



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELburne ROAD SHELburne, VT 05482
www.shelburnevt.org 802-985-5118

FINAL PLAN (PLAT) REVIEW APPLICATION*

* Also available in alternate formats in accordance with the Americans With Disability Act.

PLEASE USE THIS FORM TO REQUEST REVIEW OF FINAL PLAN/PLAT

Final Plan review is the final step in the review of subdivisions. In general, an applicant seeking Final Plan approval must submit a complete application for review within six months of receiving approval for a project's Preliminary Plan (in the case of Major Subdivisions) or Sketch Plan (in the case of Minor Subdivisions). As with Sketch and Preliminary Plans, Final Plans should encompass the entire planned subdivision, even if approval is to be requested for only an initial phase.

Final Plans must be submitted to the Planning and Zoning office at least 21 days before a regularly scheduled meeting of the DRB at which the Plans will be reviewed. Before a public hearing will be warned on a Plan, however, an applicant must conduct a pre-hearing conference with Planning and Zoning office staff. After the public hearing on a project is completed, the Development Review Board will vote and signal its decision on the application by issuing a formal written decision. The written decision might approve the project as it was proposed, deny the project, or, more commonly, approve the project with conditions.

The purpose of Final Plan review is to establish a project's conformance with criteria contained in the Subdivision Bylaw. It must be noted, however, that a project undergoing subdivision review might also be subject to additional review processes (e.g., Planned Unit Development, Site Plan, Conditional Use, etc.). In many cases these review processes can be conducted in conjunction with Subdivision review. Do not prepare and submit this application until you have submitted a GENERAL APPLICATION FORM and have received a GAF number.

APPLICANT INFO

APPLICANT	PRIMARY CONSULTANT (If any)
First Name (please print)	Name (please print)
Last Name (please print)	Mailing address
Signature	City State Zip
GAF Number	Email
Request	Phone

Provide or attach a Basic Description of the Project:

Form continues on reverse side...

FOR OFFICE USE ONLY

Date received	by	Referral (s)	by
Fee received	by	Forms offered /146	by
Permit #	by	Hearing date	

FINAL PLAN / PLAT REVIEW APPLICATION

PROJECT INFO

NATURE OF PROJECT		INFRASTRUCTURE		PLANS	
Is project a Subdivision?		Are all lots in project served by public road		Name of Preparer	
Is project a re-subdivision?		Is project to be served by public water ?		Date Plans Prepared	
Is project amendment of earlier approval?		Is project to be served by public sewer?		Date Preliminary Plan was Approved	

Does project propose road/street construction?		Is ANY public easement located on property?	
Has road/street name approval been requested ?		Is performance bond/security identified?	
Will any road/street be conveyed to Town?		Are any public offers/deeds/easements included?	

PLANNING CRITERIA

Applications for Final plan review must meet criteria contained in the Subdivision bylaw. The Final review process will tend to function more smoothly when you provide thorough responses to the following items.
Describe or summarize and attach any evidence indicating the Final Plat is in conformance with Shelburne's Comprehensive Plan.
Describe or summarize and attach any evidence indicating the Final Plat is in conformance with applicable use, density and lot size, lot frontage and width, and other dimensional requirements.
Describe or summarize and attach any evidence indicating the Final Plat is in conformance with other Zoning regulations.
Describe or summarize and attach any evidence indicating the Final Plat is in conformance with the Planning Standards contained within Section 800 of the Subdivision regulations. At a minimum, such description or testimony must address whether:
...any land involved in the subdivision is unsuitable for subdivision due to flooding, steep slopes, ledge, or easements;
...the proposal includes due regard for the preservation and protection of existing features enumerated in the bylaw;

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FINAL PLAN/PLAT REVIEW APPLICATION

PLANNING CRITERIA CONTINUED

Describe or summarize and attach any evidence indicating the Final Plat is in conformance with the Planning Standards contained within Section 800 of the Subdivision regulations. At a minimum, such description or testimony must address whether:

...the proposal includes sufficient open space

...the proposal includes adequate provision for the control of erosion prevention and sediment control during and after construction;

...the proposed development is compatible with surrounding properties

...the site is suitable for the proposed density;

...the proposal contains adequate provision for pedestrian traffic in terms of safety, convenience, connectivity, and access to points of destination and attractiveness;

...the anticipated tax return from the proposed development is equal to or exceeds the cost of anticipated municipal services and facilities directly attributable to the proposed development;

...there is sufficient water available for the reasonably foreseeable needs of the proposed development.

