

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

May 20, 2011

Ms. Linda Beitz
181 Windswept Lane
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-11-10

Dear Linda,

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 May 5, 2011, and for which a site visit was conducted 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. You should obtain a Highway Access Permit from the Selectboard prior to submitting the Final Plan Application
2. The Final Plan application should include the following items:
 - A. A letter from Stephen Allen, Harvey Allen, Donna Harrington and Brenda Temple authorizing the application, since it includes a proposed right-of-way over a parcel owned by these individuals.
 - B. A site plan depicting the proposed right-of-way for the driveway as well as the boundaries of the parcel owned by Allen, Allen, Harrington and Temple, and proposed Lot 1 and Lot 2.
 - C. In Table 6.2 of the Land Use Regulations, line #15 indicates the right-of-way is to be surveyed.
 - D. A draft right-of-way easement (document) for the driveway from Allen, Allen, Harrington and Temple to Beitz.
 - E. An engineered design for the driveway including a grading plan, a profile, a drainage plan and an erosion control plan. The driveway design will need to comply with the Charlotte Recommended Standards for Developments and Homes.
 - F. A plan showing the proposed routing of utilities, including electric, phone, data and cable (if available). The plan should include letters from the appropriate utility companies indicating their concurrence with the plan.
 - G. A Project Review Sheet from the Vermont Department of Environmental Conservation.

Additionally, the Planning Commission is providing the following recommendations as indicated in the letter of July 2, 2010:

3. If you are proposing Lot 2 to be a building lot, a building envelope no greater than one acre in size should be depicted on the survey, and distances to the two nearest parcel lines should be indicated. The Final Plan Application should also include a wastewater disposal design for Lot 2.
4. If you are not proposing Lot 2 to be a building lot, it is likely the Planning Commission will require a Subdivision Amendment be applied for and approved prior to any development of Lot 2. The subdivision amendment will require, at a minimum, a building envelope, a wastewater disposal design, and an access plan.
5. If you are planning to not submit a wastewater disposal plan for Lot 2 with the Final Plan Application, the Final Plan Application should comply with Section 7.7(C) of the Charlotte Land Use Regulations. Accordingly, a notice that Lot 2 is not approved for sewage disposal shall be clearly stated on the survey.

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