

Attachment to Application for Public Hearing

for

Major Subdivision

Town of Springfield
Development Review Board

Applicant:

Springfield Subdivision Regulations – August 2009, herein referred to as SSR.

Springfield Zoning Regulations – September 2007, herein referred to as SZR

NOTICE: The DRB holds Public Hearings on the second Tuesday of each month. When the application is complete the matter will be noticed for Public Hearing. A completed application means: 1.) Application contains all of the information and documents required for the PH; and 2.) the Fee paid. Public Hearing Notice is submitted to a newspaper for publication a minimum of 3 weeks prior to the date of hearing, thus completed application must be filed with the AO early enough to be put on the Notice submitted. Contact the AO for the last possible date for filing for the next Public Hearing.

Boundary Adjustment Minor – Fast Track, one hearing Sketch Plan Preliminary Final Approval

Name of subdivision _____ Location: _____

Total Acres or Sq. Ft. in Lot to be subdivided: _____ Number of Lots to be created: _____

Subdivision classification (Check one):

_____ **Boundary Adjustment:** An exchange of small parcels (less than one (1) acre) between adjoining property owners to adjust property boundaries. [If more than one (1) acre, a Public Hearing and DRB approval is required.]

_____ **Subdivision, Minor:** A subdivision containing not more than four (4) lots or units, none of which have been involved in a subdivision in whole or in part in the previous ten* years, which has access to an existing public street, and which does not require any new municipal street, street extension or extension of municipal sewer and water facilities.

_____ **Subdivision, Major:** Any subdivision containing five (5) or more lots or units, or any subdivision requiring any new public street extensions, or the extension of municipal sewer and water facilities. For purposes of classification, all lots created within ten* years shall be counted.

*Has the Parcel to be subdivided been part of a subdivision within the past ten (10) years? Y/N

If "Yes": Name and Date of Subdivision: _____

Number of created lots in that previous subdivision: _____

Lot requirements for the created lots in compliance with SZR District in which they are located:

Minimum Lot Size for the SZR District: _____

Less than minimum as permitted by SZR §2.3: _____

Set forth the resulting Lot Sizes if subdivision or boundary adjustment were completed. List Actual Lot Sizes (Parcel No./Acreage or Sq. Ft.): Lot ___/____+; Lot ___/____+; Lot ___/____+; Lot ___/____+; Lot ___/____+ (Continue on separate sheet if needed.)

Minimum Road Frontage: _____ Ft. Does each Lot meet this requirement? Y/N

If not, Access other than Frontage - Set forth Access and relevant SZR and/or SSR §: _____

_____ and show on Sketch and Plat.

To be submitted with Application - Check Lists:

Boundary Adjustment SSR §402.1:

The plat for boundary adjustment shall show:

- ___ The existing and proposed boundaries of both lots;
- ___ The existing and proposed perimeter dimensions of both lots;
- ___ The existing and proposed area of both lots; and
- ___ The names and addresses of the owners of both lots and of adjacent properties.
- ___ Clearly set forth the size of the area (in acres or sq. ft.) being exchanged in the boundary adjustment.

Sketch Plan Approval – Major and Minor Subdivision SSR §404.4:

[Except where a separate document is needed, all the following may be included on the sketch presented.]

- ___ A site plan, drawn to scale, providing a reasonably accurate representation of the parcel's size, shape and general location;
- ___ Proposed subdivision name or identifying title;
- ___ Name and address of record owner, Subdivider and Designer;
- ___ Number of acres within the proposed subdivision, location of property lines, existing easements, buildings, watercourses and other important physical features such as steep slopes, wetlands, wellhead protection areas, natural habitats, archeological resources, and other such features noted in the Town Plan and shown on the associated resource maps available at the Town Offices. The location and acreage of land adjacent to the proposed subdivision, which the subdivider owns or has an interest in, shall also be shown;
- ___ A description of all subdivisions involving the land proposed to be subdivided over the past ten (10) years, including the total acreage previously subdivided;
- ___ The names of all subdivisions and the names and addresses of owners of record of all parcels adjacent to the land proposed to be subdivided;
- ___ The provisions of the Zoning Regulations applicable to the area to be subdivided and any zoning district boundaries affecting the tract;
- ___ The approximate location and size of any existing onsite wastewater and water supply, or sewers and water mains, culverts and drains on or adjacent to the property to be subdivided;
- ___ Date, approximate north arrow, and approximate scale;
- ___ Proposed point of connection with existing water supply, if any;
- ___ Proposed point of connection with existing sanitary sewage system, if any;
- ___ The proposed lot lines with dimensions and field evidence of boundary lines and corners;
- ___ A map of the Town showing the general location of the boundaries of the subdivision; and
- ___ A copy of the letter to the Selectboard requesting preliminary determination on the Town's willingness to accept any streets, utilities or other community facilities, if applicable.

