

**CHARLOTTE PLANNING COMMISSION**  
**Charlotte Town Office**  
**P.O. Box 119**  
**Charlotte, VT 05445**  
**Phone: 802 425-3533**

February 22, 2011

Mr. James Lawrence and Ms. Judith Billard  
4206 Greenbush Road  
Charlotte, VT 05445

**Re: Sketch Plan Review; Application PC-10-43**

Dear James and Judith,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed two-lot subdivision held at the Planning Commission's meeting on January 20 and February 17, 2011, and for which a site visit was conducted on January 29, 2011.

The Planning Commission classified your project as a Minor Subdivision and Planned Residential Development in accordance with Section 6.1(C)(1) and Section 8.2(B)(3) of the Charlotte Land Use Regulations. The Planning Commission is also providing the following additional comments and recommendations for the Final Plan Application, which supplement the submission requirements of the Charlotte Land Use Regulations:

1. You should obtain a Highway Access Permit from the Selectboard prior to submitting the Final Plan Application
2. The Final Plan application should include a draft Open Space Agreement. The Town can provide a boilerplate.
3. The plat submitted with the Final Plan application should depict the boundaries of the open space area, and indicate the acreage. The Open Space Area should include a minimum of 50% of the parcel, in accordance with Section 8.4(C) of the Land Use Regulations. You may decide to include the wooded area to the west of the field in the open space area.
4. The Final Plan application should address potential water rights granted to other properties over your parcel. If rights do exist, they should be indicated on the plat.

Other issues may come up during the review of the Final Plan Application. 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,

Dean Bloch, Town Planner  
For the Charlotte Planning Commission