



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 Application

The subdivision application is for the following *[check one]*:

- Major Subdivision – Preliminary Plat Review
- Major Subdivision – Final Plat Review

PROJECT INFORMATION:

Location of Subdivision: _____

Name 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:

SIGNATURES

Landowner(s) _____ Date _____

Applicant(s) _____ Date _____

Please complete this cover page, along with information pertaining to the attached checklist for either the Preliminary Plan Review or the Final Plan Review.

CHECKLIST FOR MAJOR SUBDIVISION APPLICATION

All Major Subdivision applications must include:

- (2) Full size sets of the proposed plat
- (9) 11 by 17 inch copies of the proposed plat
- (9) Copies of the application and any additional information
- (1) Set of plain envelopes, addressed, and stamped for all adjacent property owners.

I. Major Subdivision – Preliminary Plan Review

The checklist for the Major Subdivision - Sketch Plan Review checklist is listed above.

The following information must be submitted for the application for Major Subdivision – Preliminary Plat Review:

[Please see Section 4.1 of the subdivision regulations for a complete description of the submission requirements]

A. Preliminary Plat Submission

- _____ One or more maps or drawings with all dimensions. Applicants are also encouraged to review the planning and design standards in Articles 5 & 6.
- _____ Title of the proposed subdivision and the name of the town.
- _____ Name and address of owner of record, subdivider and designer of preliminary plat
- _____ Location of property lines, existing easements, and buildings and number of acres by lot
- _____ Location of site features such as woodlands, primary agricultural soils, slopes, etc.
- _____ Location and size of existing sewer and water mains, culverts, and drains
- _____ Location, names, and present widths of existing and proposed streets, easements, building lines, alleys, parks, public open space, etc.
- _____ Contour lines of at least 5 foot intervals
- _____ Typical cross sections of proposed grading and roadways and sidewalk, and, if requested, sections and profiles of the roadways
- _____ Date, true north arrow, and scale
- _____ Complete survey of subdivision by licensed land surveyor
- _____ Means of providing water supply
- _____ Means of on-site disposal of septic wastes
- _____ Provisions for collecting and discharging storm drainage – drainage plan
- _____ Preliminary designs of required bridges or culverts
- _____ Proposed lot lines with approximate dimensions and suggested building locations or envelopes
- _____ Location of temporary markers
- _____ All parcels of land proposed to be dedicated to public use
- _____ Erosion control measures – as needed
- _____ List of requested waivers
- _____ Site plan – per site plan review provisions of Huntington Zoning Regulations – where applicable
- _____ Proposed utility system design
- _____ Any additional information, documents or showings requested at Sketch Plan Review

B. Site Location Map

- _____ Site location map drawn to scale, showing proposed subdivision in relation to adjacent properties and the general surrounding area
- _____ Entire parcel being subdivided
- _____ [As appropriate] Proposed streets, easements, open spaces, pedestrian ways, building lines and alleys – per the proposed subdivision and to adjacent properties
- _____ Outline of subdivision with street system and future street system for remaining portion of parcel [if preliminary plat covers part of subdivider's holding]

II. Major Subdivision – Final Plan Review

[Please see Section 4.2.1 of the subdivision regulations for a complete description of the submission requirements]

Note: Final Plat submission – must conform in all respects to preliminary plat as approved by Planning Commission

A. Final Plat

- _____ Identifying title for the proposed subdivision, the name of the town, the name and address of the owner of record and subdivider, the name, license number and seal of the licensed land surveyor, the boundaries of the subdivision and its general location in relation to existing streets or other landmarks and scale, date and true north point.
- _____ Street names and lines, pedestrian ways, lots, reservations, easements and area to be dedicated to public use.
- _____ Location of site features such as woodlands, primary agricultural soils, steep slopes (>20%), ledge outcrops, critical wildlife habitat and corridors, significant natural communities, and endangered, threatened or rare species as designated by the Vermont Nongame and Natural Heritage Program, and any significant natural resources and any significant scenic, cultural or historic features.
- _____ Sufficient data acceptable to determine every street line, lot line, boundary line and to reproduce such lines upon the ground.
- _____ The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distances and tangent bearings for each street.
- _____ All public open space for which offers of conveyance are to be made by the subdivider and those spaces which will be reserved by the subdivider.
- _____ Lots within the subdivision numbered in numerical order. When practicable historic numbering of lots should be utilized.
- _____ Permanent reference monuments and lot corner markers.
- _____ Monuments which shall be set at all corners and angle points of the boundaries of the subdivision, and monuments required by town specifications for new roads, at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the engineer.
- _____ A proposed utility system design showing basic elements of this design. Include a note that the proposed utility locations may be modified slightly when installed, due to unforeseen site constraints (e.g., ledge).

B. Major Subdivision - Supporting documentation – to accompany final plat application

- _____ Location and design of all improvements per Article 6 (Required Improvements and Design Standards) and location of all utility poles, sewage disposal systems, water supply systems, rough grading, and drainage
- _____ Erosion control measures – during and after construction
- _____ Final design of bridges and culverts
- _____ Copies of proposed deeds, agreements, or other documents for streets, open space, park and recreational areas, school site areas, shared driveways/roads. If required, certificate from Selectboard or Town Attorney that documents are satisfactory.
- _____ [If required] Certificate from licensed consulting engineer as to the satisfactory completion of all improvements or performance bond. If required, certificate from Selectboard regarding final arrangements.
- _____ Any other documents required by the Planning Commission