## TOWN OF WAITSFIELD

4144 Main Street, Waitsfield, Vermont 05673

## SUBDIVISION APPLICATION

802-496-2218

| Application #:  | Fee Paid:                   |  |  |  |
|---|-----------------------------|--|--|--|
| Date Application Received                                     |                             |  |  |  |
| Discussion Phase Meeting Date:                                |                             |  |  |  |
|   | Abutter Notifications Sent: |  |  |  |
| Classification: Major / Minor Site Visit Date:                |                             |  |  |  |
| Final Plan Hearing(s) Date:                                   |                             |  |  |  |
| Decision:   |                             |  |  |  |
| Comments:   |                             |  |  |  |
| Mylar Due Date:   |                             |  |  |  |
| Name of Development   |                             |  |  |  |
| Has this been subdivided in the past? If yes, when            | by                          |  |  |  |
| # Lots Act 250 # (if applicable)                              |                             |  |  |  |
| Owner/Applicant:  | Telephone                   |  |  |  |
| (If not owner, please submit letter authorizing agent status) | e-mail:                     |  |  |  |
| Mailing Address:  |                             |  |  |  |
| Physical Location of Property:                                |                             |  |  |  |
| Parcel #: Zoning District Flo                                 |                             |  |  |  |
| Total Acreage of parcel to be subdivided:                     | Number of Lots Proposed:    |  |  |  |
| Acreage in Each Lot: Lot 1: Lot 2: Lot 3:                     |                             |  |  |  |
| Lot 7: Lot 8: Lot 9:  | Lot 10: Lot 11:             |  |  |  |
| Do the proposed lots meet the requirements of the Zor         |                             |  |  |  |
| Signature   | -                           |  |  |  |

Please submit the information listed below with this application.

|  | Sketch Plan  | Preliminary Plan | Final Plan   |
|--|--------------|------------------|--------------|
| <br>(A) Application Information  |              |                  |              |
| Application Form [number of copies]  | 2            | 2                | 2            |
| Application Fee  | $\sqrt{}$    | $\sqrt{}$        | $\sqrt{}$    |
| Name of project, if any  | $\checkmark$ | √                | $\sqrt{}$    |
| Name, address of applicant (landowner and subdivider, if different)  | $\checkmark$ | √                | $\checkmark$ |
| Written description of proposed development plans, including number and size of lots; general timing of development    | V            | V                | V            |
| Waiver request, in writing [optional]  | $\sqrt{}$    | √                |              |
| Evidence of written notification to adjoiners of intent to subdivide; to include copies of any waiver request if any)* |              | <b>V</b>         |              |
| (B) Plan/Plat Mapping Requirements   | Sketch       | Prelim. Plan     | Final Plat   |
| Materials  | Paper        | Paper            | Mylar        |
| Date, North Arrow, Legend  | $\sqrt{}$    | $\sqrt{}$        | $\sqrt{}$    |
| Preparer Information, Certifications   | $\sqrt{}$    | $\sqrt{}$        | $\sqrt{}$    |
| Scale (not less than 1 inch = 200')  | √            | $\sqrt{}$        | $\sqrt{}$    |
| Project boundaries and property lines  | Drawn        | Drawn            | Surveyed     |
| Existing and proposed lot lines, dimensions  | Drawn        | Drawn            | Surveyed     |
| Adjoining land uses, roads and drainage  | $\sqrt{}$    | $\sqrt{}$        | $\sqrt{}$    |
| Zoning district designations and boundaries  | $\sqrt{}$    | √                | V            |

