

**TOWN OF MONKTON
SUBDIVISION
APPLICATION INSTRUCTIONS**

Purpose: It is the intent of the Subdivision Regulations to provide for orderly growth while implementing the goals and objectives of the Monkton Town Plan.

To apply for a subdivision application with the Development Review Board complete the following required information for the sketch plan review phase of the subdivision and file it with the Zoning Administrator. The DRB will schedule a meeting for sketch plan review and notify you. The applicant or their duly authorized agent shall appear at the meeting. You must file an original (marked original) and two copies (marked copies) of your application and project materials.

At Preliminary Plat a Notice of Zoning Permit Request sign (available at the Town Hall) must be posted by the applicant within view from the public right-of-way most nearly adjacent to the subject property not less than 15 days prior to the warned hearing. All applicants or their duly authorized agents shall appear at the hearing. Written notice to abutting landowners is required no less than 15 days before the hearing.

If you need help with your application, please contact Ken Wheeling Monkton's Zoning Administrator at: 453-3800 by email at zoning@monktonvt.com.

It is recommended that you review all zoning or subdivision regulations that apply to your project. For Town regulations on subdivisions, please see pages 66- 82 of the *Unified Planning Document For the Town of Monkton* for subdivision application and review procedure, which can be found on the Monkton Town website at: <http://monktonvt.com/town-info/town-plan-and-zoning-bylaws/> or at the Monkton Town Hall.

Additional copies of this form can be found on the Monkton Town website at:
<http://monktonvt.com/boards-and-committees/development-review-board/drj-forms/>.

Applicants have the obligation to identify, apply for and obtain any relevant state permits for their projects. Call Rick Oberkirch, Permit Specialist at the Agency of Natural Resources' Environmental Assistance Office, at 802-786-5907 to determine if any State permits are required before beginning construction.

The Monkton subdivision process is broken down into three phases:

1. Sketch Plan Review
2. Preliminary Plat Hearing and Site Plan Approval
3. Final Plat Hearing

Application forms are available from the Zoning Administrator for each phase of the process as needed.

TOWN OF MONKTON PRELIMINARY PLAT APPLICATION

After Sketch Review the Applicant shall file an original and two (2) copies of all material necessary for submittal of a complete application for approval of the Preliminary Plat. Upon review of the application for completeness, the DRB will set a hearing. A Notice of Zoning Permit Request sign (available at the Town Hall) must be posted by the applicant within view from the public right-of-way most nearly adjacent to the subject property not less than 15 days prior to the warned hearing and shall remain until the appeal period has expired. All applicants or their duly authorized agents shall appear at the hearing. Written notice to abutting landowners is required no less than 15 days before the hearing. Site Plan Review will occur in conjunction with the Preliminary Plat Hearing.

Payment of fees (as determined below) is required on or before Preliminary Plat Hearing

Subdivision Fees (Effective since 2003):

Minor: \$150 Administrative Fee plus \$100 per lot created.

Major: \$300 Administrative Fee plus \$100 per lot created.

Publication Fee: \$25

Administrative Fee: _____

Number of lots X \$100.00: _____

Publication Fee: \$25.00

Check Number: _____ Date: _____ Total Received: _____

Signature of Sub-divider and Date: _____

A. Required Information: Original and two copies of all submittals are required.

1. Subdivision name or title, address at which it is located, scale, north point, date and site location map.	
2. Names and addresses of Applicant and professional advisers.	
3. Deed description of the property to be subdivided	
4. Description of any existing easements or covenants encumbering the property.	
5. Description of proposed easements and/or covenants encumbering the property.	
6. A statement by the Applicant concerning the use of any adjoining property owned or controlled by the landowner or Applicant, if different.	
7. Proof of notification to all abutting landowners (signature or receipt of certified mail).	
8. Written confirmation that the proposed or existing uses meet the General Performance Standards established in Section 584 of the Monkton Unified Planning Document.	
9. A State of Vermont Water Supply and Wastewater Permit Application and the supporting designs and plans.	
10. Applicable State of Vermont Stormwater Permit Applications, Erosion Control Permits including supporting designs and plans where required.	
11. Other applicable State or Federal Permit Applications.	

