

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

November 2, 2012

Mr. Erik Hoekstra  
210 College Street, Suite 201  
Burlington, VT 05401

**Re: Sketch Plan Review; Application PC-12-21**

Dear Mr. Hoekstra,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed three-lot subdivision and boundary adjustment held at the Planning Commission's meeting on October 4, 2012.

The Planning Commission classified your project as a Minor Subdivision and Boundary Adjustment in accordance with Sections 6.1(C)(1) and 6.1(C)(3) of the Charlotte Land Use Regulations. You may submit one application, the Final Plan Application, to accomplish both the subdivision and the boundary adjustment, or you may submit two separate Final Plan Applications, one for each. We will schedule the public hearing(s) once you submit the application(s).

The Planning Commission is also providing the following additional comments and recommendations, which supplement the submission requirements of the Charlotte Land Use Regulations:

1. The proposed lots should be reconfigured so that either Lot 1 or Lot2 includes the easterly "leg" of the parcel. In order to accomplish this, the Final Plan Application should use the planned residential development provisions of Chapter VIII of the Charlotte Land Use Regulations.
2. One of the provisions of Chapter VIII [8.4(C)(1)] is to designate a minimum of 50% of the parcel as open space. Therefore, the boundaries and acreage of the proposed open space area should be indicated.
3. Building envelopes for all lots should be indicated, and should be sited approximately where the buildings are depicted on the sketch plan. The distance dimensions of each side of the building envelopes and setbacks from the front and side lot boundaries should be indicated.
4. If the existing dwelling will be a two-family dwelling, the plan should allocate 10 acres of density for that use.
5. If the existing dwelling will be a single-family dwelling and an accessory apartment, the plan can allocate five acres of density for that use.
6. The plat should include a table indicating the allocated density and proposed use (e.g. residential or commercial) for each lot, as allowed under the current Land Use Regulations.

7. The Final Plat Application should provide wastewater disposal plans and indicate water supplies for all lots.
8. The following documents should be submitted with the Final Plan Application:
  - A. A draft Open Space Agreement. The Town can provide a boilerplate.
  - B. Draft easement documents for wastewater disposal, water and utilities, as appropriate. These may be included within a Declaration of Covenants or they may be separate documents.
9. Standard conditions for applications involving adjustment of boundary lines are (A) that the property being adjusted is transferred within one year following any approval, and (B) that the adjusted property will merge with the remainder of the parcel to which it is being added.

Other issues may come up during the review of the Final Plan application(s). 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,

A handwritten signature in black ink, appearing to read 'Dean Bloch', written in a cursive style.

Dean Bloch, Town Planner  
For the Charlotte Planning Commission