Minor Subdivision Approval - Should Applicant wish to have one hearing without Sketch Plan review (See SSR §404.2B “Fast track for Certain Minor Subdivisions”), these should be presented at first Public Hearing:

The Plat shall show all dimensions in feet and decimals of a foot, and be drawn to a scale suitable for review by the Board. It shall be clearly and legibly drawn, and the size of the sheet shall be of standard drawing size. Such sheets shall have a margin of two (2) inches outside of the border lines on the left side for the binding and one (1) inch margin outside the border along the remaining sides. The Plat shall include the following information:

- ___ The name of the proposed subdivision or identifying title;
- ___ The name of the Town in which the subdivision it located.
- ___ The date;
- ___ True and magnetic north arrows;
- ___ The map scale;
- ___ The name and address of record owner and subdivider;
- ___ The names and addresses of all adjoining property owners.
- ___ An actual field survey of the boundary and property lines of the tract being subdivided, giving complete descriptive data by bearings and distances, and prepared by a registered land surveyor;
- ___ A survey showing the location and dimensions of all proposed lot lines, and the areas of all proposed lots;
- ___ The corners of the lots shall be marked on the survey by monuments approved by the Board, to be placed in the field by the subdivider. Such survey shall encompass all other remaining lands and parcels owned by the Subdivider within the proposed subdivision;
- ___ At the request of the Subdivider, the Board may exempt one (1) parcel from the survey requirements provided that parcel exceeds twenty-five (25) acres. The Subdivider shall submit a sketch plan of the total parcel, including the exempted portion. The sketch plan shall meet the requirements of **Section 404.4** of these Regulations.
- ___ In the event that there is a difference of opinion as to the remaining acreage, and the tax maps indicate that there is less than twenty-five (25) acres, the tax maps shall be used as a guideline for determining whether or not the remainder must be surveyed. The owner must prove to the satisfaction of the Chief Assessor that there is more than twenty-five (25) acres remaining.
- ___ If appropriate, any proposed on-site septic systems and/or water supply facilities shall be shown, to scale, as to approximate location and size, as well as any replacement areas. A note shall be included on the final plat that any septic system designed for parcels shown shall comply with State and/or Local Requirements.

Major Subdivision – Preliminary Plat Review SSR §406.2. (See Sketch Plan above for 1st PH review):

A. The Preliminary Plat: Shall show all dimensions in feet and decimals of a foot, drawn to a scale suitable for review by the Board. It shall be clearly and legibly drawn, and the size of the sheet shall be of standard drawing size. Such sheets shall have a margin of two (2) inches outside of the border lines on the left side for the binding and one (1) inch margin outside the border along the remaining sides. The Plat shall include or be accompanied by the following information:

