



## Town of Huntington, Vermont Subdivision Application

### Application Process Overview

The current Huntington Subdivision Regulations (amended in March 2009) involves a multiple-step process which provides for informal discussion during the sketch plan review process, followed by a formal public hearing for the subdivision application. The Huntington Planning Commission encourages applicants for subdivision to review the subdivision regulations, the zoning regulations, and the Huntington Town Plan before submitting a proposal.

All subdivisions and certain other land development activities are subject to either the major or minor review processes. The following procedures are utilized:

1. Sketch Plan Review – this is the first step for any subdivision application. During this process, the Planning Commission shall classify the proposed development as either a minor subdivision or a major subdivision (Section 3.1.4).
2. Minor Subdivision – Any residential subdivision involving less than three lots (i.e., two lots - one of which is the “parent” parcel)
3. Major Subdivision – Any residential subdivision containing three or more lots, any nonresidential subdivision, any multi-family housing project, and any subdivision proposing new public roads

- A minor subdivision involves two steps: sketch plan review and final plat review.

- A major subdivision involves three steps: sketch plan review, preliminary plat review, and final plat review.



# Town of Huntington, Vermont Subdivision Sketch Plan Review Application

## PROJECT INFORMATION:

Location of Subdivision: \_\_\_\_\_

Parcel ID Code: \_\_\_\_\_

Description of Proposed Subdivision: \_\_\_\_\_

\_\_\_\_\_

Zoning District(s) in which property is located:

\_\_\_\_ Village      \_\_\_\_ Rural Residential      \_\_\_\_ Woodland      \_\_\_\_ Conservation

Property Deed(s) Recorded in Huntington: Date \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Acreage in Original Parcel: \_\_\_\_\_

Proposed number of lots: \_\_\_\_\_

## OWNER/APPLICANT INFORMATION:

a. Record Owner of Property Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

b. Applicant Name(s) {if not owner} \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

## ADJOINING PROPERTY INFORMATION:

a. List all current adjacent property owners and mailing addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Boundaries and area of all contiguous land belonging to land owner(s) of record and the proposed subdivision.

\_\_\_\_\_

## SIGNATURES

Landowner(s) \_\_\_\_\_ Date \_\_\_\_\_

Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

**Please complete this cover page, along with information pertaining to the attached checklist.**

## CHECKLIST FOR SKETCH PLAN REVIEW APPLICATION

The following information must be submitted for the Sketch Plan Review application:

*[Please see Section 3.1 of the Subdivision Regulations for a complete description of the submission requirements]*

1. A set of plain envelopes, addressed, and stamped for all adjacent property owners.
2. Sketch plan of the proposed subdivision which includes the following:
  - \_\_\_\_\_ Existing and proposed layout of property lines; proposed restrictions on land; easements, covenants, etc.
  - \_\_\_\_\_ Existing and proposed roads, buildings, trails, utilities, open space
  - \_\_\_\_\_ Sketch identifying site features and constraints to development
  - \_\_\_\_\_ Sketch plan layout sketches (*one or more may be submitted*)