



# GEORGIA VERMONT

## Sketch Plan Review Application

Application #SK \_\_\_\_\_

\_\_\_\_ Minor (3 lots or less) \_\_\_\_\_ Major (4 lots or more)

Submission Requirements: An application for Sketch Plan Review will consist of one set 11"x17" site plan maps plus a digital file in \*.pdf format which includes scale, north arrow, legend, abutters, title block, existing and proposed lots, existing and proposed structures, roads, driveways, easements and/or rights of way.

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: \_\_\_\_\_

47 Town Common Road North. • St. Albans, VT 05478

Phone: 802-524-3524 • Fax: 802-524-3543 • website: townofgeorgia.com

**Location of Property:**

Parcel ID No.: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
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: \_\_\_\_\_

**Description of proposed project: (Please describe here or attach a separate proposal)**

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

**Number and size of lots proposed (including all building lots, common area lots, retained lots, and donated/ open space lots):**

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

**If a PUD, are you requesting waivers for proposed lot size & setbacks?**

Yes  No (If yes please describe here)

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

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

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

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

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

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

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

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

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

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**Proposed landscaping (if applicable):**

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

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

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**Please Note:** *sketch plan review does not constitute approval of a proposed subdivision plat. Following the public meeting, Applicant will receive a letter classifying the project as a Major or Minor subdivision, with guidance regarding next steps for their application.*

For the purpose of classification and initial discussion, subdivision applicants, prior to submitting applicable Preliminary or Final Plat applications, shall submit Sketch Plan information as outlined below. Applications shall be submitted at least 15 days prior to a regularly scheduled meeting of the Development Review Board (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 plans shall not be publicly warned in the Town's newspaper of general circulation, as they do not constitute Public Hearings. (Section 4.3 (C)(1), Town of Georgia Development Regulations 05.02.22).

A Sketch Plan meeting with the DRB is required for all subdivisions (Major or Minor). Following Sketch Plan review, the DRB, will send a letter to all applicants summarizing feedback provided at the Sketch Plan meeting.

Sketch Plan review is intended to be an informal meeting. Surveyed and/or engineered drawings are not expected. Instead, the intention is for the Applicant to provide scaled and accurate drawings indicating proposed subdivision layout and related improvements. The DRB can then provide verbal and subsequent written feedback about applicable regulations prior to the Applicant incurring investment in survey and engineering work. Sketch Plan review does not constitute approval of a subdivision plat and is merely authorization for the Applicant to file a preliminary plat or final plat application.

#### **APPLICATION SUBMITTAL REQUIREMENTS:**

- 1) Completed Sketch Plan application form.
- 2) Sketch Plan application fee. Fee schedule is on the website at [townofgeorgia.com](http://townofgeorgia.com).
- 3) A List for all adjacent property owners and current addresses, including all properties abutting the property proposed for subdivision and those properties across a street, highway, or other right-of-way
- 4) The Sketch Plan application 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:
  - a) Proposed subdivision name or identifying title and the name of the town.
  - b) Name and address of the record owner and applicant (if different).
  - c) Boundaries and area of proposed subdivision.
  - d) Size of lots and number of proposed lots.
  - e) Existing and proposed layout of property lines, type, and location of existing and proposed restrictions on land, such as easement and covenants, buildings, existing septic systems, well, water courses and other essential existing physical features, including mapped wetlands and flood plains.
  - f) Type, location, and approximate size of existing and proposed streets, utilities, and open space, if applicable.
  - g) Date, true north arrow, and scale (numerical and graphic).
  - h) Location map showing relation of proposed subdivision to adjacent property and surrounding area. Page 4 of 4
  - i) Deed reference and parcel tax identification number.
  - j) Zoning district(s) designation of the area to be subdivided and any zoning district boundaries affecting the subject parcel.

#### **Please submit 11"x17" of sketch plans and a digital file of plans.**

The subdivider, or a duly authorized representative, shall attend the meeting of the DRB on the sketch plan to discuss the requirements of these regulations for 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.

The DRB shall study the sketch plan to determine whether or not it conforms to, or would be in conflict with, the town plan, zoning regulations, and any other by-laws then in effect, and shall, where it deems necessary, make specific recommendations for changes

in subsequent submissions, which recommendations shall be provided in writing to the Applicant/Owner.

Approval of a sketch plan shall not constitute approval of a subdivision plat and is merely authorization for the Applicant to file a preliminary or final plat application.

**(FOR TOWN USE ONLY):**

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

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

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.**