

Town of Fayston, Vermont ♦ Subdivision Permit Application

Fayston Town Office ♦ 866 North Fayston Road ♦ North Fayston, VT 05660

Zoning and Planning Administrator: 802-496-2454 ext. 4 ♦ Town Clerk: 802-496-2454 ext. 1

Property owner(s) _____ Phone: _____ Email: _____

Property owner's mailing address _____

Applicant _____ Phone: _____ Email: _____

Applicant's mailing address _____

Physical location of property (911 address) _____

Parcel ID number _____

If application is for a subdivision amendment, indicate purpose: _____

Total acreage of the parcel to be subdivided: _____

Total number of lots after the subdivision: _____

Acreage of each lot after the subdivision: _____

Please include the materials listed on the back of this form with this application.

I hereby represent, that to the best of my knowledge, the information provided in this application is true and correct.

Owner's signature (required)

Date

Applicant's signature

Date

Office use only

Permit number _____

Action:

Date received _____

Approved

Date _____ Date permit is valid _____

Fee paid _____

Denied

Date _____

Zoning district _____

Refer to DRB

Date _____

Related applications: _____

Dates of Development Review Board hearings _____

Date of Notice of Decision _____

Notes:

Zoning Administrator's signature _____

Permit Form Instructions

A Subdivision Permit is required for the division of a parcel of land into two or more lots, and lot-line adjustments. The Fayston Development Review Board must approve to all proposed subdivisions & lot-line adjustments. For more information, contact the Zoning and Planning Administrator, at 802-496-2454 ext. 4.

Fayston also requires **separate permits for the construction of septic systems, buildings, and driveways off town roads**. State and federal permits also are required for some subdivisions and land development; for more information, contact the state permit specialist at 802-476-0195. Copies of all Fayston permit application forms, and the *Fayston Subdivision Regulations*, *Fayston Town Plan*, *Fayston Zoning Ordinance*, and *Fayston Wastewater Ordinance*, are available by mail or at the Town Office during regular business hours from 9:00 to 3:30, Monday through Friday.

To fill out this form, answer all of the questions on the reverse side of this form and include the following materials:

- 1) A sketch plan showing the project boundaries, adjacent land uses, significant natural and built structures, and layout of proposed uses. The sketch plan also should include the name and address of the property owner, the names of all adjacent property owners, and the name of the project.
- 2) A letter mailed to adjacent property owners informing them of the proposed subdivision, and certified mail or certificate of mailing receipts verifying that the letters have been mailed. If the proposed subdivision is within 500 feet of the boundary of an adjoining town, the letter also should be sent to the Planning Commission of that town.
- 3) A written description of the proposed development plans, including the number and size of lots, and the general timing of construction.
- 4) A map showing the location of the development parcel in the town, and a map showing all sites previously subdivided by the property owner in the town or within one mile of the town boundary within the past five years. If no sites have been subdivided by the owner, please include a written statement to that effect.

Return this application, the materials listed above, and the permit fee to the Town Office at the address listed above, and contact the Zoning and Planning Administrator, at 802-496-2454 ext. 4, to schedule a date to bring your application before the Development Review Board. The Development Review Board meets monthly.

The subdivision process: The initial meeting between the applicant and Development Review Board is called the discussion phase meeting. At this meeting, the Development Review Board (DRB) reviews the materials submitted, reviews the subdivision for conformance with the Planning and Design Standards in the *Fayston Subdivision Regulations*, determines additional materials the applicant should submit, reviews the need for further meetings and site visits, and determines whether the project is ready to move on to the public hearing phase. The DRB also classifies the subdivision as either a major or minor subdivision. A subdivision usually is classified as “minor” if it contains five or fewer lots and “major” if it contains six or more lots. Boundary line adjustments are classified as minor subdivisions. Major subdivisions require two public hearings, while minor subdivisions require one public hearing. All hearings are noticed in the *Valley Reporter*, and the public is invited to provide input. Often at the final public hearing (or within 45 days of the final public hearing), the DRB votes to approve or deny the subdivision proposal. A written notice of decision is prepared, and is reviewed and approved by the DRB at their next meeting. The applicant must submit a final survey of the subdivision to the DRB for their signature at a regularly scheduled meeting, and to the Town Clerk for recording within 180 days of the date of the written decision. There is an appeal period of 30 days after the date of the written decision in which interested parties may appeal the decision. During the subdivision process, the DRB will consider whether the subdivision meets the following Planning and Design Standards, as described in the *Fayston Subdivision Regulations*: character of the land; lot layout; preservation of existing features; energy conservation; traveled way layout; capacity of existing traveled ways; location and design of intersections; design standards for rural traveled ways; cul-de-sacs; traveled way maintenance; parking; pedestrian access; water supply; sewage disposal; power and telephone; drainage and erosion control; fire protection; lighting; signs; provision of buffer areas; landscaping and site preservation; disclosure of subsequent development plans.