

Town of Essex outside the Village of Essex Junction CHECKLIST FOR SUBDIVISION APPLICATIONS

Project Name : _____

Project Address : _____

Project Description (include sq.ft. by type of use or number of lots or units) : _____

Plans Dated : __ - __ - __ Plan reviewed by : _____ Date : __ - __ - __

INTRODUCTION

There are several different types of subdivisions. Some are reviewed by the Planning Commission. Others may be reviewed by Community Development Staff, and some must also be reviewed by the Zoning Board of Adjustment. This handout describes the application materials necessary for all subdivisions except Boundary Adjustments and Simple Parcels. Additional handouts are available for these and Master Plan submissions.

A subdivision is any land, vacant or improved, which is divided or proposed to be divided into lots, parcels, sites, plots, units, or interests for the purpose of sale, lease, or development, including amended subdivisions and resubdivisions. Subdivisions are further divided into four categories a) Boundary Adjustments; b) Simple Parceling; c) Minor Subdivision; and d) Major Subdivision. The term subdivision also includes the development of a parcel as a shopping center complex, multiple family housing project, congregate housing project, planned residential development, and planned unit development.

All subdivisions must adhere to the standards found in *Article X: Standards of the Town of Essex Subdivision Regulations* and the *Town of Essex Zoning Regulations*.

REVIEW

The following table indicates the likely level of review for each type of subdivision.

Subdivision Type	STAFF	PC	ZBA
Minor Final Plan Amendment	✓	✓	
Major Final Plan Amendment	✓	✓	
Minor Subdivision	✓	✓	
Major Subdivision (land into lots, PRD, or PUD)	✓	✓	
Major Subdivision (shopping center, congregate or multi-family housing)	✓	✓	✓ (If Conditional Use in that zone)

SCHEDULING

The Planning Commission meets at 6:30 pm on the second and fourth Thursday of each month unless noticed otherwise. Upon receipt of your application, Community Development staff must review your application and find it complete or incomplete within 10 days. If your application is deemed incomplete, you will receive a letter explaining the materials necessary to complete the application. When found complete, your application will be scheduled for the next available Planning Commission Meeting, and

you will be notified. Because of noticing requirements, that meeting will be at least 21 days after the date on which the application is found complete.

STANDARDS

The Planning Commission will review your application and will approve it only if it is found to meet the standards found in Article IV: Subdivision Standards in the *Town of Essex Subdivision Regulations*. These standards require that the proposed development also meet the requirements of the *Town of Essex Zoning Regulations*.

Please familiarize yourself with the minimum standards and ensure that your application addresses them. The following are the General Requirements for subdivisions. More specific requirements are also found in Article IV of the Subdivision Regulations.

4.1 Standards Applicable To All Subdivisions.

- (A) *The applicant shall be guided by the minimum planning, design and construction standards contained in these Regulations and the Town's Public Works specifications, and shall provide all of the improvements specified in this Article. As specifications for alternative energy technologies become available and incorporated into the Town's Public Works Specifications, they shall also become incorporated into review under these Regulations.*
- (B) *Where the Planning Commission finds that, because of exceptional and unique conditions of topography, location, shape, size, drainage or other physical features of the site, or because of the special nature and character of surrounding areas, the minimum standards specified herein would not reasonably protect or provide for public health, safety or welfare, a higher standard may be required.*
- (C) *Land to be subdivided for building purposes shall be of such character that it can be used safely without danger to health or peril from flood or other menace.*
- (D) *To ensure adequate access, any subdivision or combination of proposed and previously approved or built subdivisions containing fifty (50) or more dwelling units shall include a street system that has two separate permanent connections to the existing street system. Such connections shall be open to public motorized vehicular traffic and shall be proposed as Town streets for acceptance by the Town. Notwithstanding the above regulation, with Planning Commission and Selectboard approval, one of the street connections may be limited to emergency and pedestrian access only. Prior to granting such limitation, the Town Engineer, Community Development Director, Fire Chief, and Police Chief shall be consulted for their recommendation(s).*
- (E) *The subdivision plan must contain adequate provisions for pedestrian traffic and connections with pedestrian ways on adjoining properties by sidewalks, paths, and/or trails.*
- (F) *Any major subdivision fronting on a major street or collector street, as defined in Article VI of these Regulations, shall be laid out so that all lots created have access from new minor roads rather than directly from the major or collector street. (See also Street Planning Standards in Section 4.3).*
- (G) *All lots created by any proposed subdivision shall conform to the Town's Zoning Regulations.*

