

OFFICE USE:

APPLICATION NO.: _____

LIST OF ABUTTERS: _____

TAX MAP NO.: _____

HEARING DATE: _____

FORM E

**SUBDIVISION SKETCH PLAN APPLICATION & CHECKLIST
TOWN OF BRATTLEBORO, VERMONT**

INSTRUCTIONS: Whenever any subdivision of land is proposed, the property owner must apply for and secure approval of the proposed subdivision in accordance with the procedures in the Brattleboro Subdivision Regulations. The first step in the process is for the applicant to present a sketch plan (see requirements below) to the Development Review Board for classification. The Board will classify the plan as either a major or minor subdivision, and the applicant will then be required to provide more detailed information about the plan. Generally, subdivisions that involve more than 4 lots and propose new or substantially improved municipal streets or facilities will be classified as major subdivisions. Others will be classified as minor subdivisions. The process includes basically two steps for minor subdivisions and three steps for major subdivisions:

Minor Subdivisions

- (1) Sketch Plan Review
- (2) Final Subdivision Review

Major Subdivisions

- (1) Sketch Plan Review
- (2) Preliminary Subdivision Plat Review
- (3) Final Subdivision Plat Review

After classification by the Development Review Board as either a major or minor subdivision, the applicant should obtain the appropriate form for the next step in the process. To obtain approval for major subdivisions, Form G-1 and G-2 must be completed. For minor subdivisions, Form F must be completed. Additional information on the subdivision process is available in the Planning Department, and you are encouraged to call the Planning staff at 254-4541 if you have any questions.

1. APPLICANT

name: last _____ first _____

business name (if different from above) _____

2. PROPERTY OWNER

name: last _____ first _____

business name (if different from above) _____

3. PROJECT LOCATION: street number _____ street name _____

4. SKETCH PLAN REQUIREMENTS: Under Section 220 of the Brattleboro Subdivision Regulations, the following information is required for submission of sketch plans. Please indicate in the space provided whether the materials you are submitting comply with these requirements. **Incomplete applications and plans will not be considered by the Development Review Board.**

NOTE: Tax maps are on file at the Planning Services Department. In the absence of a survey, the tax map showing your property may be used as a base map for preparation of the sketch plan.

REQUIREMENTS

	Applicant checklist, comments or waiver request	Office use complete (c) incomplete (i) waiver decision
A. Twelve (12) copies of this application and the sketch plan of the proposed subdivision	_____	_____
B Does the plan of the property show the proposed layout of streets, lots and other features?	_____	_____
C Is the plan clearly drawn to scale?	_____	_____
D Is there a vicinity map showing the general location of the property in relation to the surrounding area?	_____	_____
E Does the sketch plan clearly show that the following dimensional requirements are met:		
<u>required in this district</u> (figures are available in the Planning Department)	<u>compliance shown for</u> <u>each lot on plan</u>	
Frontage: _____	_____	_____
Lot Size: _____	_____	_____

5. Will the subdivision require an extension or alteration of public services?

Roads (yes or no) _____

Utilities (yes or no) _____

If the answer to either question is “yes,” please attach a statement explaining what will be required.

This form must be submitted with a sketch plan and application fee and forms A and P. After evaluation you will be provided with any other application material which is required, and with information on procedures and additional fees. Sketch plans must contain all the information listed on this form. **Incomplete applications will not be considered.** If you have any questions please call Planning Services at 802-251-8154.

RETURN APPLICATION TO: Planning Services Dept., 230 Main Street, Suite 202, Brattleboro, VT 05301