| Location of all significant natural features, including but not limited to: - wetlands; - flood hazard areas; - slopes with a gradient of 15% or greater, and 25% or greater; - significant wildlife habitat; - historic sites and features, including stone walls; - scenic features identified in the Town Plan; - existing trail corridors, - surface waters and associated buffer areas; and - other significant geologic features and landforms, including prominent knolls and ridgelines.                           | General location<br>based on available<br>maps & data | Specific<br>boundaries, unless<br>waived by PC<br>because of limited<br>potential impact | Specific<br>boundaries,<br>unless waived by<br>PC because of<br>limited potential<br>impact |
|--|---|--|---|
| Existing and proposed elevations, contour lines*   |   | 5' interval  | 5' interval   |
| Existing and proposed roads, paths, parking areas, associated rights-of-way or easements   | Drawn   | Drawn  | Surveyed  |
| Proposed utilities, water and wastewater systems and associated rights-of-way or easements*  |   | <b>V</b>   | V   |
| Proposed development envelopes   |   | ~  | $\checkmark$  |
| Monument locations*  |   |  | $\sqrt{}$   |
| Road profiles; road, intersection and parking area geometry and construction schematics*   |   | ~  | $\sqrt{}$   |
| Proposed landscaping and screening*  |   | $\sqrt{}$  | V   |
| Proposed conservation buffer and/or easement areas*  |   | $\checkmark$   | $\sqrt{}$   |
| Notation prepared in accordance with Section 2.5   |   |  | $\sqrt{}$   |
| Reduced (11' x 17') copies of proposed plan [number of copies]   | 10  | 10   | 10  |
| (C) Supporting Information & Documentation   | Sketch Plan   | Preliminary Plan   | Final Plan  |
| Site location map showing proposed subdivision in relation to major roads, drainage ways, and adjoining properties   | V   | V  | V   |
| Statement of compliance with the town plan and applicable local regulations  | V   | V  | V   |
| Engineering reports (water and wastewater systems)   |   | ~  | √   |
| Existing and proposed traffic generation rates, volumes*   |   | Estimated  | Documented  |
| Off-site easements (e.g., for water, wastewater, access)*  | Description   | Draft  | Final   |
| Proposed phasing schedule*   | Deceriation   | ,  |   |
| i roposcu priasiriy scriedule  | Description   | Draft  | Final   |
| Proposed covenants and/or deed restrictions*   | Description   | Draft<br>Draft   | Final<br>Final  |
|  |   |  |   |
| Proposed covenants and/or deed restrictions*   | Description   | Draft  | Final   |
| Proposed covenants and/or deed restrictions*  Proposed homeowner or tenant association or agreements*  | Description   | Draft<br>Draft   | Final<br>Final  |
| Proposed covenants and/or deed restrictions*  Proposed homeowner or tenant association or agreements*  Proposed performance bond or surety*  | Description   | Draft<br>Draft   | Final<br>Final  |
| Proposed covenants and/or deed restrictions*  Proposed homeowner or tenant association or agreements*  Proposed performance bond or surety*  (D) As may be required by the Planning Commission   | Description   | Draft<br>Draft   | Final<br>Final  |
| Proposed covenants and/or deed restrictions*  Proposed homeowner or tenant association or agreements*  Proposed performance bond or surety*  (D) As may be required by the Planning Commission  Stormwater and erosion control plan  | Description   | Draft<br>Draft   | Final<br>Final  |
| Proposed covenants and/or deed restrictions*  Proposed homeowner or tenant association or agreements*  Proposed performance bond or surety*  (D) As may be required by the Planning Commission  Stormwater and erosion control plan  Grading plan (showing proposed areas of cut and fill)   | Description   | Draft<br>Draft   | Final<br>Final  |
| Proposed covenants and/or deed restrictions*  Proposed homeowner or tenant association or agreements*  Proposed performance bond or surety*  (D) As may be required by the Planning Commission  Stormwater and erosion control plan  Grading plan (showing proposed areas of cut and fill)  Building footprints  | Description   | Draft<br>Draft   | Final<br>Final  |
| Proposed covenants and/or deed restrictions* Proposed homeowner or tenant association or agreements* Proposed performance bond or surety*  (D) As may be required by the Planning Commission Stormwater and erosion control plan Grading plan (showing proposed areas of cut and fill) Building footprints Open space management plan  | Description Description                               | Draft Draft Description  | Final<br>Final<br>Final   |
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| Proposed covenants and/or deed restrictions* Proposed homeowner or tenant association or agreements* Proposed performance bond or surety*  (D) As may be required by the Planning Commission Stormwater and erosion control plan Grading plan (showing proposed areas of cut and fill) Building footprints Open space management plan Site reclamation plan (for subdivisions involving extraction) Traffic impact analysis (current and proposed traffic volumes, capaciti  | Description Description                               | Draft Draft Description  | Final<br>Final<br>Final   |
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## TOWN OF WAITSFIELD **Fee Schedule** Effective July 18, 2022