- (H) *The proposed subdivision shall demonstrate a desirable relationship to the land form, its topography and geology, to natural drainage and surface water runoff, to the ground water table, and to other natural features.*
- (I) *The proposed subdivision shall provide adequate access to all of the lots in the subdivision by streets that are designed to current safety standards under existing and future traffic conditions, and designed to meet appropriate standards based on the functional characteristics of the type of street. The four functional types of streets are: major (arterial) road, collector road, minor (local through) road, and minor dead-end road.*
- (J) *The proposed subdivision shall make adequate provisions for water, sewage, drainage, stormwater management, and other requirements where necessary, in accordance with the health and safety of the community.*
- (K) *The proposed subdivision shall include provisions for safety in the case of fire, flood, panic and other emergencies.*
- (L) *The proposed subdivision shall include provision for such facilities as are desirable adjuncts to the contemplated use, such as parks, recreation areas, pedestrian ways and off-street parking.*
- (M) *The proposed subdivision shall include preservation of natural assets such as streams, ponds, trees, agricultural land, attractive scenic areas, and historic sites.*
- (N) *The proposed subdivision shall promote variety and flexibility in residential development including clustering of lots under provisions of the Act [§4417], and the Town Zoning Regulations.*
- (O) *The proposed subdivision shall include appropriate utilization of municipal services and avoidance of adverse effect on the Town's ability to maintain facilities and to provide public works and educational services.*
- (P) *The proposed subdivision is in conformance with the Town Plan.*
- (Q) *Where an existing home(s) exists within a proposed subdivision the Town shall be informed of any apartment(s) within said home(s).*
- (R) *The proposed subdivision shall provide adequate landscaping and screening to ensure an aesthetically pleasing development while screening undue adverse impacts of the proposed subdivision on adjacent properties.*
- (S) *Over-Sized Improvements and Provisions for Future Expansion:*
 - (1) *In conformance with the Town Plan or as otherwise determined by the Town, the applicant may be required to install storm drainage, stormwater management, water supply, or sewage disposal facilities of a size adequate to accommodate anticipated needs of future developments.*
 - (2) *The Town may require the applicant to provide easements, in combination with anticipated street connections or at other necessary locations, to allow future extension of facilities and/or street or walkway access to adjacent undeveloped properties.*

- (3) *The Town, with Selectboard approval, may reimburse the applicant for the difference in cost between the facilities actually needed in the subdivision and the cost of facilities necessary to provide for future development.*
- (4) *When further development occurs, the Town may charge the appropriate portion of the additional cost to that subsequent subdivider.*
- (T) *Development within an approved subdivision shall be subject to any impact fees that the Town may enact in accordance with 24 V.S.A., Chapter 131. However, if the subdivision developer is required to provide land or construct facilities explicitly included in the calculation of the impact fees, the developer may apply for a credit against the impact fees in an amount equal to the cost of such construction, but not exceeding the amount of the impact fee.*

APPLICATION PROCEDURE

Generally, subdivision review is broken into three steps (Sketch Plan, Preliminary Plan, and Final Plan). As described in the table below, Preliminary and Final Plan may be combined for Minor Subdivisions. After a subdivision has been approved, making changes to the plans is called a Final Plan Amendment and may be reviewed in a single step by either the Planning Commission or Community Development Staff depending on the nature of the changes.

