEMENTS:

1. Every Final Plat and Mylar map approved by the Commission and filed with the Town Clerk shall carry the following endorsements before recording:

APPROVED BY THE RESOLUTION OF THE TOWN OF MOUNT HOLLY PLANNING COMMISSION, VERMONT, ON THE ____ DAY OF _____, ____, SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION.

SIGNED THIS ____ DAY OF _____, ____, BY _____
 _____ CHAIR

2. Second endorsement:

Mount Holly, VT Town Clerk's Office
 Received for record ____ A.D., ____
 At ____ o'clock ____ minutes ____ m
 and recorded in _____
 Attest: _____
 (Town Clerk)

L. EXISTING LOTS

All existing lots defined in the Mount Holly land records as of the acceptance of these Regulations will be considered as lots for the purposes of these Regulations.

Section II: Review and Approval Process

A. APPLICATION OF REGULATIONS:

1. Whenever any subdivision of land or re-subdivision of land is proposed and before any sale of any part thereof, the Subdivider shall obtain approval of such subdivision in accordance with these Regulations.
2. The submission of a subdivision application grants the members of the Commission and the Commission's agent(s) reasonable access to the property during reasonable hours for the purposes of research and review. Forty-eight hour notice will be given to the Subdivider.

B. SUBMISSION OF A SKETCH PLAN:

1. The Subdivider, or their duly authorized representative, shall submit in person, at a regularly schedule Commission meeting, two copies of a Sketch Plan.
2. The Commission will review the subdivision application process with the applicant. The proposed subdivision will be identified on the site location map on the reverse side of the application.
3. The Sketch Plan shall show the proposed subdivision including the existing and proposed layout of roads, lot boundaries, and other features.
4. The Commission shall discuss with the Subdivider the requirements of these Regulations for road improvements, drainage, sewage, water supply, emergency vehicle access, and any other pertinent information.
5. The Commission, shall review the Sketch Plan to determine whether or not it conforms to, or would be in conflict with the Mount Holly Town Plan and meets requirements of these Regulations. The Commission may make specific written recommendations for changes during the Sketch Plan process.

C. CLASSIFICATION OF A SKETCH PLAN:

1. At the initial meeting on the Sketch Plan, the Commission will classify the Sketch Plan as a minor subdivision or a major subdivision and will calculate the subdivision fee due.
2. The Commission will schedule a time to complete the *Subdivision Checklist* (see the appropriate Appendix) with the Subdivider.

D. PROCEDURE FOR MINOR SUBDIVISION:

1. Overview of a Minor Subdivision:
 - a. A minor subdivision will consist of the creation of one, two, or three lots from an existing parcel with each lot having suitable access to a state highway, a class 2 town highway, or a class 3 town highway. No Preliminary Plat will be required for a Minor Subdivision. No parcel can be further subdivided as a minor subdivision within one year of its creation by the Minor or Major Subdivision process.

- b. If a Minor Subdivision is for the sole purpose of forestry, agriculture, open space, or gift, a survey of new boundaries is all that is required. Under these conditions, construction of any buildings or structures is prohibited. Additionally, a statement must be included in the proposed deed to the effect that the Subdivision Regulations must be completed prior to any future development. A copy of the deed must be filed with the Commission and recorded in the Mount Holly Land Records. The Subdivision process will be required of the any future owner if any residential, industrial, or commercial development is planned.

2. Submission and Review of Final Plat

- a. Within six months of classification of the Sketch Plan as a Minor Subdivision, the Subdivider shall submit a Minor Subdivision application. At this time, the Subdivider will schedule the presentation of the Final Plat at an upcoming Commission meeting.
- b. The Subdivider, or agent, shall submit in person two copies of the Final Plat for the review by the Commission. The Final Plat shall contain all items indicated on *The Minor Subdivision Check List* completed earlier. Particular attention shall be given to the lot sizes and arrangement, the water supply, the sewage disposal, the drainage, the utility access, the access to town or state highways and the requirements of the Mount Holly Town Plan.
- c. Failure to complete items a. and b. of this procedure within one year of acceptance of the Sketch Plan shall require resubmission of the Sketch Plan to the Commission for reclassification.
- d. A public hearing upon public notice according to Section 4447 of the Act shall be held by the Commission within forty-five (45) days after the official submission of the Final Plat for approval.

