

ARTICLE 7 SUBDIVISION REVIEW

Article Contents

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7.1 Purpose & Applicability

A. Policy. The Town of Georgia shall review the subdivision of land and the subsequent development of the subdivided land to ensure conformance with the goals and policies of the Georgia Town Comprehensive—Municipal Plan and the orderly, planned, efficient and economical development of the Town. Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace. ~~Land shall not be subdivided until proper provision has been made for drainage; water, sewage, and capital improvements such as schools, parks, sidewalks, curbs, recreation facilities, and transportation facilities.~~

B. Purpose

1. ~~To protect and provide for the public health, safety, and general welfare of the Town of Georgia.~~
2. To guide the future growth and orderly development of the Town in accordance with the goals and policies of the Comprehensive Municipal Town Plan and all other by-laws enacted to implement the Plan.
3. To provide for adequate light, air, and privacy, to consider safety from fire, flood, and other dangers, and to prevent over-crowding of the land and undue congestion of populations.
4. To guide public and private policy and action in order to provide adequate and efficient transportation, water, sewage, schools, parks, playgrounds, recreation, sidewalks, curbs, and other public requirements and facilities.
5. To provide the most beneficial relationship between the uses of land and buildings and the circulation of traffic throughout the Town, having particular regard for the avoidance of congestion in the streets and highways.
6. To ensure that public facilities are available and will have a sufficient capacity to serve any proposed subdivision.
7. To prevent the pollution of air, land, watercourses, wetlands, streams, rivers, ponds, and Lake Champlain; to assure the adequacy of drainage facilities.
8. To preserve the natural beauty and topography of the Town and to ensure appropriate development with regard to these natural features.
9. To further the purposes contained in the Vermont Planning and Development Act, and in particular, those purposes in 24 V.S.A. §4302.

C. Applicability. This Article shall apply to all subdivisions of land, as defined in these Regulations, located within the Town of Georgia. No land shall be subdivided within the Town of Georgia until the subdivider has obtained final approval of the proposed subdivision from the DRB, or 2-lot administrative approval, and the final approved subdivision plat is recorded in the Georgia Land Records.

7.2 Application Requirements

All subdivision applications, including applications for a boundary line adjustment, shall include the information required in **TABLE 7.1 - Subdivision and Boundary Line Adjustment Application Requirements** on page 7-3 ~~Table 4.1.~~

A. Waivers. The DRB may waive or modify one or more application requirements and/or dimensional standards (see Section 2.3 and Section 3.7) if the DRB determines that the requirement or standard:

1. ~~Is not necessary in the interest of the public health, safety and general welfare; and~~
2. Will not have the effect of nullifying the intent and purpose of applicable provisions of these Regulations, the Georgia Municipal Town Plan and/or other municipal regulations and ordinances in effect.

All waiver requests shall be submitted in writing by the subdivider. For minor subdivision applications, waiver requests shall be submitted with the sketch plan application. For major subdivision applications,

waiver requests may be submitted with the sketch plan application or the preliminary plan application. It shall be the responsibility of the subdivider to provide sufficient information to allow the DRB to review the waiver request under all applicable review

criteria. The DRB shall indicate whether it is inclined to approve or deny a waiver request during sketch plan for minor subdivisions. The approval or denial of a waiver request shall be addressed in the preliminary plan/plat decision for major subdivisions.

TABLE 7.1 - Subdivision and Boundary Line Adjustment Application Requirements

Item / Application Type	Boundary Line Adjustment	All Subdivisions: Sketch Plan	Minor Subdivisions: Final Plan/Plat Review	Major Subdivisions: Preliminary Plan/Plat Review	Major Subdivisions: Final Plan/Plat Review
	Submission Requirements				
Application Form (x8 copies) and Subdivision Plan Set	<u>All files shall be sent electronically using the Town of Georgia Permit System. Supporting documents and plats shall be sent as Print Quality PDF's. 1 full size copies (paper, surveyed), 2-11x17 copies, and a digital copy.</u>				
Application Fee (see fee schedule)	✓	✓	✓	✓	✓
Waiver Requests, in writing [optional]		<u>Use the Online Waiver Request Form and appropriate fees for each request</u>			
	Plan/Plat Mapping Requirements				
Title Block, including the following information: • Name of project, if any, and name of Town • Name, address of applicant [landowner and/or subdivider] • Preparer information, certifications • Date of Preparation/Revision(s)	✓	✓	✓	✓	✓
Graphic Scale (1"=100 feet min.)	✓	✓	✓	✓	✓
North Arrow	✓	✓	✓	✓	✓
Legend	✓	✓	✓	✓	✓

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TABLE 7.1 - Subdivision and Boundary Line Adjustment Application Requirements

