

Instructions for Subdivision Application

Please read these instructions carefully to avoid incomplete applications and unnecessary delays. The subdivision process requires that you, as the applicant, fulfill these requirements:

1. Read the complete regulations and submit the materials required. Your application must include a copy of the deed to the land, the parcel number(s), and a list of abutting property owners. This information is available from the Town Clerk and should be obtained and verified during regular business hours. Application must be received in duplicate.
2. Maps indicating the location of the property and the proposed subdivision must be submitted with the application. A survey by a licensed land surveyor is required.
3. The State of Vermont issues Act 249 permits for potable water and wastewater disposal, including secondary disposal locations. A copy of your State permit must be submitted with your subdivision application. In certain cases, an Act 250 permit may also be required.
4. An access permit will be required to connect the subdivision with local or State roads. If the subdivision will access a local road, contact the Selectboard for a highway access permit. If it will access Route 14, contact the Vermont Department of Transportation. An access permit must be submitted with your application. The Planning Commission cannot approve landlocked parcels.
5. The Planning Commission reviews subdivision applications at its regular meeting on the second Tuesday of the month at 7PM in the Town Offices. The Planning Commission's Administrative Assistant (763-8268x4) can schedule your application for the meeting. You or a representative must be present at the meeting to present the application and answer questions.
6. If the application is accepted, the Planning Commission will schedule a Public Hearing. The Administrator will publish a Legal Notice in local newspapers and send a 15-day notice by certified mail to all abutters, paid for by the applicant.
7. A final 18" x 24" survey map, on mylar, must be filed with the Town within 180 days following the approval of the subdivision after the hearing. The map must not differ in any way from the map approved after the hearing as part of the final subdivision plan. Failure to file, or filing a map which is not identical to the approved map, will result in nullification of the subdivision approval.
8. Fees for subdivision are as follows: \$150 for the first new lot created, and \$50 for each additional lot. These fees are non-refundable and must be paid by cash or check upon initial submission of the subdivision application to the Planning Commission.