

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

July 17, 2009

Susan Horsford
1033 Converse Bay Road
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-09-09

Dear Ms. Horsford,

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 June 18, 2009, and for which a site visit was held prior to the meeting. The Planning Commission classified your project as a Minor Subdivision in accordance with Section 6.1(C)(1) 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. The Planning Commission recommends that you explore a configuration that minimizes division of or impacts on fields suitable for agricultural use, for example by locating new lot lines along hedgerows. This is required by Sections 7.4 and 7.7(C)(3) of the Charlotte Land Use Regulations.
2. With regard to the existing septic system serving proposed Lot 2, the Final Plan Application should address Sections 7.7(B)(2), (3) and (4) of the Land Use Regulations, which require locating the system, pumping and inspecting the septic tank, and certifying that the system is functioning appropriately.
3. The Final Plan Application should demonstrate wastewater disposal capacity for Lot 1, as required by Section 7.7(A) of the Land Use Regulations. A wastewater disposal design should also be submitted with the Final Plan Application. If you will be asking for a waiver from this requirement, Section 7.7(C) indicates information that will need to be submitted in order for the Planning Commission to grant this waiver. This waiver provision requires that proposed lot lines follow natural land features. If the waiver is granted, a Subdivision Amendment which includes a wastewater disposal design will likely be required prior to the submission of an application for a zoning permit for Lot 1.
4. A building envelope and proposed access should be indicated for Lot 1, and a highway access permit should be obtained from the Selectboard prior to the submission of the Final Plan Application. If your plan will require the crossing of the unnamed stream and wetland near the west end of the your parcel (as your sketch plan depicts), it is recommended that you discuss your proposal with personnel from the Water Quality Division of the Vermont Agency of Natural Resources prior to submitting a Final Plan Application.

5. If you will be asking for a waiver from identifying a building envelope and access, it is likely the Planning Commission will require, as a condition of any approval of the Final Plan Application, that an application for a Subdivision Amendment for the purpose of siting a building envelope and access for Lot 1 be submitted and approved prior to the submission of an application for a zoning permit on Lot 1. Nevertheless, the Planning Commission may consider criteria related to these issues with the current application, including prospective impacts on areas of high public value identified in Table 7.1 of the Land Use Regulations.

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