

TOWN OF MENDON, VT
Application for Subdivision Permit

Proposed Name of Subdivision _____

Location of Property _____ Zoning District _____

Landowner's Name _____ Address _____

Landowner's Phone _____

Tax Map(s) Description – Map No _____ Block _____ Lot _____

Applicant's Name _____ Address _____

(Applicant may be owner, lessee, or agent) Phone _____

Lot Size(s) Prior to subdivision _____ After subdivision _____

Lot Frontage(s) _____ Lot depth(s) _____

Frontage(s) on public road(s) or water(s) _____

If a lot does not have frontage on a public road or water it must have access to such by a permanent easement or right measuring at least twenty (20) feet in width, which must be approved by the planning commission.

Engineer/Land Surveyor's Name _____ Address _____

Engineer/Land Surveyor's Phone _____ Licensed? (Y/N) _____

A completed Subdivision Application Checklist must be submitted with this form.

Certificate of Compliance

The Planning Commission may also require, as a condition of subdivision approval, that a Certificate of Compliance be obtained to ensure that required improvements have been installed in accordance with the conditions of subdivision approval prior to any further land development. The satisfactory completion of any improvement shall be determined by the Zoning Administrator. A Certificate of Compliance shall not be issued for any subdivision that is not in compliance with the conditions of subdivision approval. Where a Certificate of Compliance has been required by the Planning Commission, the Zoning Administrator shall not issue a zoning permit for the development of a subdivided lot within the subdivision until the certificate has been issued.

Right of Appeal

An interested person may appeal any decision or act taken by the Zoning Administrator by filing a notice of appeal with the secretary of the Board of Adjustment within 15 days of the date of that decision or act, and a copy of the notice of appeals shall be filed with the Zoning administrator.

Signature of Applicant: _____ Date _____

Application No. _____ Received by _____ On _____

Signature by the Administrative Officer indicates a complete application per V.S.A. 24, Chapter 117

Fee of \$ _____ Received by _____ On _____

For information regarding State of Vermont Permits, Contact the state permit specialist at 802-786-5970

Subdivision Application Checklist

Mendon, VT

Article IV: Submission Requirements

[from Town of Mendon Subdivision Regulations]

A	APPLICATION INFORMATION:	Minor Subdivision	Major Subdivision
	Application form and project name	X	X
	Application fee	X	X
	Names and addresses of the property owner and subdivider	X	X
	Written description of proposed development plans, including number and size of lots and the anticipated schedule of development	X	X
	Names and addresses of adjoining property owners	X	X
	Waiver Request in writing to items in B and C below (if applicable)	X	X
	ONE (1) Full sized Plat (24"X36") and FIVE (5) copies of plat, resized to 11" X 17"	X	X
<i>Scale - dimensions must be represented in feet or decimals of a foot, drawn to a reasonable scale that will clearly show the details and information required; but must not be smaller than 100 feet to an inch, or 60 feet to the inch where lots have less than 100 feet frontage.</i>			
B & C	PLAT REQUIREMENTS:		
	Proposed subdivision name or title	X	X
	Date, north arrow, legend and scale	X	X
	Number of overall acres, and acreage of each new parcel	X	X
	Name and address of applicant	X	X
	Project boundaries and property lines	X	X
	Monument locations and descriptions	X	X
	Existing and proposed lot lines, dimensions, and lot numbers	X	X
	Zoning district designations and boundaries	X	X
	Adjoining land uses, roads, and drainage	X	X
	Existing easements, buildings, water courses, and other notable features	X	X
	Location of existing and proposed utilities	X	X
	Deed description and survey prepared by a licensed surveyor	X	X
	Location of natural and physical site features and areas for protection	X	X
	Approximate building locations	X	X
	Vicinity Map, drawn to a scale of not over 400 feet to 1 inch, showing all areas within 2000 feet of the property's boundaries	X	X
	Completed certification block	X	X
	License number and seal of the licensed surveyor or professional engineer	X	X
	Location, names and widths of existing and proposed streets, intersections, easements, building lines, walkways, or public open spaces, and similar features on adjacent properties		X
	Width, location grades, and street profiles of all streets or other public ways proposed		X
	Contour lines		X
	Connections with existing water supplies or proposed water connections, or alternative septic treatment and disposal methods		X
	Preliminary design of any bridges or culverts		X
	Private septic disposal: Locations and results of subsurface soil, groundwater, and rock condition tests, and depth of groundwater present		X

	General indication of land cover, including tree lines, forested areas and forest type, natural features, historic features, and stormwater treatment areas		X
	Prime Agricultural soils or areas enrolled in State of VT Use Value Appraisal Program (Current Use)		X
	All land proposed to be dedicated for public use, conservation, buffer, and/or open space easement areas		X
	Proposed landscaping and screening		X
	Proposed playground, park, or other recreation areas		X
	Location of trees or other natural site elements to be preserved		X
	Project signage		X

Subdivision Application - Supplemental Materials

D	SUPPORTING INFORMATION and DOCUMENTATION (UNLESS WAIVED BY THE PLANNING COMMISSION)		
	Road Profiles: Road, intersection, and parking area geometries and construction schematics		
	Copies of all required municipal and state permits or permit applications		
	Letters from Municipal and School District Officials, and Emergency Service Providers regarding the adequacy/capacity of existing facilities		
	Existing and proposed traffic generation rates and volumes		
	Off-site easements (e.g. for water, wastewater, and access)		
	Proposed phasing schedule		
	Proposed cost of site improvements		
	Proposed homeowners association covenant and/or deed restriction language (if applicable)		
	Private roadway language to be inserted into all deeds (if applicable)		
	Proposed performance bond or surety		
E	ADDITIONAL ITEMS THAT MAY BE REQUIRED BY THE PLANNING COMMISSION		
	Stormwater Management Plan		
	Erosion control and sedimentation plan		
	Open Space Management Plan		
	Natural Resource Protection Plan		
	Temporary field markers, on site, to enable the Planning Commission to determine proposed locations of: parcel boundaries, building envelopes, and associated improvements		
	Outdoor Lighting Plan		
	Traffic Impact Analysis		
	Fiscal Impact Analysis		
	Historic or Archeological Assessment		
	Environmental Impact Assessment		
	Visual Impact Assessment		
	Written Offers of Cession to the Town of Mendon or private entity of all streets, public open spaces, sewage and water to be connected to a town or private facility, and other areas to be dedicated to the public shown on the final plat		