

# Application Submission for Sketch Plan Review

**Gemini Properties**  
**3488 Ethan Allen Highway, Charlotte 05445**

Applicant Contact Info:

- Gemini Properties (Owners: Debra Kassabian, Michael Dunbar)
- Mailing address: 477 Thompsons Pt Rd, Charlotte 05445
- Email: [debra.kassabian@novartis.com](mailto:debra.kassabian@novartis.com), mdunbar@middleburyfence.com
- Phone: 781-475-9404, 802-734-2378

Included in this submission:

- Application for Sketch Plan Review
- Site Plan
- Proposed Building Plan Modifications
- Building Structural Plans
- Wastewater Treatment Plan and Permit
- Town Map copy

# 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.

<u>Office Use Only</u> Date Received:	Sketch Plan Date: _____ Classification: _____ Fee Paid: _____ Receipt #: _____ Date Approved: _____
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<b>PROPERTY OWNER</b> Name: _____ Gemini Properties, 477 Thompsons Point Rd Charlotte VT 05445 Property Address : 3488 Ethan Allen Highway Charlotte,, 05445 Phone (H) 781 475 9404, 802-734-2378	<b>APPLICANT/CONTACT PERSON</b> (if other than owner) Name _____ Debra Kassabian, Michael Dunbar Address _____ 477 Thompsons Point Rd Charlotte VT 05445 _____ Phone (H) 781 475 9404, 802-734-2378
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Signature of property owner _____	If applicant is agent for owner, written authorization signed by owner must be filed with application. <b>Signature of applicant</b> _____
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Map Reference Slide No. _____ Deed Reference: Vol _____ Page _____ Parcel ID # _____	Total acreage __5.3__ Zoning District __VCM__
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Was this parcel part of a prior subdivision? Yes _____ No <b>X</b> 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? _1_, same existing__ Description: (check where appropriate) <input checked="" type="checkbox"/> Commercial _____ Industrial _____ Single family _____ Multi family _____ Planned Residential Development _____ Major Subdivision _____ Minor Subdivision <input checked="" type="checkbox"/> Modification _____ Boundary Adjustment _____ Other, describe _____
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**Describe Intent of Project:**  
Land Use and Building Modification: We propose to modify the use of land and building to a multi-use commercial property. With the building modifications, our intent of the building use will be mixed use leased space with the following:

Building Level	sq ft.	Intended use	Village Commercial District
Basement	1775	restaurant/café	Conditional Use
Level 1	1309	retail or office	Permitted Use (retail < 3500 sq ft, office potential max 2841 sq ft < 3500 sq ft)
Level 1.5	635	office	Permitted Use (office potential max 2841 sq ft < 3500 sq ft)
Level 2	897	office	Permitted Use (office potential max 2841 sq ft < 3500 sq ft)
	<b>4616</b>		

Wastewater: We will be installing a new wastewater system on the property; a wastewater system and potable water supply permit (WW-138-1317) was previously approved. We will be submitting for a WW permit amendment to account for the modified building flow generation.

**Proposed Dimensional Data**  
Lot # same existing lot; no changes

**Please describe the following:**

Easements/Right-of-ways: (existing and proposed): No changes proposed

Existing Structures: existing building to be modified/reinforced; we will be keeping as much as the building intact; footprint remains the same; roof line changing on one side as parts of the existing structure is rotted and requires modification.

Access: existing driveway; no changes to access from Rt 7

Wastewater Disposal System: (existing and proposed): The existing mound and tanks to be removed; new WW system to be built (previously approved design, amendment needed for new flow calculations, see WW plan)

Water System: no changes proposed; existing drilled well

Drainage System: perimeter drain to be put around building; drainage to flow and calculated as part of the wastewater curtain drain.

Development Phasing Schedule: (describe) We are currently submitting permits; construction of mound and building to commence thereafter.

Other unusual circumstances: None

**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): Note that tree line, forest, trail and path area will not be touched in this project.
- 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): **Town of Charlotte owns the adjacent parcel to the south.**
- h. Proposed conservation & agricultural easement areas or open space areas: **None**
- i. Existing and proposed elevations (contour lines) near the development area \* (5' intervals): **changes as shown for mound with WW system.**
- j. Existing buildings (footprints) near area to be developed or conserved: **None**
- k. Proposed building envelopes with dimensions: **See building plans**
- l. Existing & proposed roads, parking areas, associated rights-of-way or easements with dimensions & distances (drawn for preliminary plan): **See site plan.**
- m. Existing & proposed park, playground, public access or other recreational areas (drawn for preliminary plan): **None**
- n. Existing & proposed utility, water & wastewater system locations and associated rights-of-way or easements\*: **see WW system**
- o. Existing and proposed monument locations\*: **None**

5. Statement of compliance with town plan & applicable local regulations: **Fully compliant with permitted use and conditional use application for the Village Commercial District (VCM).**

6. Engineering reports (water & wastewater systems) Scale 1"=30' preferred, may be 1"=100': **see WW system plan**

7. Existing and proposed traffic generation rates, volumes (Estimated)\* **None.**

8. Road profiles; road intersection and parking area geometry and construction schematics (as shown on plat)\*: **See Site Plan**

9. Proposed landscaping and screening\*: **See Site Plan**

10. Off-site easements (e.g. water, wastewater, access)\*: **None**

11. Proposed phasing schedule\* permitting > construction of mound; building modification

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)\*: **None**

13. Proposed homeowner or tenant association or agreements\* **None**

14. Proposed performance bonds or sureties\* **None**

**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.charlottetv.org](http://www.charlottetv.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.**

