

OFFICE USE:

APPLICATION NO.: _____

DATE RECEIVED: _____

RECIPIENT: _____

TAX MAP NO.: _____

APPLICANT: _____

HEARING DATE: _____

FORM F

**MINOR SUBDIVISION APPLICATION
TOWN OF BRATTLEBORO, VERMONT**

INSTRUCTIONS: Please submit twelve (12) copies and the original of this application and the final plat; one (1) copy of all offers of cession, covenants, and agreements; and five (5) prints of all construction drawings, if applicable, to the Planning Department by the Friday thirty days prior to the Development Review Board meeting. If any information required by these regulations for final plat submission is not submitted at that time, the plat will not be accepted and, within seven days, a written explanation for the rejection will be sent to the applicant. Once all required information is received, the final plat will be placed on the next regular meeting agenda of the Development Review Board.

FINAL SUBDIVISION PLAT REQUIREMENTS: Under Section 320 of the Brattleboro Subdivision Regulations, final plats for Minor and Major Subdivisions must include the information listed below. The final subdivision plat shall consist of one or more sheets of drawings prepared in conformance with the State of Vermont Plat Law, 27 V.S.A Chapter 15. Space shall be reserved thereon for endorsement by all appropriate agencies. The final subdivision plat shall show the following information:

FINAL PLAT INFORMATION

	Applicant checklist, comments or waiver request	Office use complete (c) incomplete (i) waiver decision
1. Proposed subdivision name or identifying title.	_____	_____
Name of the municipality.	_____	_____
Name and address of the record owner and subdivider.	_____	_____
Name and seal of the licensed land surveyor.	_____	_____
2. Boundaries of the subdivision and its general location in relation to existing streets or other landmarks; and scale, date and north point.	_____	_____
3. Street names and lines, pedestrian ways, lots, reservations, easements, and areas to be dedicated to public use.	_____	_____
4. Sufficient data on the location, bearing, and length of every street line, lot line, boundary line. (Where practicable these should be tied to reference points previously established by a public authority).	_____	_____
5. The length of all straight lines, the deflection angles, radii, length of curves and central angles for all curves, tangent distances and tangent bearings for each required street.	_____	_____

FINAL PLAT INFORMATION

Applicant checklist
comments or
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complete (c)
incomplete (i)
waiver decision

6. By proper designation on such plat, all public open space for which offers of cession are made by the subdivider and those spaces title to which is reserved by him/her.

7. Lots within the subdivision numbered in numerical order within blocks, and blocks lettered in alphabetical order.

8. Permanent reference monuments.

9. All lot corner markers.

10. The Review Board may require contour lines at intervals of five feet of existing grades and of proposed finished grades.

11. Final construction drawings shall be 24 inch by 36 inch blue line prints and shall show the following:

- a. The location of all of the improvements referred to in Section 320 of the Regulations.
- b. The location of all utility poles, sewage disposal systems, and rough grading, and other devices and methods of draining the area within the subdivision.
- c. The location and report of percolation tests for the actual proposed locations of leaching fields.
- d. Construction detail drawings for all required improvements.
- e. All information required in Section 310.

12. In accordance with Town specifications all streets or other public places shown on such plat shall be suitably graded and paved, and all utilities, street lighting standards, shade trees, water mains, sanitary sewers, storm drains, and recreation areas, where required by the Review Board, shall be installed in accordance with the standards, specifications, and procedures set forth in these regulations and other applicable Town regulations and ordinances, or, alternatively, a performance bond shall be required to insure completion of such improvements.

FINAL PLAT INFORMATION

13. There shall be submitted to the Review Board with the final subdivision plat:

Applicant checklist
comments or
waiver request

Office use
complete (c)
incomplete (i)
waiver decision

a. Written offers of cession to the Town of all streets, public open spaces, sewage and water systems to be connected to a Town facility, and other areas to be dedicated to the public shown on the plat, and copies of agreements or other documents showing the manner in which areas and facilities, title to which is reserved by the subdivider, are to be maintained.

b. Written evidence that the Board of Selectmen are satisfied with the legal sufficiency of the documents referred to in paragraph (a) above. Such written evidence shall not constitute an acceptance by the Town of any streets, public open spaces, sewer and water connections to municipal facilities, and other areas to be dedicated to the public referred to in paragraph (a) above.

c. A certificate of the Town Engineer, as to the completion of all improvements required by the Review Board to the satisfaction of the engineer and in accord with standards and specifications prescribed by him or her, or in lieu of any required improvements not so completed, a performance bond to secure completion such improvements and written evidence that the Board of Selectmen is satisfied with the sufficiency of such bond.

d. Payment of the inspection fee and any required payment to the Recreation Land Acquisition and improvement Trust Fund or for school purposes.

e. Copies of all required local, state, or federal permits.

By signing below I certify that all information on this application and all supporting forms, plans and documents are true and accurate and agree that, if any such information is found to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

PROPERTY OWNER SIGNATURE DATE

APPLICANT SIGNATURE DATE

PROPERTY OWNER SIGNATURE DATE

This form must be submitted with the final minor subdivision plat. Final minor subdivision plats 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