B. Required Drawings:

In addition to the information above, the Applicant shall provide drawings. Drawings shall be 24” by 36” and shall be drawn to a scale large enough to show the details clearly, but shall not be less than 1” x 100’. A one-half (1/2) inch marginal borderline shall be drawn around the outer edge of each plan.

The Drawings shall depict the following:

1. A vicinity map drawn at a scale sufficient to depict the entire parcel subject to the subdivision application and to allow the Development Review Board to locate the parcel within the municipality and to view it in the context of the land surrounding the parcel.	
2. Subdivision name or title, the address at which it is located, a scale, north point, date and key to other information.	
3. A Survey of the property to be subdivided depicting Subdivision boundaries, boundaries of contiguous properties, and names of all abutting landowners. Depending upon the proposed use and the size of the parcel involved, the Development Review Board may require a survey of only the relevant portion of the parcel being subdivided.	
4. Existing restrictions on the use of land including easements, covenants, and zoning boundaries.	
5. Total acreage of subdivision and number of lots proposed.	
6. Zoning or other existing district boundaries (including the Natural Heritage protection overlay district).	
7. Existing infrastructure or landmarks or features:	
a. Existing streets and structures, existing sewers, water mains, storm drainage, culverts, with pipe sizes and direction of flow.	
b. Existing utilities, including gas lines, fire hydrants, electric and telephone facilities, streetlights.	
c. Existing watercourses, marshes, wooded areas, public facilities and other significant physical features in and near the subdivision.	
d. Contours with intervals of not more than five feet. Contours with intervals of not more than two feet, established by a field survey, shall be shown where the septic facilities and the building are to be located.	
8. Proposed lot layout and infrastructure:	
a. Proposed pattern of all the lots including widths and depths.	
b. Street layout and open space within the subdivided area.	
c. Location, width, and approximate grade of proposed streets.	
d. Location, dimensions, area and number of lots and blocks.	
e. Location and dimensions of property to be dedicated for public use or open space.	
f. Boundaries of proposed easements over private property.	
g. Location of proposed wastewater systems.	
h. Location of other proposed utilities including telephone, electric and cable.	
i. Location of proposed water supply, fire protection, storm water drainage and sidewalks.	

C. Additional Required Drawings

Where deemed appropriate by the DRB, the Preliminary Plat shall be accompanied by construction detail drawings with the following information:

1. Plans and profiles showing existing and proposed elevations along centerlines of all streets within the subdivision, including re-grading plans, as applicable.	
2. Plans and profiles showing location of streets, pavement, curbs, gutters, sidewalks, manholes, catch basins and culverts. Proposed streets shall conform to the General Street Planning Standards (Section 910 in the Monkton Unified Planning Document) and installed pursuant to the Guidelines established in the State of Vermont, Agency of Transportation, "Vermont State Standards for the Design of Transportation Construction, Reconstruction and Rehabilitation on Freeways, Roads and Streets," dated July 1, 1997 as it may be amended from time-to-time.	
3. Plans showing	
a. Location, size, and invert elevations of existing and proposed sanitary sewers.	
b. Location, size, and invert elevations of existing and proposed storm water drains.	
c. Location, size, and invert elevations of existing and proposed fire hydrants.	
d. Location and size of water, gas, electricity and any other utilities or structures.	

D. Site Plan Review (see site plan application).

A completed site plan application.

E. DRB Decision and Conditions established at Preliminary Plat:

Site visit planned? If so, date and time.

1. Conditionals for Final Plat:

2. Missing information:

3. Decision by DRB:

**TOWN OF MONKTON
SITE PLAN
APPLICATION INSTRUCTIONS**

Pursuant to 24 V.S.A. §4416 and the regulations in Monkton's Unified Planning Document a Site Plan approval is required by the Development Review Board for conditional use, variances, waivers, and subdivision. They are filed with the Zoning Administrator. Plans must contain the required information listed below and applicants must file the required fees with the Zoning Administrator. You must file an original (marked original) and two copies (marked copies) of your application and project materials. Include information to illustrate compliance with the regulations and your interpretation of why your application meets the Required Standards (C.) listed below.

