

SUBDIVISION and LOTLINE ADJUSTMENT WORK SHEET

All lots must meet the minimum lot size and frontage requirements of your zoning district.

Determine the zoning requirements for your land:

Zoning District: _____ Minimum Lot Size: _____ Minimum Frontage: _____

LOT LINE ADJUSTMENT

- Application* must be **signed by both landowners** involved in the land transfer.
- A certified *survey* is required of both the land to be transferred and the remaining land, unless the remainder is more than 3 times the minimum lot size, in which case a *site plan* is acceptable.
- Fee:** \$135.00 (Adm. Review Fee \$25, Recording Fee \$10, LotLine Adjustment Fee \$100)

SUBDIVISION

All Subdivision Applications must be accompanied by:

- Letter** from Municipal Manager verifying adequate sewer-hookup capacity OR from a licensed engineer verifying that septic site on each lot will pass State percolation test OR a septic system waiver.
- Certified Survey or Site Plan** of total parcel showing all lots, acreage, road frontage and setbacks to all structures or ponds. A **certified survey** is required if any resulting lot is not 3 times larger than the minimum lot size and/or if any lot is accessed by right-of-way (see over for ROW requirements). **Village subdivisions must go to a Conditional Use Hearing.**
- Fee** depends on whether the subdivision requires Site Plan, Access, Conditional Use or Administrative Review:

IF you can answer NO to ALL the following questions AND IF your subdivision plan meets minimum lot size and frontage requirements, the subdivision can be accomplished with an Administrative Permit: \$35 Fee plus \$200 for each new lot created

Answer the following questions to Determine the Fee and Any other Required Materials:

Does the subdivision create more than two lots ?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has any of this land been subdivided within the last 3 years ?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is your land in one or more of the following overlay zones ?	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> steep slopes <input type="checkbox"/> shallow soil <input type="checkbox"/> hydric soil <input type="checkbox"/> flood plain	

If you answer "yes" to ANY of the above questions, you will need to include a Conditional Use Statement

OVERLAY ZONE

CONSERVATION OVERLAY

SUPPORT STATEMENT

to protect natural areas and their inherent values from adverse development

GUIDELINES

Values include water quality, groundwater supply, flood & erosion control, flora and fauna, education & recreation.

See Zoning Regulations, § 403

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|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> steep slopes | Conservation Commission may advise applicant and issue recommendation to the Zoning Board for final decision on sewage disposal, emergency access, drainage & erosion control |
| <input type="checkbox"/> shallow soils | Conservation Commission may advise applicant and issue recommendation to the Zoning Board for final decision on sewage disposal, drainage & erosion control |
| <input type="checkbox"/> hydric soils & wetlands | Conservation Commission advises applicant and issues recommendation to the Zoning Board for final decision on 50' minimum setback for roads, buildings, structures, parking, sewage systems. Administrative approval also required for any excavation within 50' setback. If proposal involves altering hydric soils or wetlands, the Conservation Commission and Zoning Board also evaluates the impact using the functional criteria from the Vermont Wetland Rules. Intent is to provide for continued flow of contiguous and/or interrelated wetland areas. |

All applications must include:

- USGS or GIS topographic map or survey showing boundaries of parcel and proposed development
 - site plan of total parcel showing
 - ▶ all lots, acreage, adjacent roads, and road frontage
 - ▶ location of all wetlands, hydric soils, streams, ponds, etc.
 - ▶ footprint of structures, driveways, parking, sewage system, indicating distance from roads & property lines
 - ▶ location and path of utility lines (i.e., power, septic, cable, etc.)
 - sewage disposal: on-site septic permit or letter from Municipal Manager verifying adequate sewer-hookup capacity
- Exception:** if application is for subdivision only, applicant may submit a letter from a licensed engineer certifying that septic site on each lot will pass State percolation test.

SUBDIVISIONS REQUIRING DEVELOPMENT REVIEW BOARD APPROVAL

- 1. More than two lots OR more than two lots created within the last three years:** requires Conditional Use Review and Site Plan Review.

In addition to the letter and survey/site plan, **please provide:**

1. *Conditional Use Support Statement*
2. *\$115 Fee: Development Review Board plus*
3. *\$200 Fee per additional lot created*

- 2. Land located in an overlay zone:** requires Conditional Use Review.

In addition to the letter and survey/site plan, **please provide:**

4. *Conditional Use Support Statement*
5. *\$115 Conditional Use Review Fee plus*
6. *\$200 Fee per additional lot created*

- 3. Access to one or more lots requires a 20' wide right-of-way:** requires Access Review.

In addition to the letter and survey/site plan, **please provide:**

7. ***Easement Language*** for the Right-of-Way *and maintenance agreement*
8. ***Survey*** showing all lots, acreage, road frontage, ROW, and setbacks to all structures or ponds.
(FYI: in the Village, the finished grade of the ROW should not exceed a 10% slope)
9. ***Letters*** stating that the Right-of-Way is accessible to emergency vehicles from the Fire Department and Emergency Services.
10. *\$115.00 Access Review Fee plus*
11. *\$200 Fee per additional lot created*

SUBDIVISION RELATED REGULATIONS

SECTION 712 REQUIRED FRONTAGE ON OR ACCESS TO PUBLIC ROADS

- A. Except as hereinafter provided no land development may be permitted on lots which do not have frontage on a public road. Notwithstanding the foregoing, with approval of the TDRB, the minimum frontage requirement as set out in Section 300 may be satisfied by the existence or creation of a permanent easement or right-of-way at least 20 feet in width.
- B. In the TDRB's review of the access road the following shall be taken into consideration: 1) drainage and culvert placement, 2) erosion control, 3) emergency vehicle access, and 4) sight distance where access road intersects a public road. (See Section 713)
- C. In a situation where a lot is to be developed that does not have frontage on a public road, the front setbacks shall be measured from the centerline of the right-of-way or lot line whichever is closest to the structure or use.

SECTION 713 ROAD, PRIVATE ACCESS / DRIVEWAY

Access roads and lengthy driveways have proven to be a challenge to emergency vehicle access and for stormwater control. This is especially true when built on steep slopes. Due to this challenge the following standards are hereby applied to all access roads and driveways that exceed five hundred (500) feet in length:

- A. Access roads or driveways shall not exceed a 12% grade, curves shall be less than a 10% grade.
- B. Homes and/or businesses placed on a driveway or access road in excess of a 10% grade shall be sprinkled. The system shall be approved by the Woodstock Fire Department.
- C. Driveways or access roads more than 1000 feet in length shall have a pull out every 500 feet for emergency vehicle access.
- D. The finished grade shall meet the Article VI Stormwater Standards.
- E. During construction, the removal of trees and other natural vegetation shall be kept to a minimum in order to reduce stormwater runoff.

SECTION 714 SUBDIVISION

All lots created by or resulting from subdivision shall conform to all regulations governing the zoning district in which the property is located.

- A. **Minor Subdivision:** A division of land resulting in no more than two lots within a three year period, requires an administrative permit.
- B. **Major Subdivision:** A division of land resulting in more than two lots within a three year period, and/or where a portion of land falls within an overlay zone as noted in the Critical Areas Inventory Map, requires a Conditional Use permit.