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FINAL PLAN/PLAT REVIEW APPLICATION

SITE PRESERVATION AND DESIGN CRITERIA

Describe or summarize and attach any evidence indicating the Final Plat is in conformance with the Site Preservation Standards contained within Section 810 and of the Subdivision regulations. At a minimum, such description or testimony must address whether:

...the design effects the preservation of site amenities such as historic sites and special natural features “insofar as possible”;

...grading, cutting, and filling are minimized through a design reflecting subdivision “in reasonable conformity to existing topography”;

...the proposal would minimize exposure of excavated surfaces to prevent erosion and control sediments; and

...the proposal includes suitable street tree plantings. Please describe how the project complies with the Town’s Street Tree policy.

Describe or summarize and attach any evidence indicating the Final Plan is in conformance with the Development Requirement and Design Standards contained within Section 900 and of the Subdivision regulations. At a minimum, such description or testimony must address whether the proposal provides for:

...properly designed streets and safe and adequate access;

...sidewalks, paths, and pedestrian access;

...properly designed lots;

...safe and reliable water service and fire protection (with details on fire hydrants);

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FINAL PLAN/PLAT REVIEW APPLICATION

DESIGN CRITERIA CONTINUED

Describe or summarize and attach any evidence indicating the Final Plan is in conformance with the Development Requirement and Design Standards contained within Section 900 and of the Subdivision regulations. At a minimum, such description or testimony must address whether the proposal provides for:

...safe and reliable wastewater treatment;

...adequate outdoor lighting and buried utility services; and

...effective stormwater avoidance, detention, and treatment.

Unless addressed in detail in response above, describe how water will be provided in the subdivision (describe in detail including size of lines, ownership, and number of hydrants).

Unless addressed in detail in response above, describe how wastewater treatment will be provided in the subdivision (describe in detail including anticipated design flows, interfaces with public infrastructure, and ownership).

Unless addressed in detail in response above, describe how stormwater management will be provided in the subdivision (describe in detail including location of detention facilities, rationale for sizing of detention facilities, and location of drainage discharge points).

Unless addressed in detail in response above, describe how stormwater runoff is minimized through the use of natural drainage systems and on-site infiltration and treatment techniques and how soils best suited for infiltration are retained and that natural areas consisting of tree canopy and other native vegetation are preserved, preferably in contiguous blocks or linear corridors where feasible, for protection of the best stormwater management features identified in the site assessment.

Describe or summarize and attach any evidence indicating the lighting proposed within subdivision complies with the lighting section of the zoning bylaw.

Describe or summarize and attach any evidence indicating monuments shall be set at all corners and angle points of the boundaries of the subdivision as required by these regulations and the Town of Shelburne Public Works Specifications

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FINAL PLAT APPLICATION

NAMES AND ADDRESSES OF ADJOINING PROPERTY OWNERS

Is any portion of project located within 500' of Town boundary?

YES / NO

A list of list of current adjoining and cross-street property owners " must be submitted in conjunction with this application, along with a set of stamped and addressed envelopes including one for each adjoining and cross-street property. If any portion of project is located within 500' of Town boundary, a copy of the notice also shall be sent to the clerk of an adjacent municipality.

Adjoiner 1

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 5

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 2

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 6

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 3

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 7

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 4

Name _____

Address _____

City _____

State _____ Zip _____

Adjoiner 8

Name _____

Address _____

City _____

State _____ Zip _____

Use additional copies of this form as required ...

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FINAL PLAN/PLAT REVIEW APPLICATION

Describe phasing and proposed time schedule for the build out of the subdivision. If project will take more than two years to complete, request specific findings authorizing the schedule.

