

**Town of Thetford Development Review Board
Application Checklist
Subdivisions**

All subdivisions require approval from the Development Review Board (DRB). The DRB holds warned, public hearing which may be continued from time to time. Currently there are minor and major subdivisions. Two features distinguish minor from major subdivisions: a minor subdivision is the subdivision of land into no more than three lots or sites; an applicant for a major subdivision has more subjects to address. The application is submitted to the zoning office for review and a determination of whether the application is complete. If it is complete a hearing will be scheduled. If it is not complete the zoning administrator will return the application. The applicant should review and be familiar with the entirety of the Subdivision Regulations for the Town of Thetford.

Further explanation of information supplied on the application is covered in the checklist. This checklist is designed for a major subdivision. Check off the below as you complete the information and bring or submit this checklist with you when you submit your application and other necessary documents.

Owner. Should be the same as on the Grand List. Complete contact information is required. If the information gathering and work for the application is being done by a person or entity other than the owner, such as a surveyor or engineer, provide the same information for that person or entity as for the owner in order to assure contact from the zoning office.

Project Location. Use a street address if there is one. If there is no street address use the street name. The parcel number and tax map number may be found on the tax bill, on the town Grand List, or obtained through the clerk's office or the zoning office. The zone may be obtained from the tax map in the clerk's office or from the zoning office. If the property is in the historic district overlay please indicate. There is one historic district in town – Academy Road from Route 113 to approximately the Thetford Academy. If there is any question whether any part of the property is in the special flood hazard area, consult with the zoning office.

There are three separate checklists below, one for each phase. The applicant may use one checklist to prepare for each phase and go over it with the zoning administrator.

Survey Phase Map. The first hearing will be a survey phase. The DRB will decide whether to continue the survey phase to a subsequent date or move to a preliminary phase. A survey phase map does not have to be a formal survey (but it can be if the applicant so chooses). It may be drawn in pencil, it must be at a scale of not less than 200' per inch and must show the following:

perimeter boundary of the parcel plus an additional 100' around the parcel

- contours and/or spot elevations
- existing water areas, both permanent and intermittent such as streams, ponds, lakes, marshes and wetlands
 - forests, borders of wooded areas, agricultural areas
 - other existing features such as utility poles and rights of way, roads, easements, structures and other physical features.
- the property location in relation to major road, community facilities and utilities of the town.
- description of treatment by the applicant of existing features such as trees, forests, water bodies, rock out-cropings, on the land.

Preliminary Phase Layout. This may be drawn in pencil, shall be at a scale of not less than 100' per inch and shall be submitted with four (4) paper copies. The layout shall contain or be accompanied by the following:

- Name of "Town of Thetford", name and address of subdivider and designer, name of subdivision.
- General site location map which shows the subdivision boundaries, proposed streets in relation to at least two intersecting streets.
 - Boundaries of entire parcel
 - north point
 - bar scale
 - date of each document and dates of each revision
- Existing and proposed street right-of-way lines, widths of streets, proposed names of any new streets, existing and proposed lot lines.
- Location of the following:
 - existing and proposed easements.
 - deed restrictions
 - buildings
 - setback lines
 - parks and other open spaces
 - watercourses and other flood prone areas(see more on this below)
 - large isolated trees
 - foliage lines
 - man made features
 - water mains
 - sanitary sewers
 - storm water drainage lines
 - drainage structures and drainage lines
 - water supply sources for fire protection.
- Names and addresses of abutting property owners
- Names of abutting subdivision, existing and future.
- Building within 100' of the parcel to be subdivided
- Intersecting Roads and driveways within 200' of the parcel to be subdivided.
- Statement explaining how each proposed lot complies with zoning requirements (or, if a variance has been granted, provide the variance).

Municipal boundaries and zoning district boundaries within the subdivision, if there are any.

Statement of conditions of land as to soil suitability for development, including any work done to prepare for wastewater system suitability.

Watershed areas and acreages, preliminary drainage analysis and computations.

