

**CHARLOTTE PLANNING COMMISSION**

**Charlotte Town Office**

**P.O. Box 119**

**Charlotte, VT 05445**

**Phone: 802 425-3533**

October 2, 2009

Harvey and Elaine Sharrow  
2055 Mount Philo Road  
Charlotte, VT 05445

**Re: Sketch Plan Review; Application PC-09-18**

Dear Mr. and Mrs. Sharrow,

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 September 17 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 eastern edge of the wetland should be delineated by a qualified professional, and it should be depicted, along with any setback as required by the State, on the site plan.
2. Building envelopes should be depicted, which should take into account, at a minimum, the wetland setback, front and side yard setbacks, and required setbacks from the wastewater system (including perimeter drain).
3. You should obtain a Highway Access Permit (or two, depending on the final configuration) from the Selectboard prior to submitting the Final Plan Application.
4. The Final Plan Application should include draft deeds for the two lots, which should include easement language for the wastewater disposal system and force main proposed to serve Lot 2 and for the drilled well if that is to be shared.

Other issues may come up during the review of the Preliminary 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