FINAL PLAN CHECKLIST

A "Final Subdivision Plat" must be submitted as part of this application. The features depicted on such Plan must include :

- Proposed subdivision name or identifying title, name of the Town.
- Name and address of owner of record and subdivider.
- Name, license number, and seal of the registered land surveyor.
- Street names and lines, pedestrian ways, lots, reservations, easements and area(s) to be dedicated to public use
- The length of all straight lines, the deflection angles, the radii, length of curves and central angles of all curves, tangent distances and tangent bearings for each street.
- By proper designation on such Plat, all public open space for which offers of dedication are made by the subdivider and those spaces for which title is reserved by him/her.
- Lots within the subdivision numbered in numerical order within blocks and blocks lettered in alphabetical order.
- Permanent reference monuments shown thus " " and lot corner markers shown thus " O ".
- Endorsement block as specified in Section 610 of the Subdivision Bylaw.
- Date, north point and numerical and graphic scale.

"Final Plan Review Plans submitted in conjunction with this application must include the following

- Context map.
- The provisions of the Shelburne Zoning Regulations or other Town Regulations applicable to the area to be subdivided.
- Total number of acres within the proposed subdivision, location of proposed lot lines, number of acres within each lot.
- If not submitted previously or if modified following Preliminary Plan Approval, water courses, wooded areas, geologic outcrops, and other existing physical features, including any endangered species, necessary wildlife habitat, and rare and irreplaceable natural areas identified pursuant to Section 810 of this Bylaw.
- If not submitted previously or if modified following Preliminary Plan Approval, all parcels of land proposed to be dedicated or reserved for public use.
- If not submitted previously or if modified following Preliminary Plan Approval, location of all natural features or site elements to be preserved.
- If not submitted previously or if modified following Preliminary Plan Approval, contour lines at intervals of 5feet of existing grades and of proposed grades where change of existing ground elevation will be 5 feet or more.
- If not submitted previously or if modified following Preliminary Plan Approval, designs of any bridges and culverts which may be required.
- Location, names and widths of existing and proposed streets, private ways, sidewalks, curb cuts, paths, easements, parks and other public or privately maintained open spaces, as well as similar facts regarding adjacent property.
- If not submitted previously or if modified following Preliminary Plan Approval, typical cross sections of the proposed grading, roadways and sidewalks.
- Landscaping Plan prepared by a qualified professional. (Landscaping plan submitted with associated Site Plan review may be used.)
- Details of proposed connection with existing water supply or alternative means of providing water supply to the proposed subdivision.
- Details of proposed connection with the existing sewage disposal system or adequate provision for on-site disposal of septic wastes.
- Details of any proposed connection with municipal stormwater management system.

A "Final Plan Review " application must also include the following:

- List of waivers the subdivider desires from the requirements of these regulations.
- Certificate of Title showing the ownership of all property and easements to be dedicated or acquired by the Town.
- Copies of all proposed Offers of Dedication, deeds, easements to the Town.
- Evidence of availability of an appropriate performance bond or security to secure the completion of all public improvements and their maintenance for a period of two (2) years.
- If not submitted previously, documentation from Town departments (Police department; Fire department; Highway department; Wastewater department; Water department; Town Manager's office; Elementary and High School; Recreation department; Natural Resources and Conservation Committee) that the subdivider's plans have been reviewed and are deemed acceptable or would be deemed acceptable upon adherence to clearly identified proposed conditions of approval. Any letters from the Shelburne Water Department Superintendent and the Shelburne Wastewater Superintendent should address whether: - adequate capacity exists for the proposed subdivision; and - if improvements and modifications are needed to accommodate the proposed subdivision, the subdivider's proposal to address these improvements and modifications is acceptable.
- Stormwater management plan as detailed on following page.