Item / Application Type	Boundary Line Adjustment	All Subdivisions: Sketch Plan	Minor Subdivisions: Final Plan/Plat Review	Major Subdivisions: Preliminary Plan/Plat Review	Major Subdivisions: Final Plan/Plat Review
Area of Land: In square feet or acres for each tract, lot, structure, and large feature.	✓	✓ (approximate)	✓	✓	✓
Lot Identification: Boundaries for the entire property, lot lines for each existing and proposed lot, and for any involved land (access roads, easements, rights-of-way, and any open space or mitigation land). Existing and proposed lots should be differentiated. Each lot should be given a number for reference. <u>All building lots must show a building envelope on the plats.</u>	✓	✓ (approximate)	✓	✓	✓
Property Boundary Survey Signed and Stamped by Licensed Land Surveyor: Property boundary surveys are required for all new subdivided lots. Property boundary surveys are required for the entire parent parcel (original parcel from which lots are subdivided) when: • it is 10 acres or less in size, and/or • greater than 50% is subdivided into lots.	✓ Mylar, signature and stamp required for filing after approval		✓ Mylar, signature and stamp required for filing after approval	✓ Paper copy	✓ Mylar, signature and stamp required for filing after approval
Contiguous Property Information: Names and addresses of owners of record of contiguous properties. Tax map references and parcel identification numbers shall also be provided.	✓	✓	✓	✓	✓

Continued on next page

TABLE 7.1 - Subdivision and Boundary Line Adjustment Application Requirements

Item / Application Type	Boundary Line Adjustment	All Subdivisions: Sketch Plan	Minor Subdivisions: Final Plan/Plat Review	Major Subdivisions: Preliminary Plan/Plat Review	Major Subdivisions: Final Plan/Plat Review
Contour Lines: Two-foot contour lines of existing and proposed grades, unless waived or modified by the DRB.			✓	✓	✓
Zoning Information: Including zoning district, density analysis (how many lots/units allowed according to zoning standards), setbacks, parking standards, etc.	✓	✓ (approximate)	✓	✓	✓
Natural Features: The location of natural features located on the site, including but not limited to watercourses, wetlands, springs, forest boundaries, fields, large trees, and rock outcroppings. The location of natural features or site elements to be preserved.		✓ (approximate)	✓	✓	✓
Roads, Circulation and Access Features: Location and names of existing and proposed roads rights of way, trails, sidewalks and parking areas on site and on adjacent properties.	✓	✓ (approximate)	✓	✓	✓
Structures: The location of existing and proposed structures and land uses located on the site.	✓	✓ (approximate)	✓	✓	✓
Open Space/Common Land: Proposed open space common land and/or recreation land within the proposed subdivision.		✓ (approximate)	✓	✓	✓

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TABLE 7.1 - Subdivision and Boundary Line Adjustment Application Requirements

Item / Application Type	Boundary Line Adjustment	All Subdivisions: Sketch Plan	Minor Subdivisions: Final Plan/Plat Review	Major Subdivisions: Preliminary Plan/Plat Review	Major Subdivisions: Final Plan/Plat Review
Transportation/Pedestrian Access Specifications: Specifications and details of any required bridges or culverts. Typical cross section of the proposed grading of roadways and sidewalks, street intersection and parking area profile and geometry; and alleys.	✓	✓	✓	✓	✓
Utilities, Wastewater/Water Supply and Stormwater Management Infrastructure: Existing and proposed location of utilities, water supply and wastewater infrastructure, culverts and stormwater management infrastructure, all associated rights-of-way, easements and proposed connections. The DRB may also require the submittal of percolation tests on each lot.	✓	✓ (approximate)	✓	✓	✓
Land Restrictions: The type and location of existing and proposed restrictions on land, such as easements and covenants.	✓	✓ (approximate)	✓	✓	✓

Continued on next page

TABLE 7.1 - Subdivision and Boundary Line Adjustment Application Requirements

Item / Application Type	Boundary Line Adjustment	All Subdivisions: Sketch Plan	Minor Subdivisions: Final Plan/Plat Review	Major Subdivisions: Preliminary Plan/Plat Review	Major Subdivisions: Final Plan/Plat Review
Vicinity Map: Map drawn to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. This map shall show all the area within two thousand (2,000) feet of any property line of the proposed subdivision. Within such area, the vicinity map shall show all existing subdivisions and approximate tract lines of parcels, the location of existing and proposed streets, easements, building lines and alleys pertaining to the proposed subdivision and to the adjacent properties, and an outline of the platted area with its street system and an indication of the future street system of the remaining portion of the tract, if the preliminary plat submitted covers only part of the subdivider's entire holding.			✓	✓	✓
	Supporting Information				
Legal Documents: Existing deed of subject parcel(s) and a draft of all newly created or revised deeds, covenants, homeowner agreements, tenant association agreements, or other legal documents associated with the proposed subdivision. <u>The DRB may require legal deed and HOA document review by the Town Attorney. Applicant is responsible for all attorney fees. An escrow amount will be held by the town for attorney reviews.</u> [##put in code]	✓		✓	✓	✓

