



Town of Georgia

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

Preliminary Plat Application Application # PR _____

Submission Requirements: Within six months of receipt of letter from the Planning Department classifying your project as a major subdivision, complete and submit this application with all required elements from the attached outline & fees. Submit one 11x17" sets of site plan maps, with a digital copy in *.pdf format, incorporating any recommendations made by the Development Review Board (DRB) in its Sketch Plan review letter. Applicant must also provide 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
Preliminary Plat for Major Subdivisions**

The Preliminary Subdivision Plat shall consist of one or more maps or drawings which may be printed or reproduced on paper with all dimensions shown in feet or decimals of a foot, drawn to a scale of not more than one hundred (100) feet per inch, showing or accompanied by the following information:

1. Proposed subdivision name or identifying title and the name of the town.
2. Name and address of the record owner, subdivider and designer of the preliminary plat, and any option holders of the proposed subdivision.
3. Number of acres within the proposed subdivision, location of property lines, existing easements, buildings, watercourses, and other essential existing physical features.
4. The names of all subdivision immediately adjacent and the names of owners of record and deed reference of adjacent acreage.
5. The zoning district designation of the area to be subdivided and any zoning district boundaries affecting the tract.
6. Deed reference, tax map reference.
7. The location and size of any existing sewers and water mains, culverts and drains on the property to be subdivided.
8. Location, names and present widths of existing and proposed streets, highways, easements, building lines, alleys, parks, and other public open spaces as well as similar facts regarding adjacent property two hundred (200) feet from property lines. Street names are to be submitted to the Georgia Selectboard. The approval is to be documented by means of a letter.
9. Contour lines at intervals of five (5) feet for existing grades and for proposed finished grades where changes of existing ground elevation will be five (5) feet or more.
10. Typical cross sections of the proposed grading and roadways and of sidewalks.
11. Complete survey of subdivision tract by a licensed land surveyor.
12. Date, true north point and scale.
13. Means of providing water supply to the proposed subdivision.
14. Means of on-site disposal of septic wastes including location and results of tests to ascertain subsurface soil, rock and ground water conditions, depth to ground water unless pits are dry at depth of five (5) feet, location and results of percolation tests on each lot.
15. Provisions for collecting and discharging storm drainage, in the form of a drainage plan.
16. Preliminary designs of any bridge or culverts which may be required.
17. The proposed lot lines with approximate dimensions and suggested locations of buildings. 4
18. The location of temporary markers adequate to enable the Commission to location readily and appraise the basic layout in the field. Unless an existing street intersection is shown, the distance along a street from one corner of the property to the nearest existing street intersection shall be show.
19. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
20. The location of natural features or site elements to be preserved.
21. Fire protection letter of requirements from the Fire Department.

22. List of waivers, if any, the subdivider desires from the requirements of these regulations.

The preliminary plat shall be accompanied by a vicinity map drawn at the scale of not over four hundred (400) feet to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The vicinity map shall show all the area within two thousand (2,000) feet of any property line of the proposed subdivision or any smaller area between the tract and all surrounding existing streets, provided any part of such a street used as part of the perimeter for the vicinity map is at least five hundred (500) feet from any boundary of the proposed subdivision. Within such area, the vicinity map shall show:

1. All existing subdivisions and approximate tract lines of parcels together with the names of the record owners of all adjacent parcels of land; namely, those directly abutting or directly across any street adjoining the proposed subdivision.
2. Locations, widths, and names of existing, filed or proposed streets, easements, building lines and alleys pertaining to the proposed subdivision and to the adjacent properties as designated in Paragraph (1) above.
3. An outline of the platted area together with its street system and an indication of the future probable street system of the remaining portion of the tract, if the preliminary plat submitted covers only part of the subdivider's entire holding.

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 Preliminary 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.