

TOWN OF CHARLOTTE

P.O. Box 119

Charlotte, VT 05445

Phone: 802-425-3533 Fax: 802-425-4241

APPLICATION FOR

SKETCH PLAN SUBDIVISION AMENDMENT

*Applicant must return complete application and all supporting documents to the Planning & Zoning office in accordance with the annual submission schedule prior to being scheduled for a public hearing.

Office Use Only Date Received: _____	Sketch Plan Date: _____ Classification: _____ Fee Paid: _____ Receipt #: _____ Date Approved: _____
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PROPERTY OWNER

Name _____

Address _____

Phone (H) _____ (W) _____

APPLICANT/CONTACT PERSON (if other than owner)

Name _____

Address _____

Phone (H) _____ (W) _____

Signature of property owner _____

If applicant is agent for owner, written authorization signed by owner must be filed with application.
Signature of applicant _____

Map Reference Slide No. _____ **Deed Reference:** Vol _____ Page _____
Parcel ID # _____

Total acreage _____ Zoning District _____

Was this parcel part of a prior subdivision? Yes ____ No ____

If yes: Date: _____ # of Lots _____

Name of previous owner or name of previous subdivision

When your project is completed how many lots will there be?

Description: (check where appropriate)

____ Commercial ____ Industrial ____ Single family
 ____ Multi family ____ Planned Residential Development
 ____ Major Subdivision ____ Minor Subdivision
 ____ Modification ____ Boundary Adjustment
 ____ Other, describe _____

Describe Intent of Project:

Proposed Dimensional Data

Lot # _____

Acres _____

Frontage _____

Please describe the following:

Easements/Right-of-ways: (existing and proposed) _____

Existing Structures: _____

Access: _____

Wastewater Disposal System: (existing and proposed) _____

Water System: _____

Drainage System: _____

Development Phasing Schedule: (describe) _____

Other unusual circumstances: _____

The following are to be submitted with Subdivision and Amendment applications:

1. A request for a waiver of any of the requirements not considered applicable to this application. (Those requirements that are allowed waivers are followed by an asterisk [*]) Waivers for other requirements may be allowed upon written request.
2. Application fee
3. Names and addresses of all adjoining property owners, including those across a road right-of-way, (include stamped, addressed envelopes for each)
4. Plat or plan (1 original [24"X36"]and 10 copies [11"X17"]) with North arrow, Date, Legend, and name of preparer (Scale 1"=100'), to include:
 - a. Vicinity map which may be an inset on plot plan: minimum scale 1"=2000' (may be town parcel map)
 - b. Project boundaries, property lines, existing and proposed, dimensions (drawn for preliminary plan)
 - c. Roads and drainage infrastructure, facilities & improvements in the immediate vicinity of the project

which may be affected or used by the project.

- d. Zoning district designations and boundaries
 - e. General indication of existing land cover (e.g., forested areas, tree lines, land in agricultural use within the last 5 years)
 - f. Location of areas of high public value (refer to Table 7.1 of zoning regulations, page 82)
 - g. Existing conservation & agricultural easement areas or open space areas (Include any on adjacent parcels)
 - h. Proposed conservation & agricultural easement areas or open space areas
 - i. Existing and proposed elevations (contour lines) near the development area * (5' intervals)
 - j. Existing buildings (footprints) near area to be developed or conserved
 - k. Proposed building envelopes with dimensions
 - l. Existing & proposed roads, parking areas, associated rights-of-way or easements with dimensions & distances (drawn for preliminary plan)
 - m. Existing & proposed park, playground, public access or other recreational areas (drawn for preliminary plan)
 - n. Existing & proposed utility, water & wastewater system locations and associated rights-of-way or easements*
 - o. Existing and proposed monument locations*
5. Statement of compliance with town plan & applicable local regulations
 6. Engineering reports (water & wastewater systems) Scale 1"=30' preferred, may be 1"=100'
 7. Existing and proposed traffic generation rates, volumes (Estimated)*
 8. Road profiles; road intersection and parking area geometry and construction schematics (as shown on plat)*
 9. Proposed landscaping and screening*
 10. Off-site easements (e.g. water, wastewater, access)*
 11. Proposed phasing schedule*
 12. Proposed covenants, easements, conserved land agreements, road maintenance agreements, roadway waivers, wastewater system maintenance agreements, wastewater waivers, fire pond agreements, trail easements and offers, and other associated deed restrictions, in both paper & electronic format (Microsoft Word) (In draft form for preliminary plat hearing)*
 13. Proposed homeowner or tenant association or agreements*
 14. Proposed performance bonds or sureties*

Any other Planning Commission recommendations or requirements from sketch plan review or the preliminary decision.

Copies of Land Use Regulations and the Town Plan are available at www.charlottevt.org and at the Planning and Zoning Office.

Any application that does not contain all information required, or a reasonable explanation why it does not apply, will be returned to the applicant.