Continued on next page

TABLE 7.1 - Subdivision and Boundary Line Adjustment Application Requirements

Item / Application Type	Boundary Line Adjustment	All Subdivisions: Sketch Plan	Minor Subdivisions: Final Plan/Plat Review	Major Subdivisions: Preliminary Plan/Plat Review	Major Subdivisions: Final Plan/Plat Review
Fire Protection: A letter from the Georgia Fire Department explaining the Department's capacity to service the proposed subdivision. The letter may also contain recommendations to the DRB regarding fire protection and other improvements needed to comply with these Regulations.			✓	✓	✓

Additional Supporting Information/Documentation for Subdivisions
 (As may be required by the DRB after Sketch Plan Review for Minor or Major Subdivisions)

Master Plan: An indication of proposed roads, driveways or streets, the future probable lot lines and building envelopes of the remaining portion of the tract, or adjacent properties, and a description of the probable uses (drawn in sketch plan format). A phasing schedule may be required. [See Section 4.9 – Subdivision Review Standards.](#)

Proposed Building Envelopes: [The Buildable portion of the lot \[Proposed Building Envelopes\] are required to be shown on all subdivision and boundary line adjustment applications.](#) {##Which is it? If this is required on all, need to move this to body of text}

Traffic Generation: Information about existing and proposed traffic generation rates and volumes.

Traffic Impact Analysis: A study of current and proposed traffic volumes, capacities, levels of service and any proposed mitigation.

State Highway Access Permit. Whenever a proposed subdivision involves access to a State highway, the application for subdivision approval shall include a letter of intent from the Agency of Transportation confirming that the Agency has reviewed the proposed subdivision and is prepared to issue an access permit under 19 V.S.A. § 1111, and setting out any conditions that the Agency proposes to attach to the Section 1111 permit

Erosion Control Plan: [An Agency of Natural Resources \(ANR\) approved plan showing the](#) locations where sediment must be trapped before entering a watercourse and the devices used to impede erosion (i.e., silt fencing, hay-bale or stone dams around catch basins and at intervals in swales and ditches).

Landscaping and/or Screening Plan: A landscaping plan shall illustrate to scale all landscaping and screening proposed for the site, including trees, planting beds, shrubs, bushes, grassed and mulched areas and other screening features, including but not limited to: fences, walls and berms. Plans shall include specifications for planting and a plan for maintenance care.

Lighting Plan: Locations and illumination of exterior lights.

Fiscal Impact Analysis: An analysis of fiscal costs and benefits to the Town.

Environmental Impact Assessment: An analysis of potential environmental impacts and proposed mitigation measures.

Continued on next page

7.3 Subdivision Review Process

A. Overview. Detailed review process requirements for boundary adjustments, sketch plan review, minor subdivisions and major subdivisions are included in this Section. The Subdivision Review process differs by subdivision type.

7.3.1 Boundary Line Adjustments

- A.** A boundary line adjustment between parcels in existence as of the effective date of these Regulations, as evidenced by recorded deeds, maps, or permits, shall be eligible for administrative review provided:
1. The adjustment does not invalidate or result in noncompliance with any findings of fact or conditions of a prior subdivision or PUD approval under these Regulations.
 2. The boundary adjustment does not result in the creation of a new or nonconforming lot or structure under these Regulations.

B. Review and Notice [##copied from Conditional Use]

1. **Review.** Upon determination that a boundary line adjustment application may be reviewed administratively, the Zoning Administrator shall review the application and draft a written decision. The draft written decision shall comply with the requirements of Section 8.5.
2. **Notice.** A copy of the draft written decision shall be sent to the applicant and all adjacent property owners. The draft written decision shall be accompanied with a notice indicating that all parties may request a public hearing on the application within 15 days of the issuance of the draft written decision. If no interested parties request a public hearing within the 15-day notice period, the Zoning Administrator shall approve the written decision.
3. **Request of Public Hearing.** An interested party may request a public hearing of an administrative boundary line adjustment application within 15 days of the issuance of the draft written decision. If requested, the adjustment application shall be referred to the DRB for review. Public notice, public

