# Attachment to Application for Public Hearing

## for

Major Subdivision

Applicant:

Town of Grafton Development Review Board

Grafton Subdivision Regulations – January 2009

Amended as to Hearing Board on March 16, 2020 GSR.

NOTICE: The DRB holds Public Hearings as needed. When the application is complete the matter will be noticed for Public Hearing. A completed application means: 1.) Application contains all of the information and documents required for the PH; and 2.) the Fee paid. Public Hearing Notice is submitted to a newspaper for publication a minimum of 3 weeks prior to the date of hearing.

* Boundary Adjustment  Minor – Fast Track, one hearing  Sketch Plan Preliminary  Final Approval

Name of subdivision Location: Total Acres or Sq. Ft. in Lot to be subdivided: Number of Lots to be created: Subdivision classification (Check one):

 **Boundary Adjustment:** An exchange of small parcels (less than one (1) acre) between adjoining property owners

to adjust property boundaries. [If more than one (1) acre, a Public Hearing and DRB approval is required.]

 **Subdivision, Minor:** A subdivision containing not more than four (4) lots or units, none of which have been involved in a subdivision in whole or in part in the previous ten\* years, which has access to an existing public street, and which does not require any new municipal street, street extension or extension of municipal sewer and water facilities.

 **Subdivision, Major: A**ny subdivision containing five (5) or more lots or units, or any subdivision requiring any new public street extensions, or the extension of municipal sewer and water facilities. For purposes of classification, all lots created within ten\* years shall be counted.

\*Has the Parcel to be subdivided been part of a subdivision within the past ten (10) years? \_Y / N\_

If “Yes”: Name and Date of Subdivision: Number of created lots in that previous subdivision:

Is a Variance to be requested/needed? Yes \_\_\_/ No \_\_\_. If “yes” state the regulation from which variance is sought and described the variance:

To be submitted with Application - Check Lists: Boundary Adjustment

The plat for boundary adjustment shall show:

 The existing and proposed boundaries of both lots;

 The existing and proposed perimeter dimensions of both lots;

 The existing and proposed area of both lots; and

 The names and addresses of the owners of both lots and of adjacent properties.

 Clearly set forth the size of the area (in acres or sq. ft.) being exchanged in the boundary adjustment.

## Sketch Plan Approval – Major and Minor Subdivision

[Except where a separate document is needed, all the following may be included on the sketch presented.]

 A site plan, drawn to scale, providing a reasonably accurate representation of the parcel's size, shape and general location;

 Proposed subdivision name or identifying title;.

 Name and address of record owner, Subdivider and Designer;

 Number of acres within the proposed subdivision, location of property lines, existing easements, buildings, watercourses and other important physical features such as steep slopes, wetlands, wellhead protection areas, natural habitats, archeological resources, and other such features noted in the Town Plan and shown on the associated resource maps available at the Town Offices. The location and acreage of land adjacent to the proposed subdivision, which the subdivider owns or has an interest in, shall also be shown;

 A description of all subdivisions involving the land proposed to be subdivided over the past ten (10) years, including the total acreage previously subdivided;

 The names of all subdivisions and the names and addresses of owners of record of all parcels adjacent to the land proposed to be subdivided;

 The approximate location and size of any existing onsite wastewater and water supply, culverts and drains on or adjacent to the property to be subdivided;

 Date, approximate north arrow, and approximate scale;

 Proposed point of connection with existing water supply, if any;

 The proposed lot lines with dimensions and field evidence of boundary lines and corners;

 A map of the Town showing the general location of the boundaries of the subdivision; and

 A copy of the letter to the Selectboard requesting preliminary determination on the Town's willingness to accept any streets, utilities or other community facilities, if applicable.

## Minor Subdivision Approval - Should Applicant wish to have one hearing without Sketch Plan review these should be presented at first Public Hearing:

The Plat shall show all dimensions in feet and decimals of a foot, and be drawn to a scale suitable for review by the Board. It shall be clearly and legibly drawn, and the size of the sheet shall be of standard drawing size. Such sheets shall have a margin of two (2) inches outside of the border lines on the left side for the binding and one (1) inch margin outside the border along the remaining sides. The Plat shall include the following information:

 The name of the proposed subdivision or identifying title;

 The name of the Town in which the subdivision it located.

