



# Town of Charlotte

ESTABLISHED 1762

March 6, 2014

Jeffrey Small  
P.O. Box 336  
Charlotte, VT 05445

**Re: Sketch Plan Review for Beatrice M. Dike Trust; Application PC-14-01**

Dear Mr. Small,

The purpose of this letter is to summarize the Sketch Plan Review for the proposed 3-lot subdivision of the approximately 30.5 acre parcel owned by the Beatrice M. Dike Trust, held at the Planning Commission meeting on February 6, 2014.

The Planning Commission classified the project as a Minor Subdivision in accordance with Sections 6.1(C)(2) of the Charlotte Land Use Regulations. This means you will need to submit a Final Plan Application, and the Planning Commission will hold a public hearing for that application.

The Planning Commission is also providing the following additional comments and recommendations for the Final Plan Application, which supplements the submission requirements of the Charlotte Land Use Regulations:

1. The Planning Commission recommends that Lots 2 and 3 have a shared access and that a shared driveway agreement be provided as part of the Final Application.
2. Building envelopes should be included on plans submitted as part of the Final Application package.
3. The Final Plan Application should include plans with the profiles of the proposed driveways as well as proposed cut and fill areas for the driveways and for building envelopes.
4. Plans and plats will be revised to reflect the boundary adjustment between the Dike property and the Butnor property (2885 Guinea Road).
5. The Final Plan application should include a Project Review Sheet from the Vermont Department of Environmental Conservation to determine which, if any, state permits are needed.
6. A Highway Access Permit is needed for the project. You should obtain this permit from the Selectboard prior to Final Plan hearings.

In accordance with Section 6.3(D) of the Charlotte Land Use Regulations, the Sketch Plan is valid for six months. Please let me know if I can answer any questions.

Sincerely,

Jeannine McCrumb, Town Planner  
For the Charlotte Planning Commission

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