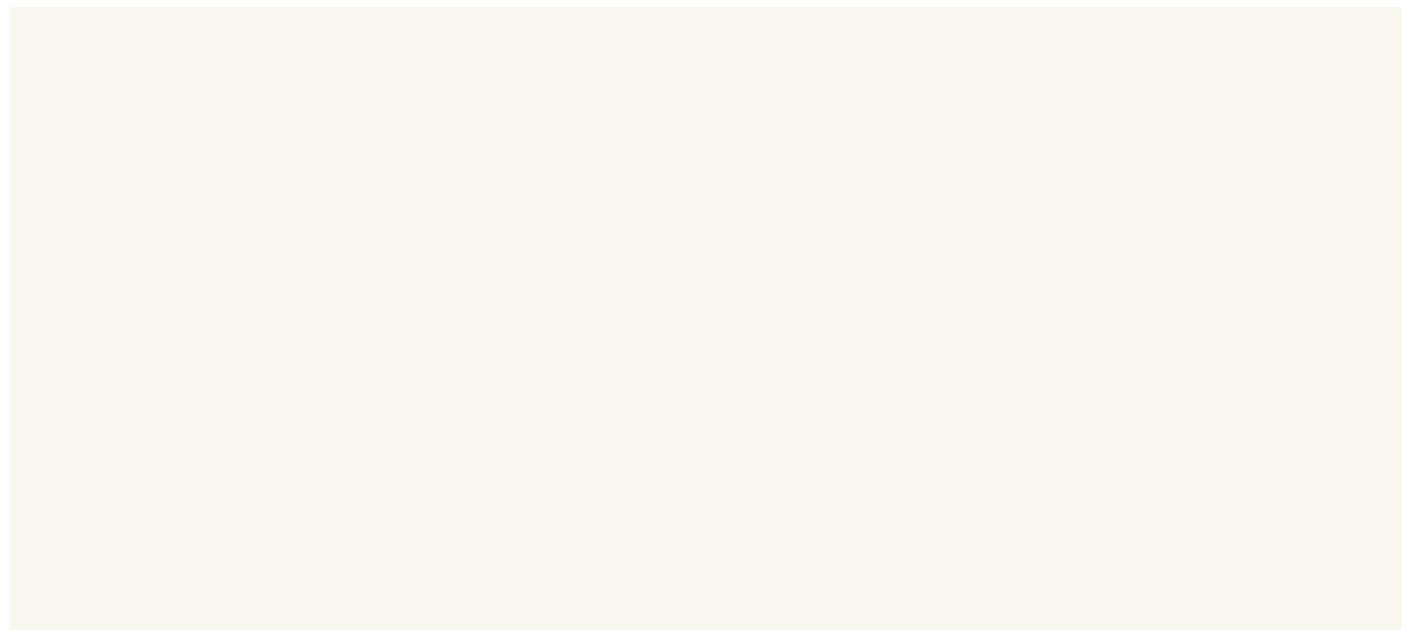


Figure 7.1 - Subdivision Process.

A flow chart illustrating the Subdivision Review process at a glance.

hearing, and decision requirements in Section 8.4 and Section 8.5 shall apply.

4. **Decision.** The Zoning Administrator shall inform the DRB of all administrative boundary line adjustment decisions.
5. **Appeal.** All administrative boundary line decisions are subject to appeal per Section 8.7.

[## Assume that all of the following text gets removed...]

C. Administrative Review Standards. Upon submission of a complete application for a boundary line adjustment between two or more properties; proper payment of fees; and submission of all required supporting documentation the following actions will take place:

1. The Zoning Administrator shall conduct an Administrative Review of the proposed boundary line adjustment. If finding that the proposal meets all the applicable requirements in TABLE 7.1 Table 4.1, and all other applicable regulations; the Zoning Administrator shall submit a written recommendation and draft decision to the DRB for approval of the boundary line adjustment Survey Plat (see subsection (b) below). If the Zoning Administrator finds that the application does not meet the application requirements in TABLE 7.1 Table 4.1, or otherwise does not clearly meet all applicable regulations, the Zoning Administrator may refer the application directly to the DRB for review. The review would be considered a minor subdivision Final Plan/Plat review and will be reviewed subject to Section 4.4 (D) — Minor Subdivision.
2. If the Zoning Administrator recommends the boundary line adjustment application for approval; the DRB will hold a public hearing, warned in accordance with the Section 8.4, to consider the Zoning Administrator's recommendation and either approve and sign the written decision and boundary line adjustment Survey Plat; make amendments; or deny the boundary line adjustment application. When amendments are

~~required, the written decision shall be issued within forty-five (45) days in accordance with Section 8.5. The applicant shall file the Survey Plat in accordance with Section 4.5.~~

3. ~~Nothing herein prevents the ZA from referring a boundary line adjustment application to the DRB for review if the ZA finds the application has a substantial impact under any standard of these Regulations.~~

D. Effect of Final Approval. Final approval of a plat for a boundary line adjustment by the DRB shall not be deemed to constitute or be evidence of any acceptance by the Town of any street, easement, utility, park, recreational area or open space shown on the final plat. Such acceptance may only be accomplished by formal action of the Selectboard.

7.3.2 Two Lot Subdivisions

A. A minor 2-lot subdivision involving parcels in existence as of the effective date of these Regulations, as evidenced by recorded deeds, maps, or permits, shall be eligible for administrative review provided: [xx Copied from Boundary line adjustments]

1. The subdivision does not invalidate or result in noncompliance with any findings of fact or conditions of a prior subdivision or PUD approval under these Regulations.
2. The subdivision does not result in the creation of a nonconforming lot or structure under these Regulations.

B. Review and Notice [##copied from Conditional Use]

1. **Review.** Upon determination that a minor 2-lot subdivision application may be reviewed administratively, the Zoning Administrator shall review the application and draft a written decision. The draft written decision shall comply with the requirements of Section 8.5.
2. **Notice.** A copy of the draft written decision shall be sent to the applicant and all adjacent property owners. The draft written decision shall

be accompanied with a notice indicating that all parties may request a public hearing on the application within 15 days of the issuance of the draft written decision. If no interested parties request a public hearing within the 15-day notice period, the Zoning Administrator shall approve the written decision.