 The date;

 True and magnetic north arrows;

 The map scale;

 The name and address of record owner and subdivider;

 The names and addresses of all adjoining property owners.

 An actual field survey of the boundary and property lines of the tract being subdivided, giving complete descriptive data by bearings and distances, and prepared by a registered land surveyor;

 A survey showing the location and dimensions of all proposed lot lines, and the areas of all proposed lots;

 The corners of the lots shall be marked on the survey by monuments approved by the Board, to be placed in the field by the subdivider. Such survey shall encompass all other remaining lands and parcels owned by the Subdivider within the proposed subdivision;

 If appropriate, any proposed on-site septic systems and/or water supply facilities shall be shown, to scale, as to approximate location and size, as well as any replacement areas. A note shall be included on the final plat that any septic system designed for parcels shown shall comply with State and/or Local Requirements.

## Major Subdivision – Preliminary Plat Review (See Sketch Plan above for 1st PH review):

* 1. The Preliminary Plat: Shall show all dimensions in feet and decimals of a foot, drawn to a scale suitable for review by the Board. It shall be clearly and legibly drawn, and the size of the sheet shall be of standard drawing size. Such sheets shall have a margin of two (2) inches outside of the border lines on the left side for the binding and one (1) inch margin outside the border along the remaining sides. The Plat shall include or be accompanied by the following information:

 Proposed subdivision name or identifying title and the name of the Town in which it is located.

 Name and address of record owner, subdivider and designer of Preliminary Plat.

 The names of all subdivisions immediately adjacent and the names and addresses of owners of record of adjacent parcels.

 Number of acres within the proposed Subdivision, location of property lines, and existing easements, buildings, watercourses.

 Flood plains**,** slopes over 20% if within the building envelope and must be depicted on a USGS map, areas of archeological interest, important agricultural soils, and other essential existing physical features (such as water courses, water bodies, historic structures, wetlands, well head protection areas, natural heritage areas and deer wintering habitats), as shown on the current effective maps.

 The provisions of the Zoning Regulations applicable to the area to be subdivided, including the name of the district in which the subdivision is located, minimum lot size, minimum frontage, and the location of any zoning district boundaries affecting the lot.

 The location and size of any existing sewers and water mains, culverts and drains on the property to be subdivided.

 Location, names and present width of existing and proposed streets, highways, easements, alleys, parks and other open spaces as well as similar facts regarding adjacent property.

 The width and location of any streets and other public ways or places shown upon the Official Map and the Comprehensive Development Plan, if any, within the area to be subdivided, and the width, location, grades and street profiles of all streets and other public ways proposed by the Subdivider.

 Typical cross-sections of the proposed grading of roadways and of sidewalks.

 Date, scale, true and magnetic north arrows.

 An actual field survey of the boundary and property lines of the tract including all lands owned by the subdivider, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor.

 The survey shall show the location and dimension of all proposed lot lines. The corners of the tract and all lots shall be located on the ground and shall be marked by monuments and markers approved by the Board. The monuments and markers shall be placed in the field by the subdivider. All monuments and markers shall be shown on the survey.

 Contour lines at intervals of five (5) feet, based on a field survey or photogrammetric mapping of existing grades and also of proposed finished grades where change of existing ground elevation will be five (5) feet or more. The Board may determine that the topography is such that five foot contours are not necessary, and may accept contours from USGS topographical maps.

 Means of providing water supply to the proposed subdivision.

 Means of treatment and disposal proposed.

 If appropriate, any proposed on-site septic systems and/or water supply facilities shall be shown, to scale, as to approximate location and size, as well as any replacement areas. A note shall be included on the final plat that any septic system designed for parcels shown shall comply with State and/or Local Requirements.

 Provisions for collecting and discharging storm drainage in the form of a drainage plan approved by the Public Works Director..

 Preliminary designs of any bridges or culverts which may be required as approved by the appropriate State or Local Official. A note shall be included on the final plat that any bridge or culverts designed shall comply with State and/or Local requirements.

 The location of temporary markers adequate to enable the Board to locate readily and appraise the basic layout in the field. Unless an existing street intersection is shown, the distance along a street from one corner of the property to the nearest existing street intersection shall be shown.

 All parcels of land proposed to be dedicated for public use and the conditions of such dedication.