- ___ Proposed subdivision name or identifying title and the name of the Town in which it is located.
- ___ Name and address of record owner, subdivider and designer of Preliminary Plat.
- ___ The names of all subdivisions immediately adjacent and the names and addresses of owners of record of adjacent parcels.
- ___ Number of acres within the proposed Subdivision, location of property lines, and existing easements, buildings, watercourses.
- ___ Flood plains, slopes over 20% if within the building envelope and must be depicted on a USGS map, areas of archeological interest, important agricultural soils, and other essential existing physical features (such as water courses, water bodies, historic structures, wetlands, well head protection areas, natural heritage areas and deer wintering habitats), as shown on the current effective maps.
- ___ The provisions of the Zoning Regulations applicable to the area to be subdivided, including the name of the district in which the subdivision is located, minimum lot size, minimum frontage, and the location of any zoning district boundaries affecting the lot.
- ___ The location and size of any existing sewers and water mains, culverts and drains on the property to be subdivided.
- ___ Location, names and present width of existing and proposed streets, highways, easements, alleys, parks and other open spaces as well as similar facts regarding adjacent property.
- ___ The width and location of any streets and other public ways or places shown upon the Official Map and the Comprehensive Development Plan, if any, within the area to be subdivided, and the width, location, grades and street profiles of all streets and other public ways proposed by the Subdivider.
- ___ Typical cross-sections of the proposed grading of roadways and of sidewalks.
- ___ Date, scale, true and magnetic north arrows.
- ___ An actual field survey of the boundary and property lines of the tract including all lands owned by the subdivider, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor.
- ___ The survey shall show the location and dimension of all proposed lot lines. The corners of the tract and all lots shall be located on the ground and shall be marked by monuments and markers approved by the Board. The monuments and markers shall be placed in the field by the subdivider. All monuments and markers shall be shown on the survey.
- ___ Contour lines at intervals of five (5) feet, based on a field survey or photogrammetric mapping of existing grades and also of proposed finished grades where change of existing ground elevation will be five (5) feet or more. The Board may determine that the topography is such that five foot contours are not necessary, and may accept contours from USGS topographical maps.
- ___ Connection with the existing water supply or alternative means of providing water supply to the proposed subdivision.
- ___ Connection with existing sanitary sewage system or alternative means of treatment and disposal proposed.
- ___ If appropriate, any proposed on-site septic systems and/or water supply facilities shall be shown, to scale, as to approximate location and size, as well as any replacement areas. A note shall be included on the final plat that any septic system designed for parcels shown shall comply with State and/or Local Requirements.
- ___ Provisions for collecting and discharging storm drainage in the form of a drainage plan approved by the Public Works Director..
- ___ Preliminary designs of any bridges or culverts which may be required as approved by the appropriate State or Local Official. A note shall be included on the final plat that any bridge or culverts designed shall comply with State and/or Local requirements.
- ___ The location of temporary markers adequate to enable the Board to locate readily and appraise the basic layout in the field. Unless an existing street intersection is shown, the distance along a street from one corner of the property to the nearest existing street intersection shall be shown.
- ___ All parcels of land proposed to be dedicated for public use and the conditions of such dedication.
- ___ The location of major natural features or site elements to be preserved.

B. Supporting Materials: In addition to maps and drawings, written supporting materials shall be submitted as may be required by these Regulations and the Board. At a minimum, the following shall be provided:

- ___ Copies of applications for other State and Municipal permits required by the proposed subdivision.

- ___ A prospectus describing the management organization for commonly held property or community facilities. If applicable, a demonstration of management of other developments owned or operated by the developer.
- ___ A traffic impact study and indication of traffic improvements (both on and off-site) proposed to mitigate anticipated adverse traffic impacts.
- ___ A discussion of how any significant natural features are to be protected.
- ___ A written statement from Town Police, Fire and Public Works indicating approval and/or concerns regarding the proposed subdivision.

C. Vicinity Map: The Preliminary Plat shall be accompanied by a vicinity map or aerial photo at the scale of not over five hundred (500) feet to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The vicinity map shall show all the area within one thousand (1,000) feet of any property line of the proposed subdivision. Within such area the vicinity map shall show:

- ___ All existing subdivision and approximate lines of adjacent parcels, together with the names of the record owners of all adjacent parcels of land, namely, those directly abutting or directly across any street adjoining the proposed subdivision.
- ___ Locations, widths and names of existing, filed or proposed streets, easements and utility lines, pertaining to the proposed subdivision and to the adjacent properties as designated in paragraph one (1) above.
- ___ The boundaries and designations of zoning districts, school districts and parks or other public spaces.

Major Subdivision – Final Approval Public Hearing. See SSR §407:

A. The Plat shall show all dimensions in feet and decimals of a foot, and be drawn to a scale suitable for review by the Board. It shall be clearly and legibly drawn, and the size of the sheet shall be of standard drawing size. Such sheets shall have a margin of two (2) inches outside of the border lines on the left side for the binding and one (1) inch margin outside the border along the remaining sides. The Plat shall include the following information:

- ___ Final information on all items listed under **Section 406.2**, complying with conditions attached to the Board's Preliminary Approval.
- ___ The location of all Required Improvements and, if applicable, all on-site water supplies, sewage disposal systems, and drainage devices within the Subdivision.
- ___ The location of all monuments and lot corner markers to be placed on the site, shown as illustrated in the legend of the plat.

B. Supporting Materials: In addition to maps and drawings, written materials shall also be submitted to the Board, if applicable.