3. **Request of Public Hearing.** An interested party may request a public hearing of an administrative 2-lot subdivision application within 15 days of the issuance of the draft written decision. If requested, the subdivision application shall be referred to the DRB for review. Public notice, public hearing, and decision requirements in Section 8.4 and Section 8.5 shall apply.
4. **Decision.** The Zoning Administrator shall inform the DRB of all administrative 2-lot subdivision decisions.
5. **Appeal.** All administrative 2-lot subdivision decisions are subject to appeal per Section 8.7.

7.3.3 Sketch Plan Review

A. Submission of Application & Scheduling with DRB.

For the purpose of classification and initial discussion, all subdivision applicants (excluding applicants for Boundary Line Adjustments), prior to submitting applicable Preliminary or Final Plan/Plat applications, shall submit Sketch Plan information as outlined in Section 4.3. Application materials shall be submitted at least fifteen (15) days prior to a regularly scheduled meeting of the DRB, and no meeting shall be scheduled until all application materials are received. Applicants will be notified in writing if application materials are missing following submission. Sketch Plan meetings shall be noticed to adjacent property owners and posted at the Georgia Municipal Building. Sketch plan review shall not be publicly warned in the Town's newspaper of general circulation, as it does not constitute a Public Hearing.

- B. Requirements.** The subdivider, or duly authorized representatives, shall attend the meeting of the DRB

on the sketch plan to discuss the requirements of these Regulations for lot arrangement, dimensional standards, streets, improvements, drainage, sewage, water supply, fire protection, and similar aspects, as well as the availability of existing services and facilities and other pertinent information.

- C. Conformance.** The DRB shall study the sketch plan to determine whether or not it conforms to, or would be in conflict with, the goals and policies of the ~~Comprehensive Municipal~~ Town Plan, these and any other applicable regulations then in effect, and shall, where it deems necessary, make specific recommendations for changes in subsequent submissions. Within 45 days of sketch plan review, such written recommendations shall be sent to the applicant. The DRB may also require, where necessary for the protection of the public health, safety, and welfare, that a minor subdivision comply with all or some of the requirements specified in these Regulations for major subdivisions.

- D. Effect of Sketch Plan Proposal.** Approval of a sketch plan shall not constitute approval of a subdivision plat and is merely authorization for the applicant to file a Preliminary Plan/Plat or Final Plan/Plat application.

7.3.4 Minor Subdivision Application

- A. Application.** Within six (6) months of classification by the DRB of the sketch plan as a minor subdivision, the subdivider shall submit a complete application for approval of a subdivision plat. The application shall contain those items in Section 4.3 (Final Plan/Plat for Major and Minor Subdivisions) of these Regulations and shall conform to the layout shown on the sketch plan and any recommendations made by the DRB. Failure to submit a Final Plan/Plat application for a minor subdivision within six (6) months of classification by the DRB as a minor subdivision shall require the applicant to resubmit a sketch plan application. Applications for two-lot subdivisions may be administratively approved by the Zoning Administrator as provided in 7.3.2.

B. Submission of Complete Application & Final Plan/Plat Public Hearing. Subsequent to Sketch Plan Review, an application for Final Plan/Plat shall be submitted to the ZA. The application shall include all items outlined in [Section 4.3](#). Applicants will be notified in writing if application materials are missing following submission. No public hearing for the Final Plan/Plat shall be scheduled until all application materials are received, and the ZA determines the application is complete. Notwithstanding the ZA's determination of application completeness, the DRB may require any additional information deemed necessary for final plan/plat review of minor subdivision applications. Final Plan/Plat hearings shall be warned in accordance with [Section 8.4](#).

C. Action. Per [Section 8.5](#), the DRB shall, within forty-five (45) days after the close of the hearing or any continuation thereof, approve, modify and approve, or disapprove such plat. Failure of the DRB to so act within the forty-five (45) days shall constitute deemed approval on the 46th day.

7.3.5 Major Subdivision Application

A. Preliminary Plan/Plat Application. Within six (6) months of classification by the DRB of the sketch plan as a major subdivision, the subdivider shall submit a complete application for approval of a Preliminary Plan/Plat. The application shall contain those items in [Section 4.3](#) of these Regulations and shall conform to the layout shown on the sketch plan and any recommendations made by the DRB. Failure to submit a Preliminary Plan/Plat application within 180 days ~~six (6) months~~ of classification by the DRB as a minor subdivision shall require the applicant to resubmit a sketch plan application.

B. Submission of Application & Preliminary Plan/Plat Public Hearing. Subsequent to Sketch Plan Review, an application for Preliminary Plan/Plat shall be submitted to the ZA. The application shall include all items outlined in [Section 4.3](#). Applicants will be notified in writing if application materials are

missing following submission. No public hearing for the Preliminary Plan/Plat shall be scheduled until all application materials are received, and the ZA determines the application is complete. Notwithstanding the ZA's determination of application completeness, the DRB may request any additional information deemed necessary for preliminary plan/plat review of major subdivision applications. Preliminary Plan/Plat hearings shall be warned in accordance with [Section 8.4](#).

