

**TOWN OF WAITSFIELD**

4144 Main Street, Waitsfield, Vermont 05673

**SUBDIVISION APPLICATION**

802-496-2218

Application #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
 Date Application Received \_\_\_\_\_ **Sketch Plan Review** (applies to minor and major): \$25  
   **Minor Subdivision:** 1-4 lots, \$150/lot; Amendment: \$75  
 Discussion Phase Meeting Date: \_\_\_\_\_ **Major Subdivision:** 5 lots, 800' road, PUD/PRD: \$175/lot]  
 Warned: \_\_\_\_\_ Abutter Notifications Sent: \_\_\_\_\_  
 Classification: Major / Minor      Site Visit Date: \_\_\_\_\_  
 Final Plan Hearing(s) Date: \_\_\_\_\_  
 Decision: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Mylar Due Date: \_\_\_\_\_ Slide #: \_\_\_\_\_

Name of Development \_\_\_\_\_  
 Has this been subdivided in the past? If yes, when \_\_\_\_\_ by \_\_\_\_\_  
 # Lots \_\_\_\_\_ Act 250 # (if applicable) \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_ Telephone \_\_\_\_\_  
 (If not owner, please submit letter authorizing agent status) e-mail: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Physical Location of Property: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_ Zoning District \_\_\_\_\_ Flood Hazard Area: Y N Wetlands: Y N  
 Total Acreage of parcel to be subdivided: \_\_\_\_\_ Number of Lots Proposed: \_\_\_\_\_  
 Acreage in Each Lot: Lot 1: \_\_\_\_\_ Lot 2: \_\_\_\_\_ Lot 3: \_\_\_\_\_ Lot 4: \_\_\_\_\_ Lot 5: \_\_\_\_\_ Lot 6: \_\_\_\_\_  
 Lot 7: \_\_\_\_\_ Lot 8: \_\_\_\_\_ Lot 9: \_\_\_\_\_ Lot 10: \_\_\_\_\_ Lot 11: \_\_\_\_\_  
 Do the proposed lots meet the requirements of the Zoning District?    Y        N

Signature \_\_\_\_\_

Please submit the information listed below with this application.

		Sketch Plan	Preliminary Plan	Final Plan
√	<b>(A) Application Information</b>			
	Application Form [number of copies]	2	2	2
	Application Fee	√	√	√
	Name of project, if any	√	√	√
	Name, address of applicant (landowner and subdivider, if different)	√	√	√
	Written description of proposed development plans, including number and size of lots; general timing of development	√	√	√
	Waiver request, in writing [optional]	√	√	
	Evidence of written notification to adjoining owners of intent to subdivide; to include copies of any waiver request if any)*		√	
	<b>(B) Plan/Plat Mapping Requirements</b>	<b>Sketch</b>	<b>Prelim. Plan</b>	<b>Final Plat</b>
	Materials	Paper	Paper	Mylar
	Date, North Arrow, Legend	√	√	√
	Preparer Information, Certifications	√	√	√
	Scale (not less than 1 inch = 200')	√	√	√
	Project boundaries and property lines	Drawn	Drawn	Surveyed
	Existing and proposed lot lines, dimensions	Drawn	Drawn	Surveyed
	Adjoining land uses, roads and drainage	√	√	√
	Zoning district designations and boundaries	√	√	√