Contours in intervals of not more than five (5) feet.

Statement of work done on methodology for storm water drainage on and off the proposed subdivision, sewage disposal and water supply.

Statement of work done to study and make changes, if necessary, on existing streets to meet minimum standards including cost estimates and method of meeting such costs.

Preliminary road profiles. If the subdivision plan includes new streets, Sections 6.15 through 6.18 must be consulted and complied with.

Existing and proposed plans for utilities such as power, telephone and internet.

Statement of work done to investigate and obtain other state and federal approvals which may be required.

If any of the above do not apply, use "n.a." in the space provided and be prepared to explain why you do not feel that this information need be provided.

During the hearing(s) on preliminary phase the DRB will expect the applicant to address each requirement in Section 6.13 (A) – (Q) of the Subdivision Regulations; these requirements are not set out in this checklist. The applicant may request waivers or variances of these requirements. Additionally information on waivers is found at the end of the checklist for Final Plat Approval. The DRB will decide whether to continue the preliminary phase hearing to a subsequent date(s) or to move to final plat hearing and approval.

Final Plat. The final plat documents shall be consistent with the approved preliminary plat layout.

A Survey of the parcel by an engineer or land surveyor licensed by the State of Vermont is required.

The final plat shall be on sheets which are 18" x. 24" inches with a scale of not less than 100' per inch.

All lettering shall be at least one-tenth (1/10th) inch in height.

The plat shall contain, enclosed in a lined box, the wording which is shown in Section 6.09 (A) (6) but using the phrase "Development Review Board" in place of "Planning Commission" for dating and signature of the DRB.

The plat shall contain a title box next to the margin in the lower right-hand corner stating the following:

location of the land

scale expressed in engineering units

date of compilation with prior revisions if desired

name of the record owner as of the date of approval

signature of the preparer

certification, signature and seal of engineer and/or land surveyor licensed in the State of Vermont

The plat shall contain the name of the town, the name of the subdivision, the name of the subdivider and the name of the designer.

The plat shall show the boundaries and area of the entire parcel whether or not all of the land is to be subdivided and be referenced to some point such as a public street.

The plat shall show the north point.

The plat shall show the bar scale.

The plat shall show the date and the dates of any revisions

The plat shall show the names and addresses of abutting property owners

The plat shall show all subdivisions and buildings within 100' of the parcel

The plat shall show intersecting roads and driveways within 200' of the parcel

Roads. The plat shall show the following:

existing and proposed street right of way lines

dimensions of tangents, chords, and radii

accurate locations of all monuments to be set at street intersections

points of curvature and tangency of curved streets and at angles of lots

names of existing and proposed streets

Lots. The plat shall show the following:

existing and proposed lot lines

angles and dimensions

lot sizes in square feet and acres

consecutive numbering of lots

iron pins at lot corners

Location of the following:

existing and proposed easements

deed restrictions

building setback lines

parks and other open spaces

watercourses

significant natural features

significant man-made features

The plat shall have a general location map showing the subdivision boundary in relation to major roads and community facilities.

Statement of agent involved if subdivision is to be served by public water supply attesting to availability of such service.

Base flood elevation if parcel is in the special flood hazard area.

On any land to be dedicated for public use, written acknowledgement of subdivider's responsibility for maintenance of easement areas and assumption of liability

Submission of a grading and drainage plan per Section 6.09 (C) if required

Submission of a street and utility plan per Section 6.09 (D) if required

Submission of water supply plan per Section 6.09 (E) if required

Submission of "as built" plans per Section 6.09 (F) if required

The DRB may waive the requirement of a perimeter survey of the entire parcel and require specific data only for that lot or lots for which sale or lease is contemplated. The applicant needs to so indicate by checking this box.

The DRB may waive the following items. The applicant needs to so indicate by checking the appropriate box:

- existing and proposed contours
- existing and proposed plans for utilities
- proposed storm drainage, drainage analysis map and watershed computations