



Town of Mount Holly Planning Commission

Subdivision Regulations Guide

Please allow a minimum of 90 days for the processing of subdivision applications.

Who Must File?

You must file a Subdivision Application prior to the sale of any subdivided lots and before beginning any new construction on an existing lot that would include a new septic system. Subdivisions into three or fewer lots are classified as Minor Subdivisions; subdivisions that result in four or more lots are classified as Major Subdivisions.

Subdivisions: What Do I Need to Do?

1. Review the [Town of Mount Holly Subdivision Regulations](#).
2. Prepare a Sketch Plan of the proposed subdivision, following the requirements of the [Subdivision Checklist](#) listed in the Subdivision Regulations.
3. Complete a [Subdivision Application](#) (also available from the Mount Holly Town Clerk).
4. Send completed Subdivision Application and the [required application fees](#) to the Mount Holly Town Clerk, at the following address:
PO Box 248, Mount Holly, VT 05758
5. Email the Sketch Plan to the [Planning Commission](#) (planningcomm@mounthollyvt.org) and request that your subdivision proposal be added to the next regularly scheduled meeting. The Planning Commission normally meets on the third Wednesday of the month. You must make your request at least two weeks in advance of the meeting or you will be scheduled for the following month.
6. In addition to the electronic copy of the Sketch Plan, deliver two physical copies of the Sketch Plan to the Mount Holly Planning Commission, c/o The Mount Holly Town Clerk, in advance of the meeting. Be prepared to discuss the issues identified in the [Subdivision Checklist](#), including wastewater, roads, driveways, boundaries, house site location, and so on. If you are unable to attend the meeting in person, you may designate an authorized representative. Please note that public meeting procedures have changed due to the pandemic – contact the [Planning Commission](#) (planningcomm@mounthollyvt.org) for more information.
7. Following your meeting with the Planning Commission and the review of your Sketch Plan, your subdivision will be classified as Minor or Major.

Minor Subdivisions:

If your subdivision is classified as minor, you will need to do the following:

1. Prepare a Final Plat in accordance with the [Subdivision Checklist](#) requirements. The Final Plat must be prepared by a licensed surveyor or engineer and must include ALL of the elements listed on the Subdivision Checklist. Incomplete Final Plats will delay consideration of your subdivision.
2. Submit the physical copy of the Final Plat to the Mount Holly Town Clerk and send an electronic copy by email to the [Planning Commission](#).
3. Request that a public hearing be held for your subdivision. Note that the Planning Commission must schedule your hearing within 45 days of your request.

Town of Mount Holly Planning Commission

4. Attend the subdivision hearing (or request that someone attend on your behalf). You must bring two copies of the Final Plat of your proposed subdivision with you to your hearing. The Final Plat must include all of the items listed on the [Subdivision Checklist](#) that is included with the Subdivision Regulations. Please note that public hearing procedures have changed due to the pandemic – contact the [Planning Commission](#) (planningcomm@mounthollyvt.org) for more information.
5. At the hearing, be prepared to discuss all of the items listed on the [Subdivision Checklist](#).
6. Within 45 days of your subdivision hearing, you will receive written notification from the Planning Commission that it has approved, modified and approved, or disapproved your Final Plat.
7. Once your subdivision has been approved, the Planning Commission will sign your Final Plat.
8. After your Final Plat has been signed and your payment has been received, you will be asked to submit a final recordable mylar drawing for filing by the Town Clerk and send an electronic copy by email to the [Planning Commission](#).
9. When this drawing has been received and signed by the Planning Commission, you may proceed with your subdivision.

Major Subdivisions

Major subdivisions, in which the existing property is subdivided into four or more lots, are significantly more complex than minor subdivisions. If you are considering a major subdivision, or if you are a developer or property owner considering selling your property to a developer who intends to proceed with a major subdivision, please obtain and read a copy of the Mount Holly Subdivision Regulations and/or [contact the Mount Holly Planning Commission](#) (planningcomm@mounthollyvt.org) directly. We recommend that anyone considering a major subdivision schedule an opportunity to meet with the Planning Commission in advance of making a formal request for hearing.

Other Regulations

This is only a summary of the requirements for a Subdivision. It is not a substitute for the Subdivision Regulations. Under certain circumstances, other regulations may apply. [Contact the Permit Specialist](#) (802-282-6488) serving our area to identify any other State permits or approvals that are required for your project.

Failure to File a Subdivision Application

The commencement or continuation of any land development that does not meet the requirements of the Town of Mount Holly Subdivision Regulations shall constitute a violation. All violations shall be pursued in accordance with §§[4451](#) and [4452](#) of the [Vermont Municipal and Regional Planning and Development Act](#) or [24 V.S.A. §1974a](#) and [§1977](#). Each day that a violation continues shall constitute a separate offense. The Administrator Officer shall institute, in the name of the Town of Mount Holly any appropriate action, injunction or other proceeding to enforce the provisions of these regulations. All fines imposed and collected shall be paid over to the municipality.

Documents

- [Subdivision Regulations](#)
- [Subdivision Application Form](#)
- [Subdivision Checklist](#)
- [Fee Schedule](#)