The DRB will review your site plan simultaneously with your application. With subdivision applications, a site plan application is required at preliminary plat.

If you need help with your application, please contact Ken Wheeling Monkton's Zoning Administrator at: 453-3800 by email at zoning@monktonvt.com.

It is recommended that you review all zoning or subdivision regulations that apply to your project. For Town regulations on site plans, please see Article III Section 364 -Site Plan Approval on pages 37-38 of the *Unified Planning Document For the Town of Monkton*, which can be found at the Monkton Town Hall or on the Monkton Town website at: <http://monktonvt.com/town-info/town-plan-and-zoning-bylaws/>.

Additional copies of this form can be found on the Monkton Town website at: <http://monktonvt.com/boards-and-committees/development-review-board/drb-forms/>.

Applicants have the obligation to identify, apply for and obtain any relevant state permits for their projects. Call Rick Oberkirch, Permit Specialist at the Agency of Natural Resources' Environmental Assistance Office, at 802-786-5907 to determine if any State permits are required before beginning construction.

**TOWN OF MONKTON
SITE PLAN APPLICATION**

A. Required Information:

1. Name, address, and phone number of Landowner.	
2. Name, address, and phone number of Applicant (if different from Landowner).	
3. An affidavit from the developer that a purchase and sale agreement exists and that title will transfer upon approval of permit will be required if applicant is not the landowner.	
4. Property Identification Numbers (from the latest tax records).	
5. Names and Addresses of Abutting Land Owners.	
6. An original and two copies of all Site Plan materials submitted to the Zoning Administrator.	
7. Plans and elevations of proposed structure(s) drawn to a scale not smaller than 1/8 th inch.	
8. General description of the proposed use including:	
a. Number of employees/inhabitants.	
b. Operating hours.	
c. Listing of any hazardous or toxic materials/chemicals to be used/stored onsite.	
d. Description of proposed emissions (smoke, dust, noise, etc.).	
e. Description of proposed wastes (sewage, process water, chemicals, etc.) along with proposed treatment/disposal methods.	
9. Site Plan Drawings drawn to a scale of not smaller than 1" equals 40'. The Site Plan shall bear the seal of a licensed land surveyor or professional architect/engineer and include the following:	
a. North arrow.	
b. Date.	
c. Boundary angles and dimensions.	
d. Location of existing and proposed buildings.	
e. Layout of existing and proposed roads, drives, and parking areas.	
f. Proposed landscaping and screening.	
g. Location of existing water, sewer, electric, and telephone facilities.	
h. Location and design of proposed water, sewer, electric, and telephone facilities.	
i. Location and design of existing and proposed storm drainage facilities.	
j. Location and design of proposed outdoor lighting and signs.	
k. Existing and proposed topographic information.	
l. If applicable, location of the Natural Heritage protection overlay districts map.	
m. Location of driveway, culverts, and, if required, drainage along town roads.	
10. Approved Road Curbcut and Accessibility permit application by the Select Board.	
11. Written notice by the Town Zoning Administrator noting receipt of applicant's State approved plans for sewage disposal and water supply.	
12. Other information pertinent to the issue before the Development Review Board.	

CHECKLIST FOR DRB SITE PLAN REVIEW

B. General Standards.

The Development Review Board may consider and impose appropriate safeguards, modifications and conditions to ensure:

1. The adequacy and safety of traffic access, circulation and parking including emergency vehicles.	
2. The adequacy of landscaping and screening.	
3. The protection of the utilization of renewable energy resources.	
4. That exterior lighting does not have an undue adverse impact on neighboring properties.	
5. That signs are appropriately located, designed, and sized. Signs specifications are specifically included in Sections 563-569 of these regulations.	
6. Freedom from flooding and ponding.	
7. That the proposed development on the parcel will not have an undue adverse impact on important natural features located on or near the parcel.	
8. That, to the extent feasible, continued use of existing historic structures shall be encouraged, the exterior appearance of historic structures shall be protected, and the visual context of historic structures shall be maintained.	
9. That the size, scale, arrangement, and appearance of the proposed development is in keeping and harmonious with its surroundings.	
10. That the proposed development on the parcel adheres to other matters specified in the bylaws.	

C. Required Standards for Procedural Review if B. Standards above are met by Applicant. General Standards require that the project will not result in any undue adverse effect on any of the following:

1. The capacity of existing or planned community facilities.	
2. The character of the area affected as defined by the purpose or purposes of the zoning district within which the project is located and specifically stated policies and standards of the municipal plan.	
3. Traffic on roadways and highways in the vicinity.	
4. Bylaws and ordinances then in effect.	
5. Utilization of renewable energy resources.	

D. Modifications required by DRB

TOWN OF MONKTON FINAL PLAT APPLICATION

Within one year of approval of the preliminary plat, unless waived for cause by the DRB, the Applicant shall file an original and two (2) copies of all material necessary for submittal of a complete application for approval of the Final Plat. Upon review of the application for completeness, the DRB will set a hearing. All applicants or their duly authorized agents shall appear at the hearing. Written notice to abutting landowners is required no less than 15 days before the hearing.

A. Required Information

1. All information required on Preliminary Plat, updated and accurate.	
2. Construction detail drawings required in the preliminary plat and reflecting any changes required by the preliminary plat.	
3. A deed description and a survey map of tract boundaries made and certified by a licensed land surveyor, tied into established boundary monuments.	
4. Sufficient information to readily determine the location, bearing, and length of all street, lot, and boundary lines, referenced to established monuments. Include the location, material and size of monuments.	
5. Identify the location, dimensions and names of all sites for residential, commercial, industrial, public, non-public, dedicated and reserved uses.	
6. A Water Supply and Wastewater Disposal Permit issued by the Vermont Department of Environmental Conservation and the accompanying plans.	
7. The appropriate permit from the Vermont Department of Environmental Conservation related to the discharge of Stormwater, as applicable, both during construction and upon completion of construction.	
8. Offers of cession to streets and public areas and any agreements with the Select Board pertaining to the Town of Monkton taking streets or permits issued by the Select Board authorizing the applicant to work within existing Town Streets.	
9. Copies of agreements showing the manner in which areas reserved by the Applicant are to be maintained.	
10. Protective covenants whereby the Applicant proposes to regulate land use in the subdivision and otherwise protect the proposed development.	
11. Street names, if applicable, approved by the 911 commission.	
12. Other information that the Development Review Board requires.	
<p>13. Carry the following endorsements:</p> <p>APPROVED BY RESOLUTION OF THE TOWN OF MONKTON DEVELOPMENT REVIEW BOARD, VERMONT, ON THE ____ DAY OF ____ 20__, SUBJECT TO ALL REQUIREMENTS AND CONDITIONS ____ OF ____ SAID RESOLUTION. SIGNED THIS ____ DAY OF ____ 20__.</p> <p>BY CHAIRPERSON _____</p>	

DRB Decision, Conditions and Filings

1. The Development Review Board may waive the requirement of Applicant having final state permits prior to granting final plat approval, but will condition the approval upon the issuance of the state permits and compliance with them.	
2. The DRB may require the Final Plat to be divided into phases of not less than twenty percent of the proposed lots, subject to such conditions necessary to assure orderly development.	
3. The Board may request that the Town Attorney certify any of the above noted plans or documents as to their legal sufficiency prior to their acceptance of any document.	
4. Finding of fact written	
5. Conditions required by DRB	
6. A Mylar and three copies of the final plat were delivered 90 days from the date of the approval. (Delivery of the Mylar to the clerk does not relieve the Applicant of the duty to ensure that the Mylar is executed and filed in the land records within 180 days from the date of the approval.)	
7. Performance bond requirements	
8. Proof of final deed restrictions and covenants recorded.	
9. Mylar signed and filed.	
10. The nature of the Conditions are entered on the Face of the Zoning Permit	

**TOWN OF MONKTON
PERFORMANCE STANDARDS**

In accordance with 24 V.S.A. Chapter 117 §4414(5), in all districts the following performance standards together with all applicable State standards must be met. The Development Review Board shall decide whether proposed or existing uses meet the standards. All new land development and substantial changes in existing land development shall be constructed and maintained to comply with the following performance standards:

<p>A. Noise volume shall be limited to levels that will not be a nuisance to adjacent uses. Noise levels or frequencies which are not customary in the district or neighborhood or which represent a substantial repeated disturbance to others, or which exceeds decibel levels specified in state law or in these regulations, shall be presumed to constitute a nuisance. Under no circumstances can the noise level exceed 70dB at the property line.</p>	
<p>B. Lighting All outdoor lighting and illuminated signs shall be installed, constructed and maintained to minimize the intrusion of light across property lines, eliminate upward illumination and reduce glare and to maximize the effectiveness of site lighting by limiting light to a target area. Up lighting is prohibited. All parking area lighting will be full cut-off type fixtures. Lights on poles will be smaller than the building whose area they illuminate or not greater than 15 feet high, whichever is less. Commercial signs may be internally illuminated or externally lit if the light is fully cut off or shielded or shown from the top down. All external building lighting for security or aesthetics will be cut off or shielded and targeted. Wall pack lights are prohibited. All outdoor lighting fixtures, including display fixtures shall be turned off after the close of business, unless needed for safety or security, in which case the lighting shall be minimized. Technical definitions and lighting levels should conform to those recommended by the Illuminating Engineering Society of North America (IESNA) as contained in the IESNA Lighting Handbook, as revised from time to time.</p>	
<p>C. Earth moving and hauling, rock drilling or crushing, jackhammer and similar excessively loud equipment shall not be operated on Sundays or between the hours of 5:30 p.m. and 7:00 a.m. This shall not apply to emergency activities such as utility repairs.</p>	
<p>D. Blasting and other activities causing substantial vibration shall require evidence to demonstrate that it will not cause vibrations or sound waves that would cause damage beyond their property line. A copy of all state and/or federal permits must be filed with the town-zoning administrator.</p>	
<p>E. Dust and air pollution shall be controlled to conform to the State of Vermont Air Quality Performance Standards.</p>	
<p>F. Electromagnetic & microwave transmissions shall be shielded or otherwise controlled so as not to cause a health hazard or a nuisance to adjacent land uses. Transmissions regulated by the Federal Communications Commission shall be exempt from this provision.</p>	
<p>G. Drainage shall be managed so as not to cause a nuisance or damage to other properties and conform to all Vermont Storm Water permit regulations. Changes in grading shall be done so that drainage is directed to established drainage courses and controlled so as not to cause ponding, flooding or siltation of other properties, or to exceed the capacity of downstream drainage facilities. Changes to natural drainage patterns shall not be allowed to alter wetlands or stream flows.</p>	
<p>H. Excavation, filling and re-grading shall conform to the Vermont Handbook for Soil Erosion and Sediment Control on Construction Sites (1982 edition - as amended). The location of fill sites and access restrictions for hauling equipment shall be reviewed and approved by the Town Zoning Administrator consistent with State Solid Waste Management (Rule 6-309 or as amended).</p>	
<p>I. Noxious odors shall not be detectable beyond property lines (Note: odors from customary agricultural activities are not restricted.)</p>	
<p>J. Fire, explosive and similar safety hazards which would substantially increase the risk to an abutting property, or which would place an unreasonable burden on the Fire Department, shall be prohibited.</p>	
<p>K. Water pollution All sewage and other wastes shall be safely disposed of so that there will not be a hazard to public health. Any activity, which poses a clear threat to water supplies or which would cause undue water pollution shall be prohibited.</p>	
<p>L. Fuel storage facilities. Commercial, industrial or institutional fuel storage facilities, where regulated by the Vermont Department of Labor and Industry, shall maintain all tanks and related equipment with leak detection and spill control systems incorporating the best available safety practices and technology, consistent with government and industry standards.</p>	