



APPLICATION FOR SUBDIVISION REVIEW
TOWN OF HARDWICK
PO Box 523, Hardwick, VT 05843
(802) 472-1686
Zoning.administrator@hardwickvt.gov

FOR TOWN USE ONLY

Application Number: _____ Tax Map Number _____
Zoning District _____
Date Application Received ____/____/____ Fee Paid \$ _____ Date Paid ____/____/____

Please provide all of the information requested in this application. Failure to provide all required information will delay the processing of this application. Submit the completed application and a check payable to the *Town of Hardwick* - \$60 for a minor subdivision and \$240 for a major subdivision.

Applicant(s):

Name(s): _____
Mailing Address: _____
Telephone(s) Home: _____ Work: _____ Cell: _____
E-Mail: _____

Landowner(s) (if different from applicant(s)):

Name(s): _____
Mailing Address: _____
Telephone(s) Home: _____ Work: _____ Cell: _____
E-Mail: _____

Physical Location of Property (911 address):

Proposed Subdivision of Land (please check all that applies):

☐ **Minor Subdivision – to be reviewed by the Zoning Administrator under Section 6.2 and includes one of the following:**

- ☐ Subdivision of land which results in the creation of 3 or fewer lots;
- ☐ Amendment to an approved subdivision which does not substantially alter the subdivision nor result in the creation of a major subdivision.

☐ **Major Subdivision – to be reviewed by the Development Review Board under Section 6.3 and includes one of the following:**

- ☐ Subdivision of land which results in the creation of 4 or more lots and/or involves the construction of a new road;
- ☐ Amendment to an approved subdivision which substantially alters the subdivision or conditions of approval, or which results in the creation of a major subdivision or a new road;
- ☐ A Planned Unit Development;
- ☐ The creation of a lot which does not meet minimum frontage or access requirements, which is subject to approval under Section 3.3. (ie. Lots accessed by a Right-of-Way).

Other Permits or Verifications Which May Be Necessary:

- ☐ State Potable Water and Wastewater Permits - _____
- ☐ Town of Hardwick Water and/or Sewer Connection Verification - _____
- ☐ Local utility company has been consulted - [] yes [] no _____
- ☐ Access Permits from either the State of Vermont or from the Hardwick Select Board - necessary if a new driveway or road must be installed.
[] Applied (date) _____ [] Not required
- ☐ East Hardick Fire District #1 Water Verification for their service area - _____
- (More information can be obtained from the trustees@easthardwick.gov or on their website at easthardwick.gov.)

Dimensions of Proposed Development:

Total Acreage in the parcel to be subdivided _____

Total Feet of Road Frontage in parcel _____

Total number of lots after the subdivision _____

<u>Lot No. and Description:</u>	<u>Area</u>	<u>Road Frontage</u>
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1:

2:

3:

4:

5:

**If additional space is needed, please continue on a separate sheet.*

Dimensions Required by Zoning Bylaws (to be completed by Zoning Administrator):

Zoning District and Class: _____

Minimum Lot Size: _____

Minimum Property Requirements:

<u>Road Frontage</u>	<u>Front Setback</u>	<u>Side Setback</u>	<u>Rear Setback</u>	<u>Stream Setback</u>
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Site Plan and Supporting Information and Documentation:

Please see attached checklist – Table 6.1 Subdivision Application Requirements.

Minor Subdivisions are reviewed by the Zoning Administrator and the Site Plan requirements are found in the “Sketch” column.

Major Subdivisions are submitted for review to the Development Review Board (DRB). The Site Plan requirements are found in the “Final” Column. A hearing with the DRB is necessary prior to Subdivision Approval for a Major Subdivision.

All items must be submitted as described or a waiver must be requested. If the information is not complete, you will be contacted to provide further information.

- ☐ Completed Site Plan Submitted to Zoning Administrator.