Zoning Permits are required for all "land development." Additional fees are assessed for Conditional Use applications, Variance Requests, Subdivisions/Boundary Line Adjustments, Public Hearing notices, etc.

## **Zoning Permit Applications\***

| Residential additions, alterations, or accessory structures            |  |
|--|--|
| less than or equal to 250 sq. ft.                                      | \$100  |
| Residences, residential additions, alterations, or                     |  |
| accessory structures more than 250 sq. ft.                             | \$.10 per sq. ft., \$125 minimum +<br>+ \$150/new unit ≤ 2,500 sq. ft or<br>+ \$250/new unit > 2,500 sq. ft. |
| Commercial structure, structural alterations, or other development     | \$.15 per sq. ft., \$175 minimum   |
| Change of Use with <u>no</u> structural alteration                     | \$100  |
| Change of Use with structural alteration                               | 100 + .10 per sq. ft.  |
| Ponds (require proof of State Permit if > 500,000 cubic feet of water) | \$150  |
| Home Occupation  | \$75   |
| Quarry, Sand, Soil or Gravel Pit Excavation; Water Extraction          | \$300  |
| Parking lot with 10 or fewer spaces                                    | \$150  |
| Parking lot with 11 or more spaces                                     | \$200  |
| Pools, Tennis Courts, other Outdoor Rec. Facility                      | \$100  |
| Sign   | \$100  |
| Boundary Line Adjustment   | \$175  |
| Administrative Review (by PZA)   | \$200  |
| Renew permit prior to expiration                                       | \$25   |
| Amend existing permit  | \$50   |
| Re-issue of permit with no change                                      | \$75   |
| Certificate of Occupancy   | \$65   |
| Development Review Board Applications**                                |  |
| Conditional Use/Non-Conforming Use (Residential)                       | \$150  |
| Conditional Use/Non-Conforming Use (Commercial)                        | \$200  |
| Variance (Residential)   | \$150  |
| Variance (Commercial)  | \$200  |
| Appeals of ZA Decision   | \$100  |
| Home Business  | \$100  |
| Amendment to Site Plan   | \$100  |
| Subdivision Sketch Plan Review   | \$50   |
| Major Subdivision (Preliminary & Final Review)                         | \$300 per lot  |
| Minor Subdivision (Final Plan Review)                                  | \$250 per lot  |
| P.U.D/P.R.D. (including site plan review)                              | \$400  |
| Amendment to P.U.D.//Subdivision                                       | \$150  |

\*All permit applications include the \$15 recording fee.

\*\*All DRB applications are subject to an additional flat fee of \$65 for warning in the newspaper. Application fees may be waived only upon approval of the Selectboard. All Town of Waitsfield applications are exempt from fees.

| Miscellaneous  | <u>FEE</u>              |
|--|-------------------------|
| Zoning Bylaws  | \$10                    |
| Subdivision Regulations                                    | \$10                    |
| Town Plan  | \$15                    |
| Appeal of DRB Decision to Environmental Court (state fee)  | \$225                   |
| Late fee for building permits (construction before permit) | add 100% to regular fee |
| Certificate of Zoning Compliance                           | \$75                    |
|  |                         |