	Location of all significant natural features, including but not limited to: - wetlands; - flood hazard areas; - slopes with a gradient of 15% or greater, and 25% or greater; - significant wildlife habitat; - historic sites and features, including stone walls; - scenic features identified in the Town Plan; - existing trail corridors, - surface waters and associated buffer areas; and - other significant geologic features and landforms, including prominent knolls and ridgelines.	General location based on available maps & data	Specific boundaries, unless waived by PC because of limited potential impact	Specific boundaries, unless waived by PC because of limited potential impact
	Existing and proposed elevations, contour lines*		5' interval	5' interval
	Existing and proposed roads, paths, parking areas, associated rights-of-way or easements	Drawn	Drawn	Surveyed
	Proposed utilities, water and wastewater systems and associated rights-of-way or easements*		√	√
	Proposed development envelopes		√	√
	Monument locations*			√
	Road profiles; road, intersection and parking area geometry and construction schematics*		√	√
	Proposed landscaping and screening*		√	√
	Proposed conservation buffer and/or easement areas*		√	√
	Notation prepared in accordance with Section 2.5			√
	Reduced (11' x 17') copies of proposed plan [number of copies]	10	10	10
	<b>(C) Supporting Information &amp; Documentation</b>	<b>Sketch Plan</b>	<b>Preliminary Plan</b>	<b>Final Plan</b>
	Site location map showing proposed subdivision in relation to major roads, drainage ways, and adjoining properties	√	√	√
	Statement of compliance with the town plan and applicable local regulations	√	√	√
	Engineering reports (water and wastewater systems)		√	√
	Existing and proposed traffic generation rates, volumes*		Estimated	Documented
	Off-site easements (e.g., for water, wastewater, access)*	Description	Draft	Final
	Proposed phasing schedule*	Description	Draft	Final
	Proposed covenants and/or deed restrictions*	Description	Draft	Final
	Proposed homeowner or tenant association or agreements*	Description	Draft	Final
	Proposed performance bond or surety*		Description	Final
	<b>(D) As may be required by the Planning Commission</b>			
	Stormwater and erosion control plan			
	Grading plan (showing proposed areas of cut and fill)			
	Building footprints			
	Open space management plan			
	Site reclamation plan (for subdivisions involving extraction)			
	Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements)			
	Visual impact analysis and mitigation plan			
	Wildlife habitat impact assessment and mitigation plan			
	Fiscal impact analysis (analysis of fiscal costs and benefits to the town)			
	Other			
	<b>* Upon written request may be waived by the Planning Commission.</b>			

**TOWN OF WAITSFIELD**  
**Fee Schedule**  
**Effective July 18, 2022**

Zoning Permits are required for all “land development.” Additional fees are assessed for Conditional Use applications, Variance Requests, Subdivisions/Boundary Line Adjustments, Public Hearing notices, etc.

**Zoning Permit Applications\***

Residential additions, alterations, or accessory structures <u>less than</u> or equal to 250 sq. ft.	\$100
Residences, residential additions, alterations, or accessory structures <u>more than</u> 250 sq. ft.	\$.10 per sq. ft., \$125 minimum + + \$150/new unit ≤ 2,500 sq. ft or + \$250/new unit > 2,500 sq. ft.
Commercial structure, structural alterations, or other development	\$.15 per sq. ft., \$175 minimum
Change of Use with <u>no</u> structural alteration	\$100
Change of Use with structural alteration	\$100 + \$ .10 per sq. ft.
Ponds (require proof of State Permit if > 500,000 cubic feet of water)	\$150
Home Occupation	\$75
Quarry, Sand, Soil or Gravel Pit Excavation; Water Extraction	\$300
Parking lot with 10 or fewer spaces	\$150
Parking lot with 11 or more spaces	\$200
Pools, Tennis Courts, other Outdoor Rec. Facility	\$100
Sign	\$100
Boundary Line Adjustment	\$175
Administrative Review (by PZA)	\$200
Renew permit prior to expiration	\$25
Amend existing permit	\$50
Re-issue of permit with no change	\$75
Certificate of Occupancy	\$50

**Development Review Board Applications\*\***

Conditional Use/Non-Conforming Use (Residential)	\$150
Conditional Use/Non-Conforming Use (Commercial)	\$200
Variance (Residential)	\$150
Variance (Commercial)	\$200
Appeals of ZA Decision	\$100
Home Business	\$100
Amendment to Site Plan	\$100
Subdivision Sketch Plan Review	\$50
Major Subdivision (Preliminary & Final Review)	\$300 per lot
Minor Subdivision (Final Plan Review)	\$250 per lot
P.U.D/P.R.D. (including site plan review)	\$400
Amendment to P.U.D./Subdivision	\$150

\*All permit applications include the \$10 recording fee.

\*\*All DRB applications are subject to an additional flat fee of \$65 for warning in the newspaper.

Application fees may be waived only upon approval of the Selectboard.

All Town of Waitsfield applications are exempt from fees.

**Miscellaneous**

Zoning Bylaws

Subdivision Regulations

Town Plan

Appeal of DRB Decision to Environmental Court (state fee)

Late fee for building permits (construction before permit)

Certificate of Zoning Compliance

**FEE**

\$10

\$10

\$15

\$225

add 100% to regular fee

\$75