C. Action on Preliminary Plan/Plat. Per [Section 8.5](#), the DRB shall act to approve or disapprove Preliminary Plan/Plat applications within forty-five (45) days after closure of the hearing. A written and signed decision, including background information, findings-of-fact, conclusions, and decision with applicable conditions shall constitute the Preliminary Plan/Plat action of the DRB. Failure to act within the 45-day period shall constitute deemed approval on the 46th day. Approval of a Preliminary Plan/Plat approval does not constitute Final Plan/Plat approval. Preliminary Plan/Plat decisions shall be distributed per requirements in [Section 8.5](#).

D. Sectionalizing and Phasing. At the time the DRB grants Preliminary Plan/Plat approval, it may require the plat to be divided into two or more sections (phases) and may impose such conditions upon the filing of an application for Final Plan/Plat approval for each section as it deems necessary to assure the orderly development of the plat.

If sectionalizing is a requirement of Preliminary Plan/Plat approval, the written decision shall specifically indicate the distinct geographic sections of the project and shall specifically outline the timeline for when each section may proceed to Final Plan/Plat application. A separate Final Plan/Plat application shall be filed for each section within the time periods imposed in the Preliminary Plan/Plat approval.

E. Effect of Preliminary Plan/Plat Approval. Approval of a Preliminary Plan/Plat shall not constitute approval of the final subdivision plat. Prior to approval of the

final subdivision plat, the DRB may require additional changes as a result of further study. The approval of a Preliminary Plan/Plat shall be effective for a period of one year, and if a Final Plan/Plat application is not submitted within a year of the Preliminary Plan/Plat approval, the application shall be denied by the ZA without a hearing as untimely. In the event of such a denial, the subdivider shall be required to resubmit a new plat for preliminary approval, which shall be subject to any zoning and subdivision regulations then in effect. Should the DRB impose sectionalizing as a condition of Preliminary Plan/Plat approval, it may extend the one (1) year effective period of Preliminary Plan/Plat approval.

F. Final Plan/Plat Application. Within one year of Preliminary Plan/Plat approval, the subdivider shall submit a complete application for approval of a final subdivision plat (unless sectionalizing/phasing is required and a specific timeline for submission is provided in the Preliminary Plan/Plat written decision). The application shall contain those items required in [Section 4.3](#) of these Regulations and shall conform to the layout shown on the approved Preliminary Plan/Plat and incorporate all conditions in the Preliminary Plan/Plat approval. Failure to submit a Preliminary Plan/Plat application within [180 days](#) ~~six (6) months~~ of classification by the DRB as a minor subdivision shall require the applicant to resubmit a sketch plan application.

G. Submission of Application & Final Plan/Plat Public Hearing. Subsequent to Preliminary Plan/Plat approval, an application for Final Plan/Plat shall be submitted to the ZA. The application shall include all items outlined in [Section 4.3](#). Applicants will be notified in writing if the application is incomplete. No public hearing for the Final Plan/Plat shall be scheduled until all application materials are received. No public hearing for Final Plan/Plats shall be scheduled until the 30-day appeal period for Preliminary Plan/Plat approval has lapsed, and until the ZA determines the application is complete. Notwithstanding the ZA's determination of application completeness, the DRB may request any additional information deemed

**TOWN OF GEORGIA, VT
RECEIVED FOR RECORD**

Received for record _____, 20____

At _____ o'clock ____ M and recorded on:

Slide # _____ Map # _____

Attest: _____

This Subdivision Plat has been approved by
resolution of the Development Review Board of the
Town of Georgia, VT

This ____ day of _____ 20____

Subject to the requirements and conditions of said
resolution.

DRB Application # _____

Signed this ____ day of _____ 20____

By _____, DRB Chair

Figure 7.3 - Sample Signature Block.

necessary for final plat review. Final Plan/Plat hearings shall be warned in accordance with [Section 8.4](#).

H. Action on Final Plan/Plat. The DRB shall act to approve or deny Final Plan/Plat applications within forty-five (45) days after closure of the hearing. A written and signed decision per [Section 8.5](#), including background information, findings-of-fact, conclusions, and decision with applicable conditions shall constitute final action of the DRB for purposes of potential appeals under [Section 8.7](#) (Appeals) of these Regulations. Failure to act within the 45-day period shall constitute deemed approval on the 46th day. Final Plan/Plat decisions shall be distributed per the requirements of [Section 8.5](#).

I. Effect of Final Approval. Final approval by the DRB shall not be deemed to constitute or be evidence of

any acceptance by the Town of any street, easement, utility, park, recreational area or open space shown on the final plat. Such acceptance may only be accomplished by formal action of the Selectboard.

7.4 Filing of Subdivision Plat

7.4.1 Survey Plat Specifications.

- A. Upon approval of the final plan/plat review by the DRB, the subdivider shall prepare a survey plat for recording in conformance with the requirements of 27 V.S.A. Chapter 17. A survey plat is a map drawn to scale on Mylar by a licensed land surveyor of one or more parcels, tracts or subdivisions of land, showing, but not limited to, boundaries, corners, markers, monuments, easements, building envelopes, and other rights-of-way. ~~Survey plats shall be prepared according to the specifications listed below and are required to include all the information required on the final plan/plat approved by the DRB.~~ Mylar survey plats must be submitted within 180 days from the date of approval of the final plan/plat by the DRB, and shall include all the information required on the final plan/plat approved by the DRB and prepared to the following specifications:
1. On mylar, 18.0" inches by 24.0" inches in size;
 2. 2.0" inch margin outside the drawing border along the left side for binding; [xx reworded]
 3. 1.0" inch margin outside the drawing border along the remaining sides; [xx reworded]
 4. Clear and legible data and information;
 5. Stamp and signature of licensed Land Surveyor;
 6. Inset location map clearly indicating the location of the land depicted and a legend of symbols used;
 7. Plat scale ratios sufficient to allow all pertinent survey data to be shown, and graphic scale graduated in units of measure used in the body of the plat; and
 8. Town Clerk and DRB Chairperson signature blocks, as illustrated in Figure 7.3 - Sample Signature Block.
- B. **Endorsement and Filing.** The Chairperson (or acting Chairperson) of the DRB shall endorse the survey plat with the date of final plan/plat approval. Following

endorsement by the chairperson of the DRB and within 180 days of the DRB's final approval, the subdivider shall submit the survey plat to the Town Clerk for filing. The Town Clerk shall endorse the survey plat before filing. The DRB's written decision, which includes all permit conditions set forth by the DRB, shall be filed in the land records of the Town and its location must be clearly referenced on the survey plat.

- C. Monumentation.** A signed certification from the licensed land surveyor who prepared the survey plat indicating that monuments have been set is required to be filed with the Zoning Administrator before, or concurrent to, when the signed survey plat is submitted for recording. [##Note: clarify: if required by the DRB either filed with mylar, or zoning permit or occupancy permit]
- D. Limits of Allowed Disturbance.** <##insert requirements here about showing boundary of where buildings and improvements can be placed based on existing property constraints such as wetlands or easements>

7.4.2 Expiration of Plat Approval

- A.** Final Plan/Plat Approval shall expire if the subdivider does not receive endorsement and file the survey plat and related documents within the 180-day period. The Zoning Administrator, upon written request prior to the expiration date, shall extend the date for filing the survey plat by an additional 90 days if final local or state permits or approvals are still pending.

7.4.3 Subdivision Amendments

- A.** No changes, erasures, modifications, or revisions shall be made on any subdivision plan/plat after final approval, unless said plan/plat is first resubmitted to the DRB for Final Plan/Plat Approval under **Section 4.4**, and the DRB approves the amendments/modifications. In the event that such changes are recorded without complying with this requirement,

the plat shall be void and the applicant may be found to be in violation of the subdivision approval.

7.5 Natural Subdivision

- A.** Railroad tracks, federal highways, state highways, and the Lamoille River shall create natural subdivisions of property and will create separate lots for the purposes of these Regulations. Private rights-of-way, easements, and other rivers shall not create a natural subdivision of lots.
- B.** Town highways may create natural subdivisions of property if all resulting lots comply with the minimum lot-size requirements of these Regulations.
- C.** In situations where a property is crossed by a Town highway or natural feature, and either of the resulting lots do not comply with the minimum lot-size requirements of these Regulations, the property will be considered naturally subdivided only if the location and function of the Town highway or natural feature effectively separates the property so it cannot be used or developed as one parcel or lot.

7.6 Subdivision Review Standards

- A. Application of Standards.** The DRB shall evaluate all subdivisions, including boundary line adjustments, in accordance with the following standards, the applicable **Planning and Design Standards in Article 7**, and any other applicable standards in these Regulations. The DRB may require the subdivider to submit additional materials and data addressing impacts related to these standards. In light of findings made on these standards, the DRB may require modification and/or phasing of the proposed subdivision to minimize any undue adverse impacts.

7.6.1 General Standard of Review

- A.** The DRB shall determine if any land proposed for subdivision is designed and laid out to achieve the desired settlement pattern and the purpose of the

district in which it is located as defined in [Article 2](#). All subdivisions shall:

1. Maintain and extend settlement patterns in conformance with the zoning district purpose statement, including dimensional standards ([Article 2](#)) and road layout standards ([Section 7.11](#)).
 2. Provide for the preservation and protection of existing features as identified in the Georgia Town Plan, including scenic views, streams, rock outcroppings, water bodies, other natural and historical resources.
 3. Connect to and extend existing roads, utility easements, open space, and existing critical wildlife habitat as delineated by the State of Vermont Agency of Natural Resources.
- B. Conformance with the Planning and Design Standards.** All subdivision applications must conform to applicable standards in [Article 7 \(Planning and Design Standards\)](#). [xx Relocated from just before 'Utilities']
- C. Conformance with Other Regulations.** Subdivision plats shall conform to all applicable provisions of these Regulations, any Capital Budget and Program in effect, and all other bylaws, ordinances and regulations of the Town of Georgia currently in effect. [xx Relocated from end of section]
- D. [Conformance with South Village Core Standards.](#)** Subdivision applications in the [South Village Core District](#) must conform to the [South Village Core Design Criteria and Standards in Section 3.6](#), which are intended to implement the purposes of the [South Village Core District](#) ~~and the South Village Core Strategic Plan dated November, 2009, and the Georgia South Village Transportation Master Plan dated May 2019~~. If there is a conflict between the standards in [Section 3.6](#) and the standards in [Article 7 \(Planning and Design Standards\)](#), the more stringent standard shall apply. [xx Relocated from end of section]

7.6.2 Lot Standards

- A.** The subdivision of all lots shall meet the following standards:

1. Lot Size and Density:

a. Minimum Dimensional Standards. No lot shall be created that does not meet the minimum dimensional standards of the district in which it is located, unless approved as a PUD ([See Section 3.5](#)) or the lot has received a waiver per [Section 3.7](#).

b. Calculating the Maximum Number of Lots Allowed. The maximum allowed number of lots for a particular subdivision is calculated by dividing the total land area by the minimum lot size for the district ([See Section 2.3](#)).

c. [Bonus Lots.](#) [## Can we add?]

2. Lot Layout:

a. Corner Lots. Corner lots shall have extra width to allow for a front yard setback along each street.

b. Side Lot Lines. Side lot lines shall generally be at right angles to straight streets, or radial to curved street lines.

c. Access. Lots shall be laid out so as to avoid direct access to the more heavily traveled street or highway.

d. [Water and Septic.](#) Lots should include any private septic and potable water sources.

e. Shape and Topography. Lots with irregular shapes (curves, jogs, panhandles, doglegs, etc.) shall not be created unless warranted by conditions of topography, the location of natural features, and existing roads or new roads that meet the standards in [Section 7.11](#).

7.6.3 Community Services

- A. Traffic.** The proposed subdivision shall not cause unreasonable congestion or unsafe conditions on the affected public or private roads. The proposed

subdivision shall provide adequate provision for pedestrian traffic in terms of safety, convenience, and access to points of destination. A Traffic Impact Analysis may be required by the DRB to ensure conformance with this standard.

B. Municipal Facilities and Services. The proposed subdivision shall not create an undue burden on municipal facilities or create an unreasonable demand for public services. Considerations shall include the capacity of facilities and services directly affected, and the lifespan and cost of public improvements relative to the anticipated tax revenue from the proposed development.

C. Fire Protection Facilities and Emergency Access. Subdivisions shall provide adequate water storage or distribution facilities for fire protection to the satisfaction of the DRB. The applicant shall submit documentation from the Georgia Fire Department as to the adequacy of emergency access and fire protection facilities. Where recommended by the Georgia Fire Department, the DRB shall require the applicant to install fire hydrants, dry hydrants, storage tanks, underground water storage, or ponds for fire protection.

D. Property Access. Subdivisions that utilize a private road shall be required to sign the Town of Georgia Private Road Agreement. Any developments off of a Class 4 road are required to abide by the Town of Georgia Class 4 Road Agreement. Any developments off of a Town Trail are required to abide by the Town of Georgia Trail Ordinance.

7.6.4 Utilities

- A.** All utility systems, existing and proposed, throughout the subdivision shall be shown on the final plan and be located as follows:
1. The applicant shall coordinate subdivision design with the utility companies to ensure adequate and suitable areas for installation, both for the

proposed subdivision and areas adjacent to the subdivision.

2. Utility corridors and easements shall be shared with other utility and/or transportation corridors, and located to minimize site disturbance, the fragmentation of natural, forest, agricultural, conservation, and shore lands.
3. Utility corridors and easements shall be of sufficient width to serve both the proposed subdivision and existing and anticipated development outside the subdivision.

7.6.5 Master Plan Review and Phasing

- A.** In its sole discretion, the DRB may require a sketch and description of the potential layout of the entire parcel and adjacent parcels (Master Plan) during sketch plan review for the purpose of promoting orderly development of the Town. The DRB may require the subdivision to be divided into two or more phases to be developed at separate times and may impose such conditions as necessary to assure orderly development in compliance with these Regulations (see Section 4.4 (E)(4) - Sectionalizing and Phasing).
1. Any required Master Plan shall include an indication of proposed roads, driveways or streets, the future probable lot lines and building envelopes of the remaining portion of the parcel, and a description of the probable uses. The Master Plan may be drawn in a sketch plan format. The DRB may require that the Master Plan and any phasing schedule be submitted as part of an extended sketch plan review, or as a part of the final plan/plat review.
 2. Review and consideration of a Master Plan as part of any subdivision review does not constitute final approval of all phases of the full Master Plan.