The Sketch Plan level is a time for the applicant and Planning Commission to discuss various options for the development of the site. The plans should be very general and should not include specific engineering details. At the Preliminary Plan stage, the Planning Commission and the applicant have reached an agreement on the general layout of the site. The Preliminary Plan submission should include all engineering details, landscaping, a preliminary survey plat, and other details. The application will reach the Final Plan stage when nearly all of the details of site development have been clarified. The Final Plan application should include a complete set of plans and a final survey plat. Sketch and Preliminary Plan approvals do not guarantee Final Plan approval.

The site plan is to include the name and address of person or firm preparing the map. Said person to be an architect, landscape architect, engineer, surveyor, planner or other person whose profession is site planning and design.

Submissions should adhere to the following requirements.

MINOR SUBDIVISION	MAJOR SUBDIVISION
3 to 5 lots or units on an existing street, no extension of public water or sewer	6 or more lots or units AND/OR requiring a new street AND/OR extension of public water or sewer, PUD or PRD
REQUIRED SUBMISSION: <ul style="list-style-type: none"> ▪ All items under Section I required at time of Sketch Plan Application ▪ Items under Sections I, II & III at time of Final Plan Application 	REQUIRED SUBMISSION: <ul style="list-style-type: none"> ▪ All items under Section I at time of Sketch Plan Application ▪ All items under Section I & II at time of Preliminary Plan Application ▪ All items under Section I, II & III at time of Final Plan Application
MINOR FINAL PLAN AMENDMENT	MAJOR FINAL PLAN AMENDMENT
NO changes to curb-cuts, road layout, parking, boundaries, pedestrian circulation.	Changes to curb-cuts, road layout, parking, boundaries, screening, pedestrian circulation.
REQUIRED SUBMISSION: <ul style="list-style-type: none"> ▪ As directed by Community Development Department. 	REQUIRED SUBMISSION: <ul style="list-style-type: none"> ▪ All items under Section I, II & III.

I. SKETCH PLAN APPLICATION

Check if Present

COMMENTS

INFORMATION

Signed application Form, 3 copies of abutters labels and list, fee.

Narrative description of project.

SKETCH PLAN

Site Plan Requirements

Items in bold are required. If they are not submitted, your application may be deemed incomplete. Items not in bold are not required for a complete Sketch Plan application but may be required in future submissions. Inclusion at this time could make processing your application more efficient.

Check if Present

COMMENTS

INFORMATION

Submit four 24" x 36" sets of plans (7 additional 11"x17" sets will be required after application is deemed complete)

Title Box (bottom right corner) with following:

- **Address of parcel being subdivided;**
- **Name and address of subdivider (applicant) and landowner;**
- **Name, address, and phone of any professional advisors;**
- **Date of current plan (revision dates and description above box if amendment):**
- **Name/address/seal of professional advisor(s) on technical drawings only.**

Level of review (Sketch, Preliminary, Final).

Alternative layouts for PC review.

Scale (1" = 100' or 1 dm = 100 meters).

Site location map.

Zoning Districts and approximate boundaries.

Legend, if applicable.

Total acreage of parcel.

Approximate acreage of proposed lots.

Proposed lots numbered consecutively.

Best available property boundary information, to scale.

Existing and proposed streets labeled.

Best available contours (10 foot datum plane shall be that the National Geodetic Survey related to the 1927 North American datum).

_____ Preferred location of streets, structures & public facilities and sidewalks.

_____ Proposed and existing easements and rights-of-way (including those that are relevant on adjacent parcels).

_____ General location of power lines, street lights, fire hydrants & other utilities both onsite and adjacent parcels across rights-of-way.

General location and extent of the following:

- _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
- water courses, wetlands, flood plains;
 - wooded areas, mature trees and treestands;
 - ledge outcrops or other unique topographic features;
 - other natural features, particularly those depicted on the Significant Features Map in the Town Plan;
 - historic structures and sites, stone walls, and other unique site features.
 - Existing and proposed Open or Recreational Space.
 - Existing and proposed trails.
 - Natural springs or wells.