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FINAL PLAN/PLAT REVIEW APPLICATION

FINAL PLAN CHECKLIST, CONTINUED

- If not submitted previously or if modified following Preliminary Plan Approval, a stormwater management plan, including provisions for minimizing and treating stormwater during construction and post-construction. Any erosion prevention and sediment control and post construction stormwater management measures, treatment practices, and/or infrastructure shall meet the regulations and standards of the Vermont Department of Environmental Conservation, and any applicable Town regulations and standards. The stormwater management plan must identify the construction disturbance area and demonstrate that stormwater runoff is minimized through the use of natural drainage systems and on-site infiltration and treatment techniques. The plan shall also demonstrate that soils best suited for infiltration are retained and that natural areas consisting of tree canopy and other native vegetation are preserved, preferably in contiguous blocks or linear corridors where feasible, for protection of the best stormwater management features identified in the site assessment.

FINAL PLAN PROCEDURE

Applications must be filed using forms and related materials prepared by staff of the Planning and Zoning office. Applications subject to the Board's review will not be warned for public hearing until the applicant conducts a filing conference with staff of the Planning and Zoning Office. The applicant will schedule this conference with the DRB Administrator or another staff member assigned by the Administrator. The purpose of the conference is to review the application materials and determine whether the application is complete. Application materials shall be submitted to Planning and Zoning staff 24 hours prior to the Filing Conference.

If the application is found to be complete, the Administrator will schedule a hearing before the Board. Normally, the Administrator or other staff will prepare a staff report to assist the DRB in reaching a decision on the application. Meeting materials prepared by staff ordinarily will be available the Thursday preceding a regular meeting. If the application is not complete it may be withdrawn, a schedule for the submission of additional materials before a hearing is scheduled may be established by agreement of the applicant and the Administrator, or the applicant may appeal the Administrator's determination that the application is incomplete to the Board.

Public hearings shall be conducted as quasi-judicial proceedings pursuant to 1 V.S.A. § 310(5)(B). Public comment may be offered during the hearing with the permission of the chair. The Board will be assisted by Staff, including, but not limited to, the Town's DRB Administrator and the Town's Director of Planning. Public hearings will be conducted in the following manner:

The presiding officer will:

- A. open the hearing by reading the warning of the hearing.
- B. Review the order of events and review requirements such as conflicts of interest, ex parte communications, and appeals.
- C. Ask all who believe they will participate in the hearing to sign the 'sign-in' sheet, provide contact information, and take the following oath: I hereby swear or affirm that the evidence I give in the cause under consideration shall be the whole truth and nothing but the truth under the pains and penalties of perjury.
- D. Invite Development Review Board staff to comment on the application or proposal.
- E. Accept and acknowledge written information presented to the board prior to the hearing.
- F. Invite the applicant or applicant's representative to present the application or proposal. (Applicants are encouraged to tailor presentations to address outstanding issues identified by staff.)**
- G. Invite board members to ask questions of the applicant or applicant's representative.
- H. Invite other persons to present information regarding the application or proposal.
- I. Invite the applicant, applicant's representative, or other persons to respond to information presented.
- J. Invite more questions or comments from members of the board.
- K. Invite more questions from other persons and members of the public.
- L. Allow final comments or questions from the applicant or his/her representative or members of the board.
- M. Upon motion and majority approval, either continue the hearing to a time certain, or close the proceedings. If the hearing is continued to a time certain and additional materials are requested of the applicant, the Chair shall set a date by which materials must be submitted.

The board may conduct public deliberations at any time, or may vote to enter deliberative session.

Site visits may be scheduled in connection with an application. Site visits shall be open to the public; however, no testimony shall be taken and no ex parte communication shall occur. Pursuant to the zoning and subdivision bylaws, an applicant may be required to pay the reasonable costs and fees incident to an independent technical review of the application on behalf of the Town. Final decisions will be in writing and issued within no more than 45 days of the close of the public hearing.

The Development Review Board shall review the Final plan taking into consideration the requirements of the subdivision regulations, the zoning ordinance, and other bylaws in effect. The Development Review Board shall also consider the Final Plan's conformity with the Town Comprehensive Plan. The Development Review Board may attach appropriate conditions to any approval.

SUBMIT