TABLE 6.1 SUBDIVISION APPLICATION REQUIREMENTS

	Sketch	Final
(A) Application Information		
Application Form [number of copies]	One [original]	Three [2 copies]
Application Fee [to be set by Selectboard]		✓
Name of project, if any	✓	✓
Name, address of applicant [landowner and/or subdivider]	✓	✓
Written description of proposed development plans, including: Number and size of lots, intended use, general timing of development	✓	✓
Waiver request, in writing [optional]	✓	
Names, addresses of all adjoining property owners		?
(B) Plan/Plat Mapping Requirements		
Material	Paper	Mylar
Preparer Information, Certifications		✓
Scale	To scale noted	Min. 1" = 100'
Date, North Arrow, Legend	✓	✓
Project boundaries and property lines;	Drawn	Surveyed
Existing and proposed lot lines, dimensions	Drawn	Surveyed
Adjoining land uses, roads and drainage	✓	✓
Zoning district designations and boundaries	✓	✓
The location of natural and physical features located on the site, including buildings; roads, driveways and parking areas; fences and walls; watercourses; wetlands; areas of slope in excess of 20%; and a general indication of land cover, including forested areas and land in current or recent (prior 3 years) agricultural production	✓ [General Locations]	✓ [Specifically Delineated Areas]
Existing and proposed elevations, contour lines within 50 feet of any proposed excavation/grading		5' interval
Existing and proposed roads, paths, common or shared parking areas, associated rights-of-way or easements	Drawn	Surveyed
Proposed building envelopes (if required)		✓
Proposed utilities, water and wastewater systems and associated rights-of-way or easements	✓	✓
Road profiles; road, intersection and parking area geometry and construction schematics		✓
Proposed landscaping and screening		✓
Proposed conservation buffer and/or open space easement areas		✓
Monument locations		✓

(C) Supporting Information & Documentation	Sketch	Final
Site location map showing proposed subdivision in relation to major roads, drainage ways, and adjoining properties	✓	✓
Statement of compliance with town plan and applicable local regulations	✓	✓
Engineering reports (water and wastewater systems)		✓
Existing and proposed traffic generation rates, volumes		Documented
Off-site easements (e.g., for water, wastewater, access)	Description	Final
Proposed phasing schedule	Description	Final
Proposed covenants and/or deed restrictions	Description	Final
Proposed homeowner or tenant association or agreements	Description	Final
Proposed performance bond or surety		Final
(D) As may be required by the Development Review Board		
Stormwater and erosion control plan		As required under sketch plan or preliminary approval
Grading plan (showing proposed areas of cut and fill)		
Open space management plan		
Site reclamation plan (for subdivisions involving extraction)		
Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements)		
Fiscal impact analysis (analysis of fiscal costs and benefits to the town)		
Historic or archeological assessment		
Environmental impact assessment (analysis of potential environmental impacts, proposed mitigation measures)		
Other		

☐ Applicant requests a waiver from application requirements (for example, underground utilities). Requirement(s) to be waived and reason(s) for waiver include(s) the following:

Permission to Enter Property & Applicant Certification Signatures

Signing of this application authorizes Town Personnel to enter onto the property for the purpose of verifying information presented.

The undersigned hereby certifies that the information submitted in this application regarding the above property is true, accurate and complete and that I (we) have full authority to request approval for the proposed use of the property and any proposed structures. I (we) understand that any permit will be issued in reliance of the above representations and will be automatically void if any are untrue or incorrect.

The undersigned understand that additional information, such as a survey of the property or expert testimony may be required for review and consideration of this application by the Zoning Administrator and, that, upon my written authorization, fees for such additional information shall be my responsibility.

The permit will expire and become null and void within 2 years from the date of issuance if the permitted development has not commenced.

Subdivision may not be concluded until 15 days from the date of approval for a minor subdivision or 30 days from the date of approval for a major subdivision.

Signature of Applicant(s) _____ Date _____

Signature of Landowner(s) _____ Date _____

Note: Failure to develop your property in accordance with your application and any conditions of this permit may result in an enforcement action and may affect your ability to sell or transfer clear title to your property.

Appeal from a decision or act of the Zoning Administrator must be made in writing to the Development Review Board, c/o the Town Clerk's Office at the address shown above, with the appropriate fee, within 15 days of the decision or act. Failure to appeal this decision will mean that all interested persons are bound by this decision and will foreclose these persons from contesting this decision either directly or indirectly in the future. **This permit shall not take effect until the time for such appeal has passed.**

Please note that this is only a local permit and state permits may be needed for your project. Please contact the Permit Specialist at the VT Agency of Natural Resources at (802) 477-2241 or jeff.mcmahon@vermont.gov

FOR ZONING ADMINISTRATOR USE ONLY

{ } Approved { } Denied { } Referred to the Development Review Board – Major Subdivision

Date _____ Signature _____

Remarks and/or Conditions: _____

Waiver Requested: _____

Date of Approval or Denial by Development Review Board: _____