_____ Location of adjoining boundaries and the following info regarding abutting properties, including those across streets and rivers:

- _____
 - _____
 - _____
 - _____
 - _____
- Names of landowners.
 - Uses (residential, commercial, undeveloped, etc.).
 - Nearby wells and septic systems.

_____ Parcel is/is not located in a special resource area (Open Lands Study).

_____ Soils type (NRCS) (provide description).

_____ Sight distance for new road intersections.

_____ Approximate lot width & depth marked on boundary lines.

_____ Building types, approximate size and location.

_____ Type and/or general location of drainage system.

_____ Type and/or general location of water supply.

_____ Type and/or general location of sewage disposal.

II. PRELIMINARY PLAN APPLICATION

<i>Check if Present</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Signed application Form, 3 copies of abutters labels and list, fee.
<input type="checkbox"/>	_____	Narrative description of project.

PRELIMINARY PLAN - Site Plan Requirements

Items in bold are required. If they are not submitted, your application may be deemed incomplete. A Preliminary Plat, Drainage Plan, and Construction Details, described below, are also required at this level of review. In some cases, these may be combined with the Site Plan. Contact the Community Development Department for more info.

<i>Check if Present</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Submit four 24" x 36" sets of plans (7 additional 11"x17" sets will be required after application is deemed complete)
<input type="checkbox"/>	_____	<u>All</u> items from Sketch Plan list, updated and accurate, as applicable.
<input type="checkbox"/>	_____	All items discussed in Sketch Plan Findings and Stipulations, whether required here or not.
<input type="checkbox"/>	_____	Level of review (Sketch, Preliminary, Final).
<input type="checkbox"/>	_____	Plans prepared and certified by a registered engineer.
<input type="checkbox"/>	_____	Existing and finished contours with intervals of not more than five feet. Contours with intervals of not more than two feet shall be shown for large portions of the plat with relatively level terrain, in the general vicinity of proposed septic system(s), or wherever the Planning Commission determines that additional detail is required.
<input type="checkbox"/>	_____	Locations, dimensions, and materials of all surface treatments.
<input type="checkbox"/>	_____	Delineation of any resources identified on the Significant Features Map in the Town Plan.
<input type="checkbox"/>	_____	Landscaping Plan addressing street trees, screening, buffers, and any other existing or proposed vegetation.
<input type="checkbox"/>	_____	For commercial, industrial and multi-family residential, items from Site Plan checklist, including lot coverage data, parking ratios, lighting, and site features.
<input type="checkbox"/>	_____	If applicable, results and location of percolation tests and soil borings, location of proposed septic systems & wells, location and water quality/quantity data from test wells made & certified by a registered sanitary or civil engineer.
<input type="checkbox"/>	_____	Required setbacks.
<input type="checkbox"/>	_____	Proposed buildings with building envelopes.

MAJOR SUBDIVISIONS (additional information on Site Plan):

<i>Check if Present</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Bearing and length of all straight lines, radii length of curves, tangent bearings & angles of all street lines, plat boundary lines, lot lines & all boundary lines.
<input type="checkbox"/>	_____	Preliminary names of all streets for evaluation by the 911 Coordinator.
<input type="checkbox"/>	_____	Plans and profiles showing location of street pavements, curbs, gutters, sidewalks, manholes, catch basins and culverts.
<input type="checkbox"/>	_____	Plans showing the location and size of existing and proposed sanitary sewers, stormwater drains and fire hydrants and location and size of water, gas, electricity and any other utilities or structures.
<input type="checkbox"/>	_____	Roadside landscaping and street lighting plan.

