

Final Plan Narrative Questions: *(Answer below or use additional space as needed)*

- 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 that the Final Plat is in conformance with the Shelburne Zoning Regulations

Final Plan Checklist:

Fees: \$500 + \$50 per developed lot

I have met with Planning staff since I received Sketch Plan approval

Applications for Final Plan review must include:

A detailed project narrative letter

A completed and signed Final Plan application form signed by the property owner

Proposed subdivision name or identifying titles, the name of the Town, the name and record of the owner and subdivider: the name, license number, and seal of the registered land surveyor, the boundaries of the sub division and its general location in relation to existing streets or other landmarks and scale, both graphic and numerical and north arrow

Name and address of owner of record, subdivider, and land surveyor of the Plat

Name of all subdivisions immediately adjacent and the names of owners of record of adjacent acreage
Total number of acres within the proposed subdivision, location of the proposed lot lines, number of acres within each lot, structure, water courses, wooded areas, geologic outcrops, and other essential 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 improvements or modifications are needed to accommodate the proposed subdivision, the subdividers proposal to address these improvements and modifications is acceptable

The location and size of any existing culverts, drains, and stormwater treatment practices on the property or serving the property (see item 25). The application shall also include a stormwater management plan, including provisions for minimizing and treating stormwater during construction and post construction stormwater management systems. 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 standards

The provisions of the Shelburne Zoning Regulations or other Town Regulations applicable to the area to be subdivided and any zoning district boundaries affecting the tract

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

Contour lines at intervals of five (5) feet of existing grades and of proposed grades where change of existing ground elevation will be five feet or more

Complete survey of subdivision tract by licensed land surveyor

Typical cross sections of the proposed grading, roadways, and sidewalks

Date, true north point and numerical and graphic scale

Street names and lines, pedestrian ways, lots, reservations, easements, and areas(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 "X:" and lot corner markers shown thus "O"

Monuments which shall be set at all corners and angle points of the boundaries of the subdivision and monuments required by Town of Shelburne Public Works Specifications for new roads, at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the Town.

The location of all the improvements referred to in Section VIII and in addition thereto the location of all utility poles, sewage disposal systems, water supply systems, and erosion prevention and sediment control plans, stormwater treatment plans, rough grading, and other devices and methods of draining the area affecting the subdivision

Construction drawings (paper copies and PDF) of all required improvements listed in section VIII

Details of proposed connection with existing water supply or alternative means of providing water supply to the proposed subdivision

Details of proposed connection with existing sewage disposal system or adequate provision for on-site disposal of septic wastes

If on-site sewage disposal system is proposed, then the location and results of tests to ascertain subsurface oil, rock, and groundwater conditions. All test and design criteria to be in accord with applicable State regulations or standards

Provisions for collecting and discharging stormwater in the form of a stormwater management plan. 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 the 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 site assessment

Designs of any bridges or culverts which may be required

The location of markers adequate to the Development Review Board to readily locate and appraise the basic layout in the field. Unless an existing street intersection is shown, the distance along a street from one corner of the property to the nearest existing street intersection shall be shown.

All parcels of land proposed to be dedicated or reserved for public use and the conditions of such dedication or reservation

Location of all natural features or site elements to be preserved

List of waivers the subdivider desires from the requirements of these regulations

A prospectus describing the management organization or homeowners association if one is proposed. Included shall be a disclosure statement which will be given to all prospective purchasers detailing responsibility for services, such as maintenance and plowing of roadways within the development

A copy of any proposed covenants and/or deed restrictions which are intended to cover all or part of the subdivision

Construction drawings on paper and in digital PDF format of all proposed public improvements

A vicinity map drawn at the scale of not over four hundred (400) feet to the inch to show the relationship of the proposed subdivision to the adjacent properties and to the general surrounding area. The vicinity map shall show all the area within 2,000 feet of any property line of the proposed subdivision or any smaller area between the tract and all surrounding existing streets, provided any part of such a street used as part of the perimeter for the vicinity map is at least 500 feet from any boundary of the proposed subdivision

Within such area the vicinity map shall show:

All existing subdivisions and approximate tract lines of parcels together with the names of the record owners of all adjacent parcels of land; namely, those directly abutting or directly across any street adjoining the subdivision

Locations, widths, and name of existing, files, or proposed streets, easements, building lines and alleys pertaining to the proposed subdivision and to the adjacent properties as designed above

An outline of the platted area together with its street system and an indication of the future probably street system of the remaining portion of the tract, if the preliminary plat submitted covers only part of the subdividers entire holding

Lots within the subdivision numbered in numerical order within blocks and blocks lettered in alphabetical order

Proposals and/or offers concerning the manner in which open space, including park and recreational lands and school site areas, are to be dedicated, reserved, and/or maintained or payments proposed in lieu thereof

Documentation from the following Town's departments or agencies that the subdividers plans have been reviewed and are deemed acceptable or would be deemed acceptable upon adherence to clearly identified proposed conditions of approval

- Police department
- Fire department
- Highway department
- Wastewater department
- Water department
- Town Managers office
- Elementary and High school
- Recreation department
- Natural Resources and Conservation Committee

Landscaping Plan provided by a landscape architect, master gardener, nursery professional, arborist, professional landscape designer, or other qualified landscape professional

Before final approval or a subdivision plat, or with the consent of the Town Manager as evidenced by letter presented at the Final Plan public hearing, the subdivider shall furnish the Town with an appropriate performance bond to secure the completion of all public improvements and their maintenance for a period of 2 years, with a certification from the Selectboard, or its designee, that is satisfied either with the bonding or surety company or with security furnished by the subdivider. A certificate or letter from the Town attorney shall also be filed with the Development Review Board and Town Manager indicating that he or she is satisfied with the form and substance of the performance bond.

The final plan application for a minor or major subdivision shall be accompanied by a Certificate of Title showing the ownership of all property and easements to be dedicated or acquired by the Town, or reserved, and said Certificate of Title shall be approved by the Town attorney. Copies of all proposed Offers of Dedication, deeds, easements to the Town shall also accompany the final application, and be approved by the Town attorney

A final application for a subdivision shall include all legal documentation necessary, in complete and final form