

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

September 7, 2012

Jonathan Couture  
240 Vineyard View Drive  
Charlotte, VT 05445

**Re: Sketch Plan Review; Application PC-12-15**

Dear Mr. Couture,

The purpose of this letter is to summarize the Sketch Plan Review for your proposal to move the building envelope on parcel 00238-0085, which was Lot 21 in the "Sheehan East" development. The Planning Commission conducted the Sketch Plan Review at its meetings on July 19 and August 16, 2012, and held a site visit on August 16<sup>th</sup>. The Planning Commission classified the project as a Minor Subdivision Amendment in accordance with Section 6.1(C)(4)(a) 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:

Although a site visit was held on August 16, neither the existing or proposed building envelopes were staked. It is likely the Planning Commission will want to conduct another site visit in order to view staked building envelopes (existing and proposed). It is recommended that you have a surveyor or engineer stake the building envelopes.

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