PRELIMINARY PLAT (may be shown on site plan for minor subdivisions):

<i>Check if Present</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Field survey providing complete description data by metes & bounds for lots and tract certified, prepared by a registered land surveyor.
<input type="checkbox"/>	_____	Location and material of monuments and boundary markers (existing & proposed).
<input type="checkbox"/>	_____	Location and width of proposed street-right of way.
<input type="checkbox"/>	_____	Location, dimensions, area & number of lots. Summarized in a table format.
<input type="checkbox"/>	_____	Survey of property to be dedicated for public use (if required by Planning Commission at sketch plan).
<input type="checkbox"/>	_____	Permanent easement(s) location and statement of purpose.
<input type="checkbox"/>	_____	Existing and proposed street names.
<input type="checkbox"/>	_____	Location of proposed gas, electric or other utilities.
<input type="checkbox"/>	_____	Endorsement Block: "Approved by Resolution of the Planning Commission of the Town of Essex, Vermont, on the ___ day of ___, 2___, subject to all requirements and conditions of said Resolution. Signed this ___ day of ___, 2___, by
<input type="checkbox"/>	_____	<hr/> Chair"

DRAINAGE PLAN (may be included on site plan for minor subdivision):

- _____ Temporary and permanent procedures for erosion control.
- _____ Direction of flow of constructed & natural drainage ways.
- _____ Calculations for capacity of drainage facilities.
- _____ Plans prepared and stamped by licensed professional engineer.

CONSTRUCTION DETAIL DRAWINGS – PLANS AND PROFILES:

<i>Check if Present</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Streets showing existing & proposed elevations along center lines
<input type="checkbox"/>	_____	Invert elevations of existing and proposed sanitary sewers, stormwater management structures, and other utilities.
<input type="checkbox"/>	_____	Construction detail drawings of roads, sidewalks, and other public improvements.
<input type="checkbox"/>	_____	Depictions of any signs, enclosures, or other ancillary or required structures.

OTHER ITEMS

<i>Check if Present</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Traffic Study (if required by Staff).
	_____	All information necessary to demonstrate conformance with Article X: General Standards of Subdivision Regulations.
<input type="checkbox"/>	_____	Items required for Site Plan review, if subdivision is a shopping center, multi-family residence, congregate housing, PRD and/or PUD, including lighting plan and cut sheets, parking calculations, landscaping, screening, and fire provisions.
<input type="checkbox"/>	_____	Documentation of any required sewer allocation by Public Works Department, Town Manager, or Selectboard.
<input type="checkbox"/>	_____	Narrative regarding conformance with Town's Stormwater Management Plan and performance in a 25-year Storm Event.

- _____ **Building elevations and other required information if in the Business Design Control District.**
- _____ **Recommendations provided by professional forester on removal/protection of trees and other vegetation.**
- _____ **Draft Association Covenants and Bylaws.**

III. FINAL PLAN & PLAT APPLICATION

<i>Check if Present</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Signed application Form, 3 copies of abutters labels and list, fee.
<input type="checkbox"/>	_____	Narrative description of project.

FINAL PLAN Site Plan Requirements

Items in bold are required. If they are not submitted, your application may be deemed incomplete. A Final Plat, Drainage Plan, and Construction Details, described below, are also required at this level of review. In some cases, these may be combined with the Site Plan. Contact Community Development Department for more info.

<i>Check if Present</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Submit four 24" x 36" sets of plans (7 additional 11"x17" sets will be required after application is deemed complete)
<input type="checkbox"/>	_____	Above information and any information required in Sketch and Preliminary Plan approvals, updated and accurate on Final Site Plan, Drainage Plan, Construction Details and Plat.
<input type="checkbox"/>	_____	Level of review (Sketch, Preliminary, Final).
<input type="checkbox"/>	_____	All survey pins set, except those on frontage of new roads at the time a mylar is filed.
<input type="checkbox"/>	_____	Submit paper draft of Final Plat including endorsement block described in Preliminary Plan requirements.
<input type="checkbox"/>	_____	Refer to Procedures and Checklist for filing a mylar.
<input type="checkbox"/>	_____	DXF file.
<input type="checkbox"/>	_____	Association Covenants and Bylaws updated.