3. Approval of the Final Plat

- a. The Commission shall act to, within forty-five (45) days from the public hearing either approve, modify and approve or disapprove the subdivision plat. Failure to act within forty-five (45) days shall be deemed approval. Notice will be given in writing to the Subdivider of the Commission's action within forty-five (45) days.
- b. The Subdivider shall apply for all municipal and state permits required of the proposed subdivision and shall submit copies of these applications to the Commission. Such permits may include, but are not limited to: Highway Access Permit, Act 250 Permit, Public Building Permit, and Department of Health Subdivision Permit. Assistance can be acquired through the District 1

Environmental Commission located in Rutland, Vermont.

4. Filing of the Approved Final Plat

- a. Signing of the Final Plat: Upon approval, the Final Plat will be signed by the Commission upon the receipt of the determined fee.
- b. Upon signing of the Final Plat, the Commission shall request a Mylar map of the Subdivision to be signed by the Commission. Receipt of the Mylar map for signing by the Commission and filing by the Town Clerk within forty-five (45) days of the Final Plat approval will allow the Subdivider to proceed with the subdivision. Every Mylar map shall carry the standard endorsements.

5. Special Conditions of a Minor Subdivision:

- a. The Commission's Administrative Officer is required to be notified a minimum of forty-eight (48) hours prior to beginning construction on any septic or waste water disposal system. The Officer, or designated substitute, will inspect the system for compliance with these Regulations and notify the Commission if problems are discovered. The inspection of such systems shall not be deemed to constitute or be evidence of any responsibility by the municipality for the functionality of any system.
- b. The Final Plat is void if revised after approval. Any alterations must be submitted and approved by the Commission prior to the revision of the Final Plat. Amendments will require further review and approval pursuant to these Regulations.

E. PROCEDURE FOR MAJOR SUBDIVISION:

1. Overview of a Major Subdivision:

A major subdivision will consist of any subdivision where four or more lots are created or any subdivision that does not qualify as a minor subdivision.

2. Submission of a Preliminary Plat:

- a. Within six months of classification of the Sketch Plan as a Major Subdivision, the Subdivider shall submit an application and three (3) copies of the Preliminary Plat for review by the Commission.
- b. The Preliminary Plat must conform to the reviewed and approved Sketch Plan including any recommendations made by the Commission during the Sketch Plan

process.

- c. Failure to complete item a. and b. of this procedure within one year of acceptance of the Sketch Plan shall require resubmission of the Sketch Plan to the Commission for reclassification.
- d. The Commission may permit the Plat to be divided into two or more phases at the request of the developer. Conditions will be considered at the time of the request.

3. Review of Preliminary Plat

The Preliminary Plat shall contain all items indicated on *The Major Subdivision Check List* included herein as Appendix B, as it is amended from time to time. Particular attention shall be given to the water supply, sewage disposal, drainage, driveways, private roads, lot sizes and arrangement, utility access, access to town or state highways, the other uses of adjoining lands, and the requirements of the Mount Holly Town Plan.

4. Approval of Preliminary Plat

- a. The Commission shall act upon the Preliminary Plat no later than the next scheduled monthly Commission meeting. Once all relevant issues have been discussed, the Commission shall take action to approve, modify and approve, or disapprove such a Preliminary Plat.
- b. When granting approval of a Preliminary Plat, the Commission shall state the conditions of such approval. These conditions may include but are not limited to 1) the specific modifications which it will require in the Preliminary Plat, (2) the character and extent of the required improvements for which waivers may have been requested, (3) a performance bond or a bank letter of credit for completion of required work, or (4) a public investment for municipality improvements. The action of the Commission and any conditions attached shall be noted on three (3) copies of the Preliminary Plat. One copy shall be returned to the Subdivider, one retained by the Commission and one forwarded to the legislative body.
- c. Approval of a Preliminary Plat shall not constitute approval of the Subdivision Plat. Prior to approval of the Final Subdivision Plat, the Commission may require additional changes as a result of further study.
- d. In the event the Preliminary Plat is disapproved, the Commission shall state its reasons in writing to the Subdivider.

5. Submission and Review of Final Plat

- a. The Final Plat shall be submitted within six (6) months after the approval of the Preliminary Plat for Major Subdivision along with the major subdivision fee. If not submitted within six (6) months, the Commission may require resubmission of the Preliminary Plat.
- b. At the time of submission three (3) copies of the Final Plat, covenants and agreements, and construction drawings of roads, bridges, septic systems and other land improvements shall be submitted to the Commission.
- c. The Commission may require a performance bond or a bank letter of credit to ensure completion of projected work which may affect the municipality. Bond Companies must be approved by the Legislative Body. If required, the bond must be submitted to the Town Clerk prior to Final Plat approval.
- d. A public hearing upon public notice according to Section 4447 of the Act shall be held by the Commission within forty-five (45) days after the official submission of the Final Plat for approval.

6. Approval of the Final Plat

- a. The Commission shall, within forty-five (45) days from the public hearing either approve, modify and approve or disapprove the subdivision plat. Failure to act within forty-five (45) days shall be deemed approval. Notice will be given in writing to the Subdivider of the Commission's action within forty-five (45) days.
- b. The Subdivider shall apply for all municipal and state permits required of the proposed subdivision and shall submit copies of these applications to the Commission. Such permits may include, but are not limited to: Highway Access Permit, Act 250 Permit, Public Building Permit, and Department of Health Subdivision Permit. Assistance can be acquired through the District 1 Environmental Commission located in Rutland, Vermont.

7. Filing of the Approved Final Plat

- a. Upon completion of sections E.4 and E.5 the Final Plat shall be deemed to have been approved and shall be signed by the Commission. Every Final Plat shall carry the standard endorsements.
- b. Upon signing of the Final Plat, the Commission shall request a Mylar map of the Subdivision to be signed by the Commission and filed with the Town Clerk within forty-five (45) days.
- c. Approval of a Subdivision Plat shall not be deemed to constitute or be evidence of

any responsibility by the municipality of any street, easement, utilities, park, recreational area, or other open space shown on such Subdivision Plat.

8. Special Conditions of a Major Subdivision:

- a. The Commission's Administrative Officer is required to be notified a minimum of forty-eight (48) hours prior to beginning construction on any septic or waste water disposal system. The Officer, or designated substitute, will inspect the system for compliance with these Regulations and notify the Commission if problems are discovered. The inspection of such systems shall not be deemed to constitute or be evidence of any responsibility by the municipality for the functionality of any system.
- b. The Final Plat is void if revised after approval. Any alterations must be submitted and approved by the Commission prior to the revision of the Final Plat. Amendments will require further review and approval pursuant to these Regulations.

Section III: Requirements For Planning And Design Standards

A. LOTS

1. Side lot lines shall generally be at right angles to straight roads, or radial to curved road lines. Consideration in lot layout shall be given to topographic and soil conditions. Cluster development (planned residential and planned unit development) shall be encouraged wherever feasible and desirable.
2. Appropriate boundary markers shall conform to the Vermont Surveying Standards.

B. ROADS AND DRIVEWAYS

1. Any proposed road which is intended to be dedicated as a municipal highway shall comply with the Mount Holly Town Highway Specifications and be designed by a Vermont registered professional engineer and approved by the Select Board.
2. All new driveways connecting to a town highway shall comply with the Mount Holly Town Highway Specifications for driveway connections.
3. The arrangements of roads in the subdivision shall, where feasible, provide for the continuation of principal roads in any adjoining subdivision. Access shall be suitable for fire, ambulance, and police vehicles.

4. Roads shall be logically related to the topography so as to produce useable lots, reasonable grades and safe intersections. All slopes shall be well-rounded to form a smooth transition from the shoulder edge to the existing grades.
5. If a subdivision utilizes a Class 4 highway, the Commission may require that the road be upgraded to a higher road class. If the Class 4 road is not intended to be reclassified as Class 3, the Subdivider must make suitable arrangements for maintenance of the road. Any road built or improved to town highway specifications may be eligible for town maintenance at the discretion of the Select Board.
6. The Commission may require the Subdivider to improve any access road where it intersects with new roads or driveways in the subdivision to facilitate traffic circulation and pedestrian and vehicular safety.
7. New roads shall be identified by the proposed name on the preliminary plat. Proposed roads which are obviously in alignment with others already existing and named shall bear the names of existing roads. In no case shall the names for proposed roads duplicate existing names, irrespective of the suffix, be it road, avenue, boulevard, driveway, place or court. The Town has adopted a protocol for naming town roads which should be reviewed by any developer seeking to name a road.
8. Where necessary, in the judgment of the Commission, rights-of-way for pedestrian travel and access may be required to facilitate pedestrian circulation within the subdivision and to provide access to public property.
9. Each lot shall provide off-street parking for a least two vehicles.

C. UTILITIES, WATER, WASTE WATER, AND DRAINAGE

1. All subdivisions shall make adequate provisions for water supply, storm water, sanitary sewage disposal, and other required utilities and improvements.
2. For subdivisions which will connect to an existing water supply system, application for extensions to the system must have prior approval by the officers or agents entrusted with the care and operation of the water supply system.
3. For subdivisions which will connect to a sewage disposal system, applications for extensions must have prior approval by the officers or agents entrusted with the care and operation of the sewage disposal system.
4. The Commission may require that community sewage disposal systems unconnected to municipal systems be designed in such a way that they may be connected to a

future municipal sewage disposal system. Community sewage disposal systems shall meet the requirements of the State's health regulations.

5. Individual sewage disposal systems must be designed by a Vermont registered professional engineer or by certified site technician. The Commission may require that the individual septic systems be in conformance with the state standards for small scale septic systems.
6. The Subdivider shall coordinate the subdivision's design with appropriate utility companies and may be required to submit a plan prepared with their cooperation showing all line extensions necessary to serve the subdivision. Common rights-of-way should be utilized whenever possible.

D. OPEN SPACE AND RECREATION AREAS (for Planned Unit Development exceeding 15 units)

1. Where a proposed park, playground or other recreation area is to be located in whole or in part in a proposed subdivision, the Commission shall require that such area or areas be shown on said Plat.
2. If the Commission determines that there is no suitable proposed park, playground, or other recreation area located in a proposed subdivision, the Commission may require a payment to the municipality of an amount to be determined by the Select Board in lieu of open space. The payment shall be used by the municipality to develop or improve park and recreational facilities.
3. The Commission may require the submission of proposed protective covenants to ensure that any proposed park, playground or other recreational area will be financially maintained by the Subdivider or the owners of the subdivision.

Section IV: Recommendations

A. PLANNING AND DESIGN STANDARDS

1. Land to be subdivided for building purposes should be of such character that it poses no danger to public health, public safety, or the environment.
2. Conservation of energy should be considered in the planning of the subdivision. Buildings should be sited to take advantage of southeast, south and southwest exposure where possible. Landscaping should be effectively used for providing wind barriers and reducing heat loss and heat gain.

3. Due regard should be given to the preservation and protection of existing features, trees, scenic points, streams, stone walls, rock out-crops, water bodies, and other natural or historic resources.

B. UTILITIES, WATER, WASTE WATER, AND DRAINAGE

1. The Commission may request that underground utilities be placed in the road right-of-way. Where inclusion of utilities in the street right-of-way is impractical, perpetual, unobstructed easements twenty (20) feet in width shall be provided with satisfactory access to the road.
2. Subdivisions which will utilize community water systems or individual water supplies should give due consideration to the drainage patterns in the area.
3. Building sites and new roadways should be located far enough away from surface areas which take in water, to prevent run-off from roads or leachate from septic systems from contaminating water supply.
4. Consideration should be given for storm water drainage. Where it is anticipated that additional run-off incidental to the development of the subdivision will overload an existing downstream drainage facility so that there will be drainage to private property or an increase in the expenditure of public funds, the Commission should not approve the subdivision until provision has been made for the improvement of said condition. Where a subdivision is traversed by a water course or drainage way, it may be necessary to provide a storm water drainage easement, of such width as to encompass the 25 year flood area of such water course, which easement shall be indicated the Final Plat.

C. FIRE PROTECTION FACILITIES

1. Adequate water storage facilities for fire protection within the proposed subdivision are encouraged.

D. SITE PRESERVATION AND IMPROVEMENTS

1. Natural Cover: Land should be subdivided and improved in reasonable conformity to existing topography in order to minimize grading, cut and fill, and to retain, in so far as possible, the natural contours, limit storm water run-off and conserve the natural cover and soil.
2. Trees: The Commission may request that suitable trees be planted where trees do not exist for privacy, wind breaks, erosion control and aesthetics.

E. EROSION AND SEDIMENT CONTROL

1. The smallest practical area of land should be exposed at any one time during development. Land should not be left exposed during the winter months. Where necessary, temporary vegetation and/or mulching may be required by the Commission to protect areas exposed during the development. Sediment basins should be installed and maintained during development to remove sediment from run-off water and from land undergoing development.

F. EXCAVATION AND GRADING

1. The entire area of work shall be brought to the designed lines and grades by excavation or grading. A minimum of four (4) inches of top soil should be provided to cover all finished slopes. All roads shall be graded from property line to property line to approved grade and cross section. The Commission may require the developer to submit evidence of boring and/or other soil investigations to determine the depth composition and stability of the subgrade within the road section. Materials for embankment shall be placed in successive horizontal layers not exceeding six (6) inches in depth. They shall be thoroughly compacted. The Commission may require embankments to be planted with stabilizing shrub or ground cover and seeded with a deep root perennial grass to prevent erosion.

Section V: Definitions

- A. All words in these Subdivision Regulations not defined in section B. below shall carry their customary meanings, unless otherwise defined in Section 4303 of the Vermont Planning and Development Act in which case the definition in the Act shall control.
- B. The following words shall carry the definitions attached for purposes of these Regulations:

AUTHORIZED AGENT OR REPRESENTATIVE: Any person or group of persons, who have been duly authorized by written statement filed with the Commission by the Subdivider to act in his or her behalf.

COMMISSION: The Mount Holly Planning Commission created under 24 V.S.A. Chapter 117.

COMMUNITY WATER SUPPLY SYSTEM: Any water system owned by one or more people that supplies water for domestic, commercial, industrial, or institutional uses to two (2) or more customers.

COMMUNITY SEWAGE DISPOSAL SYSTEM: Any sewage disposal system, other than a municipal sewage disposal system, owned by one or more people that disposes sewage for domestic, commercial, industrial, or institutional uses to two (2) or more customers.

CONSTRUCTION DRAWINGS: Any graphic showing the location, profile grades, size and types of drains, complete septic systems, water mains, underground fire alarm ducts, underground power and telephone ducts, pavements, cross sections of streets, and generally any man made improvements to a lot.

EASEMENT: The written authorization of a property owner for the use of their land by another, for a specified purpose, of any designated part of their property.

HIGHWAY CLASSIFICATIONS:

State Highway: numbered state highways: RTE. 155 from E. Wallingford to Weston, RTE. 140 from E. Wallingford to RTE. 103, RTE. 103 from E. Wallingford to Ludlow.

Class 2 Town Highway: Major roads in town: TH 1 from Tarbellville on RTE. 155 through Mount Holly to the Shrewsbury town line, TH 2 from Belmont to Healdville to RTE. 103.

Class 3 Town Highway: All other traveled town roads maintained for year round use.

Class 4 Town Highway: Seasonal use roads, pent roads and trails designated by the legislative body.

PARCEL: Any contiguous land, regardless of the number of existing lots, deeded in common to a single owner or a group of owners which are divided only by easement, if any. A parcel divided by a town highway or by surface water with a drainage area greater than 10 square miles shall be deemed to be an existing subdivision.

PLANNED RESIDENTIAL DEVELOPMENT: A single development of multiple dwellings consisting of single and/or multi-family construction.

PLANNED UNIT DEVELOPMENT: As defined in Section 4303(14) of the Act.

PLAT: A map or representation on paper of a piece of land subdivided into lots and roads, drawn to scale.

PRELIMINARY PLAT: The preliminary drawings indicating the proposed layout of a major subdivision to be submitted to the Commission for its consideration.

FINAL PLAT: The final drawings on which the Subdivider's plan for a subdivision is presented to the Commission for approval.

ROAD: Any road, highway, avenue, street, or right-of-way commonly used by the public for vehicular traffic.

PRIVATE ROAD: Any road serving one or more dwellings not maintained by the town.

SITE LOCATION MAP: A town map indicating the location of the subdivision.

SKETCH PLAN: A sketch of the proposed subdivision showing information specified in Section II.B.2 of these Regulations to enable the Subdivider to save time and expense in reaching general agreement with the Commission as to the form of the subdivision and objectives and requirements of these Regulations.

SUBDIVIDER: Any person, firm, corporation, partnership or association who shall lay out any subdivision. If a Subdivider is not the owner of the land in question, the Subdivider shall have an interest in the land via a contract of sale or via condemnation authority.

SUBDIVISION: A division of a parcel of land for the purpose of conveyance, gift, lease or rent for development, or sale. The subdivision will consist of the remainder of the original parcel plus all newly created lots.

SUBDIVISION FEES: A fee set by the Select Board based on the type of subdivision and the number of lots created.

VICINITY MAP: A map showing adjacent land owners and land uses.

Appendix A

Minor Subdivision Check List

- Map size 18 x 24
- A standard survey's title block to include: date, scale, due north, owner's name and address, surveyor's name and address. Minimum scales to use: 100 acres or more is 400 feet per inch, 25 to 99 acres is 200 feet per inch and less than 25 acres is 100 feet per inch.
- Total acreage of entire subdivision
- Total acreage per lot
- Numbered lots
- A complete survey with contour intervals of twenty feet or six meters
- Perc test locations on the survey
- Perc test results
- Septic design with contour intervals of two feet within 50 feet of the outer edges of the proposed septic system
- Septic designer's certification ID number issued by the State of Vermont.
- Water Supply
- Utility access
- Location and size of existing and proposed culverts, drains, water mains (lines), and septic
- Location, names and widths of existing and proposed driveways
- Existing and proposed buildings
- Natural water courses, marshes, and wooded areas

- ___ Proximity to existing public facilities
- ___ Type of proposed construction, i.e. residential, multi-family, business
- ___ Alternative sewage and waste water disposal
- ___ Deed description, any applicable covenants and easements
- ___ Temporary markers to enable the Commission to locate readily to appraise the basic layout in the field.
- ___ Calculation of fee
- ___ Copies of other permit applications

Appendix B

Major Subdivision Check List

- Map size 18 x 24
- A standard survey's title block to include: date, scale, due north, owner's name and address, surveyor's name and address. Minimum scales to use: 100 acres or more is 400 feet per inch, 25 to 99 acres is 200 feet per inch and less than 25 acres is 100 feet per inch.
- Total acreage of entire subdivision
- Total acreage per lot
- Numbered lots
- A complete survey with contour intervals of twenty feet or six meters
- Vicinity Map
- Perc test locations on the survey
- Perc test results
- Septic design with contour intervals of two feet within 50 ft. from the outer edges of the septic system
- Septic designer's certification ID number issued by the State of Vermont.
- Water Supply
- Utility access
- Location and size of existing and proposed culverts, drains, water mains (lines), and septic
- Location, names and widths of existing and proposed driveways and roads
- Preliminary design of any bridges required

- Existing and proposed buildings
- Buildings on adjacent properties within fifty (50) feet of any boundary must be shown.
- Natural water courses, marshes, and wooded areas
- Proximity to proposed and existing public facilities
- Type of proposed construction, i.e. residential, multi-family, business
- Alternative sewage and waste water disposal
- Deed descriptions, any applicable covenants and easements
- Temporary markers to enable the Commission to locate readily to appraise the basic layout in the field.
- Performance bond or bank letter of credit review
- Calculation of fee
- Copies of other permit applications

