

SUBDIVISION/PUD CHECKLIST

Preliminary Application – For Major Subdivisions [*Subdivision, Minor: shall be all subdivisions that propose less than five lots, do not involve the construction of a public road, and are not deemed to be a minimal alteration.*]

Submitted

Completed Development Application Form

Minimum of one full-size drawing shall be submitted with the application. Dimensions may be approximate and the data may be tentative, but shall be sufficiently clear to illustrate all conditions and establish the basis and clarify the design requirements for the subdivision plat. Maps shall be at an appropriate, readable scale as approved by the DRB.

Nine (9) reduced copies of the Application and all submittal materials

Application Fee- See Fee Schedule (Effective 7/1/2015)

The preliminary layout shall contain or be accompanied by the following information:

- a) Name of subdivision, name and address of the owner of record, subdivider and designer;
- b) Boundaries and area of the entire parcel, whether or not all land therein is to be subdivided, north point, scale, date and dates of any revisions;
- c) Names of abutting property owners, including owners of parcels across a common highway;
- d) Location of buildings;
- e) Existing and proposed street lines, widths of streets, existing and proposed lot lines;
- f) Location of existing and proposed easements, building lines, parks and other open space, water mains, sanitary sewers, stormwater drainage lines, drainage structures, and drainage ways;
- g) Boundaries of zoning districts lying within the subdivision, municipal boundary if any;
- h) An inset locus map indicating the location of the land depicted;
- i) A sketch map showing future subdivisions, if known, in and adjacent to the subject subdivision;
- j) Existing and proposed contours in sufficient detail to evaluate the proposed subdivision.
- k) Stormwater management plans in accordance with Section 3.12 of the Stowe Zoning Regulations.
- l) An outline of the proposed building zone for each lot.
- m) Existing site conditions, including watercourses and ponds, wetlands, floodplains, significant rock outcrops, areas of steep slope, forest type and vegetative cover and other significant natural features.
- n) All land proposed to be dedicated to open or public uses or to be reserved for screening and buffer purposes, and the methods for assuring and maintaining such dedication or reservation.
- o) Proposed landscaping plans, if any, including plant types, existing forest cover and extent of proposed land clearing, lighting and signage.
- p) Necessary information and/or mapping to evaluate the visual impact.
- q) A narrative describing how the proposed project meets the planning and design standards set forth in the regulations.

Final Application - All information required for the Preliminary Layout, specified in Section 4.1 of these regulations, shall be submitted in final form, including any revision or additional detail requested by the DRB.

Completed Development Application Form

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Nine (9) reduced copies of the Application and all submittal materials

Application Fee- See Fee Schedule (Effective 7/1/2015)

In the event that a preliminary layout was not required, the Applicant shall submit the information set forth in these regulations in addition to the following:

- a) The areas of all lots noted thereon; lots shall be numbered or lettered consecutively;
- b) Accurate location of all monuments to be set at street intersections, points of curvature and tangency of curved streets and at angles of lots;
- c) In the event that the entire project is unable to be presented on a single sheet, a plan at an appropriate scale to present the entire project on a single sheet shall also be provided.
- d) A plan showing any work required for existing streets to meet the minimum standards established hereunder, together with a statement of the proposed method of meeting the cost of such work;
- e) Existing and proposed contours in sufficient detail to evaluate the proposed subdivision.
- f) Methods of dedication of proposed easements, rights-of-way, and open spaces, which may be required by these regulations;
- g) Road profiles, showing accurate existing and finished grades, existing and proposed cross sections, together with construction plans, and such other information as the DRB may require;
- h) A Vermont Agency of Transportation letter of intent to approve any new access onto a state highway, if proposed. A letter or right-of-way modification permit from the appropriate official designated by the Town Manager approving the location of any new access onto a local road.
- i) If required by the DRB, evidence that the traffic generated by the project will not cause the capacity of roadways and intersections in the area to be exceeded. Information to be provided shall include but not be limited to current traffic volumes, current excess capacities or deficiencies, trip generation estimates and their impact on capacities, and sight stopping distances for new road intersections with public highways. The DRB reserves the right to DRB independent traffic impact studies the cost of which may be charged to the applicant.

[For PUDs Only]

	In addition to the submission requirements of the Stowe Subdivision Regulations, an application for a PUD, or an amendment to an existing PUD, shall be reviewed as a conditional use. An application for a PUD shall include a statement of all proposed modifications of the zoning regulations of the underlying zoning district(s).
	For projects with an anticipated construction period longer than five (5) years, the DRB shall require a phasing plan outlining the construction timeline for each phase of the project, including at a minimum, an indication of when each phase will be started and completed. The schedule shall be updated annually and submitted to the Zoning Administrator. Should the phasing schedule need to be altered at any time, the applicant shall notify the Zoning Administrator for a determination if DRB review is required.

Incomplete applications will be returned. The Zoning Administrator will determine whether the application is administratively complete and ready to be warned for a public hearing. Determinations of the Zoning Administrator can be appeal within 15 days in accordance with 24 VSA §4465 and Section 2.11 of the town's zoning regulations.

<u>OFFICE USE ONLY</u>	
Application Complete _____	Referred to DRB Hearing Date _____
<input type="checkbox"/> Mailed Notice to Abutters Packet _____	
<input type="checkbox"/> Warning Posted _____	
<input type="checkbox"/> Warning Published _____	
<input type="checkbox"/> Received Certificate of Service _____	