 The location of major natural features or site elements to be preserved.

* 1. Supporting Materials: In addition to maps and drawings, written supporting materials shall be submitted as may be required by these Regulations and the Board. At a minimum, the following shall be provided:

 Copies of applications for other State and Municipal permits required by the proposed subdivision.

 A prospectus describing the management organization for commonly held property or community facilities. If applicable, a demonstration of management of other developments owned or operated by the developer.

 A traffic impact study and indication of traffic improvements (both on and off-site) proposed to mitigate anticipated adverse traffic impacts.

 A discussion of how any significant natural features are to be protected.

 A written statement from Town Highway and Grafton Volunteer Fire and Rescue (each entity) indicating approval and/or concerns regarding the proposed subdivision.

* 1. Vicinity Map: The Preliminary Plat shall be accompanied by a vicinity map or aerial photo at the scale of not over five hundred (500) feet to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The vicinity map shall show all the area within one thousand (1,000) feet of any property line of the proposed subdivision. Within such area the vicinity map shall show:

 All existing subdivision and approximate lines of adjacent parcels, together with the names of the record owners of all adjacent parcels of land, namely, those directly abutting or directly across any street adjoining the proposed subdivision.

 Locations, widths and names of existing, filed or proposed streets, easements and utility lines, pertaining to the proposed subdivision and to the adjacent properties as designated in paragraph one (1) above.

 The boundaries and designations of zoning districts, school districts and parks or other public spaces.

## Major Subdivision – Final Approval Public Hearing.

## The Plat shall show all dimensions in feet and decimals of a foot, and be drawn to a scale suitable for review by the Board. It shall be clearly and legibly drawn, and the size of the sheet shall be of standard drawing size. Such sheets shall have a margin of two (2) inches outside of the border lines on the left side for the binding and one (1) inch margin outside the border along the remaining sides. The Plat shall include the following information:

 Final information on all items listed by the Board, complying with conditions attached to the Board's Preliminary Approval.

 The location of all Required Improvements and, if applicable, all on-site water supplies, sewage disposal systems, and drainage devices within the Subdivision.

 The location of all monuments and lot corner markers to be placed on the site, shown as illustrated in the legend of the plat.

1. Supporting Materials: In addition to maps and drawings, written materials shall also be submitted to the Board, if applicable.

 Written offers of conveyance to the Town of all open space, roads, streets, or commons designated on the plat as to be conveyed to the Town, and copies of agreements or other documents showing the manner in which all spaces or other facilities, title to which is reserved by the subdivider, are to be maintained.

 Written evidence that the Selectboard and the Town Attorney have approved the legal sufficiency of the documents referenced above.

 A certificate from the Town Clerk as to the filing of a performance surety complying with the requirements of the Town Highway, the Board and the Town Attorney.

 A copy of such covenants or deed restrictions as are intended to cover all or part of the tract, if any.

 Written descriptions of arrangements to be made for the ownership and maintenance of any land or facilities to be held in common, and any privately maintained roads, water facilities and sewerage facilities.

## Final Plat for Boundary Line, Minor or Major Subdivision shall carry the following endorsement on the Mylar to be filed with the town clerk:

***Approved by the Development Review Board of the Town of Grafton, Vermont, on the day of , 20 , subject to all requirements and conditions of said Approval.***

***Signed this day of , 20 , by \_, , on behalf of the Grafton Development Review Board****.*

DATE

Applicant’s Signature

DATE \_ ­­­­­­­­­­­­ Agent’s Signature

DATE \_ (If not one of the above) Parcel Owner’s Signature

**Reference to Grafton Subdivision Regulations ARTICLE IV: DESIGN STANDARDS**

[ARTICLE IV: DESIGN STANDARDS 17](#_Toc219695671)

[Section 400. Design Standards 17](#_Toc219695672)

[Section 410. Water Pollution 18](#_Toc219695673)

[Section 420. Runoff and Erosion 18](#_Toc219695674)

[Section 430. Highway Congestion and Pedestrian Traffic 18](#_Toc219695675)

[Section 440. Land Character, Preservation and Open Land 19](#_Toc219695676)

[Section 450. Natural Resources 21](#_Toc219695677)

[Section 460. Utilities, Energy Conservation and Construction Planning and Timing 22](#_Toc219695678)