- ___ Written offers of conveyance to the Town of all open space, roads, streets, or commons designated on the plat as to be conveyed to the Town, and copies of agreements or other documents showing the manner in which all spaces or other facilities, title to which is reserved by the subdivider, are to be maintained.
- ___ Written evidence that the Selectboard and the Town Attorney have approved the legal sufficiency of the documents referenced above.
- ___ A certificate from the Town Clerk as to the filing of a performance surety complying with the requirements of the Director of the Public Works, the Board and the Town Attorney.
- ___ A copy of such covenants or deed restrictions as are intended to cover all or part of the tract, if any.
- ___ Written descriptions of arrangements to be made for the ownership and maintenance of any land or facilities to be held in common, and any privately maintained roads, water facilities and sewerage facilities.

Final Plat for Boundary Line, Minor or Major Subdivision shall carry the following endorsement on the Mylar to be filed with the town clerk (SSR §407.8):

*Approved by the Development Review Board of the Town of Springfield,
Vermont, on the ___ day of _____, 20___, subject to all requirements and
conditions of said Approval.
Signed this ___ day of _____, 20___, by _____, _____, on behalf
of the Springfield Development Review Board.*

DATE _____

Applicant's Signature

DATE _____

Agent's Signature

DATE _____

(If not one of the above) Parcel Owner's Signature

[See next page for references to Sections in Article V – Development Requirements]

Reference to Springfield Subdivision Regulations **ARTICLE V: DEVELOPMENT REQUIREMENTS**

SECTION 501 GENERAL REQUIREMENTS: All subdivisions shall be consistent with the provisions of the Town Plan. In addition, the following specific requirements shall apply.

501.1 Required Improvements List: The following improvements are required for all major subdivisions unless waived by the Board. Those marked with an asterisk (*) are required for minor subdivisions unless waived by the Board.

- A. ___ Lot markers (monuments and pins)*;
- B. ___ Streets*;
- C. ___ Sidewalks*;
- D. ___ Street signs;
- E. ___ Street lighting*;
- F. ___ Water mains;
- G. ___ Sanitary sewers;
- H. ___ Stormwater management and erosion control plan
- I. ___ Fire hydrants / fire ponds with dry-hydrants;
- J. ___ And other capital improvements as required by the Board*.

Headings of other Article V Sections:

- 501.2 Guarantee of Required Improvements
- 501.3 Consulting Engineering and legal Services
- 501.4 Modification of Design of Improvements
- 501.5 Inspection of Improvements
- 501.6 Proper Installation of Improvements
- 501.7 Agreement with Selectboard
- 501.8 Maintenance of Improvements and Maintenance Sureties
- 501.9 Completion of Improvements Before Structures May be Occupied

SECTION 502 CONSTRUCTION STANDARDS

SECTION 503 ROADS, DRIVEWAYS & PEDESTRIAN ACCESS:

- 503.1 Applicability of Road Standards

- 503.2 Acceptance of Private Roads
- 503.3 Road Design
- 503.4 Road Construction Standards

- 503.5 Traffic & Road Capacity
- 503.6 Road Names & Signs
- 503.7 Driveways
- 503.8 Modification of Road Standards
- 503.9 Parking & Transit Stops
- 503.10 Pedestrian Access
- 503.11 Legal Requirements:
- 503.12 Class IV Access Road
- 503.13 Street Lighting
- 503.14 Curbs and Sidewalks

SECTION 504 UTILITY STANDARDS:

- 504.1 Water Supply
- 504.2 Waste Water Collection and Disposal
- 504.3 Improvements and Provisions for Future Infrastructure Expansion
- 504.4 Power and Communications Lines.
- 504.5 Fire Protection

SECTION 505 DRAINAGE:

- 505.1 Drainage Structure to Accommodate Potential Development Upstream
- 505.2 Responsibility for Drainage Downstream
- 505.3 Preservation of Natural Drainage
- 505.4 Stormwater Management & Erosion Control

SECTION 506 LOTS:

- 506.1 Lot and Yard Requirements
- 506.2 Lot Size
- 506.3 Frontage
- 506.4 Planned Unit Development

SECTION 507 MONUMENTS AND MARKERS:

- 507.1 Monuments
- 507.2 Markers

SECTION 508 SITE PRESERVATION:

- 508.1 Existing Features

- 508.2 Natural Cover
- 508.3 Excavation and Grading
- 508.4 Soil Survey

- 509.1 Land and Facilities Held in Common Ownership
- 509.2 Additional Restrictions (as required by the Board)

SECTION 509 - SUBDIVISION ORGANIZATION
AND RESTRICTIONS: