



# Town of Georgia

47 Town Common Road North. • St. Albans, VT 05478  
• Phone: 802-524-3524 • Fax: 802-524-3543 • website: townofgeorgia.com

## Final Plat Application Application # FP \_\_\_\_\_

**Submission Requirements:** Within six months of Preliminary Plat approval for a major subdivision, or classification at Sketch Plan review as a minor subdivision, submit this application with all required elements from the attached outline & fees. Submit one set 11”x17” site plan maps plus a digital file in \*.pdf format which includes scale, north arrow, legend, abutters, title block and following the approved layout as shown on the preliminary plat, incorporating any recommendations made by the DRB in their preliminary plat approval decision. The application will not be deemed complete until all required materials have been submitted. Failure to submit a complete application, as defined herein, shall be grounds for denial of the application by the DRB.. Applicant must also submit a list for all abutters, including those across a public or private right of way. **Incomplete applications will be returned and will delay scheduling your hearing.**

### SECTION 1: OWNER/APPLICANT INFORMATION (complete all)

Owner(s): \_\_\_\_\_ Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_

Tax Parcel ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_ PUD \_\_\_ Yes \_\_\_ No

### CERTIFICATION OF APPLICANT(S)

**AFFIRMATION:** The undersigned hereby certifies that the information submitted in this application is true, accurate, and complete.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### PROPERTY OWNERS’ AUTHORIZATION

The undersigned property owner(s) hereby certify that the information submitted in this application regarding this property is true, accurate and complete and that the Applicant(s) have full authority to request approval for the proposed use of the property and any proposed structure(s).

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Location of Property:** \_\_\_\_\_

Parcel ID No.: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Is this a PUD? \_\_\_ Yes \_\_\_ No

Deed Reference: Volume \_\_\_\_\_ Page \_\_\_\_\_ Size of Parcel: \_\_\_\_\_ acres

**Previous subdivision of parcel (if applicable)**

Permittee name: \_\_\_\_\_

Date: \_\_\_\_\_ Map # \_\_\_\_\_

**Previous Site Plan Approval (if applicable)**

Permittee name: \_\_\_\_\_

Date: \_\_\_\_\_ Map # \_\_\_\_\_

***If applicable:***

Engineer: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

***Project Description:*** Provide a detailed narrative, on a separate sheet of paper, describing the scope and layout of the proposed development. The narrative should explain the proposed use of the property & all key elements, as presented on the site plan. Please address each of the following elements: building size(s) and type, landscaping and screening, road and driveway access to the property, impact on traffic, internal circulation of vehicular and pedestrian traffic, parking (# of spaces), stormwater and erosion control measures, lighting (size, type, location, and number), and signage, if any. Summarize all details below:

**Number and size of proposed lots:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names and addresses of abutting property owners:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Existing and/or proposed means of access to the site:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of plans, sketches, or other information submitted with this application:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of parking and proposed number of spaces:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Existing and/or proposed road & driveway access to site:**

---

---

---

**Existing and/or proposed easements and rights-of-way:**

---

---

---

**Proposed and/or existing wastewater disposal and water supply:**

---

---

---

**Proposed drainage/storm water runoff (if required):**

---

---

---

**Proposed landscaping (if applicable):**

---

---

---

**Size and location of proposed and/or existing buildings:**

---

---

---

**State permits required and/or obtained for this project:**

---

---

---

**Proposed lighting (if any):**

---

---

---

**Notes**

- 1) \* Per Sec. 3.5.B.2, major subdivisions in the AR-1, AR-2, AR-3, and L-2 districts must be submitted under Planned Unit Development (PUD) rules. PUDs optional in other districts.
- 2) Application standards for subdivision approval appear in the Georgia Development Regulations as Article 4. Site Plan Review and Approval standards appear in Article 3.

## **Application Submission Requirements Final Plat for Major and Minor Subdivisions**

The Final Subdivision Plat shall consist of one or more sheets of drawings which conform to the following requirements: It shall be on Mylar paper clearly and legibly drawn, and the size of the sheets shall be 18 inches x 24 inches. Such sheets shall have a margin of two (2) inches outside of the border lines on the left side for binding and a one (1) inch margin outside the border along the remaining sides. Space shall be reserved thereon for endorsement by all appropriate agencies. The final plat for a major subdivision shall conform in all respects to the preliminary plat as approved by the Commission. The Subdivision Plat shall indicate the following as applicable:

- (5) Proposed subdivision name or identifying title, the name of the municipality, the name and address of the record owner and subdivider, the name, license number and seal of the licensed land surveyor, the boundaries of the subdivision and its general location in relation to existing streets or other landmarks and scale, date and true north point.
  
- (2) Street names, lines, pedestrian ways, lots, reservations, easements and area to be dedicated to public use as approved by the Commission.
  
- (3) Sufficient data acceptable to the Commission to determine readily the location, bearing and length of every street line, lot line, boundary line and to reproduce such lines upon the ground. When practicable these should be tied to reference points previously established by a public authority.
  
- (4) The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distances and tangent bearings for each street.
  
- (5) 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 the subdivider.
  
- (6) Lots within the subdivision numbered in alternating order within the blocks.
  
- (7) The location of all of the improvements referred to in Article VIII and, in addition thereto, the location of all fire protection devices, utility poles, sewage disposal systems, and rough grading and other devices and methods of draining the area within the subdivision.
  
- (8) Permanent reference monuments and lot corner markers shall be clearly indicated.
  
- (9) Monuments shall be set at all corners and angle points of the boundaries of the subdivision, and for new roads at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the Commission.
  
- (10) Deed reference, tax map reference.

***If required by Preliminary Plat Approval, Applicant shall also provide the following documents:***

- (5) Copies of proposed deeds, agreements or other documents showing the manner in which streets, open space, including park and recreational areas served and maintained, and a certificate from the Legislative Body or town attorney that these documents are satisfactory. Such certificate shall not be construed, however, as acceptance by the Town of Georgia of any areas proposed to be dedicated to the Town.

***(Continued on Next Page)***

(2) A certificate from a Town consulting engineer as to the satisfactory completion of all improvements may be required by the Commission, or in lieu thereof, a performance bond to secure completion of such improvements and their maintenance for a period of two (2) years, with a certificate from the Legislative Body that it is satisfied either with the bonding or surety company, or with security furnished by the subdivider.

(3) Any other documents required by the Commission as a result of preliminary plat approval.

(4) The final plan application for a minor or major subdivision shall be accompanied by a Certificate of Title showing the ownership of all property and easements to be dedicated or acquired by the Town, or reserved, and said Certificate of Title shall be approved by the town attorney. Copies of all proposed Offers of Dedication, deeds, easements, or other instruments conveying property or easements to the Town shall also accompany the final application and be approved by the town attorney.

(5) Bonding shall be required sufficient to cover the completion of required improvements and maintenance of such improvements for a period of two years after completion. The amount of bond shall be established by the Planning Commission based upon the subdivider's estimate, bids or other information deemed necessary by the Planning Commission but shall not exceed 150% of the projected improvement and maintenance costs.

Please include all fees according to the Permit Fee Schedule on the website at: [Fee Schedule](#)

### Decisions

The DRB shall act to approve or disapprove Final Plat applications in writing within forty-five (45) days after closure of the public hearing. Failure to act within the 45-day period shall constitute deemed approval on the 46th day. The DRB shall prepare written findings-of-fact and conclusions setting forth background and rationale for their decision. The DRB may attach conditions of approval to ensure the intent of applicable bylaws and the municipal plan are met.

Decisions shall be distributed per requirements in Title 24, Chapter 117, Section 4464, Vermont Statutes Annotated.

#### (FOR TOWN USE ONLY):

Date received: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Check # \_\_\_\_\_

Returned (incomplete) \_\_\_\_\_ Date: \_\_\_\_\_ Date Application Accepted: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Signed: \_\_\_\_\_

Douglas Bergstrom  
Zoning Administrator  
Planning, DRB & 911 Coordinator

**You will receive a written Decision and Finding of Fact within 45 days of the close of the hearing.**