

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

June 6, 2011

Ms. Sara Shays
2225 Spear Street
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-11-04

Dear Ms. Shays,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed two-lot subdivision held at the Planning Commission's meetings on April 21 and May 5, 2011, and for which a site visit was conducted prior to the meeting on April 21.

The Planning Commission classified your project as a Minor Subdivision in accordance with Section 6.1(C)(1) of the Charlotte Land Use Regulations. This means that you will have one additional application, the Final Plan Application; after you submit this, the Final Hearing will be scheduled.

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. Using the same access for both lots, either as depicted in the sketch plan or in another location, seems appropriate and desirable.
2. The Final Plan application should include the following items:
 - A. A draft right-of-way easement (document) for Lot 2.
 - B. A draft Open Space Agreement for Lot 2. (The Town can provide a boilerplate).
 - C. If the wastewater disposal area serving Lot 2 is to be located on Lot 1, a draft easement (document) should be submitted.
 - D. The building envelope for Lot 2 should be no larger than a half acre in size.
 - E. The survey should depict any septic easement that is to be reserved for off-site use.

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