

Permit Application Worksheet - Minor Subdivision Review

Please follow these instructions and guidance when submitting an application for Minor Subdivision Review. Minor Subdivision Review consists of only three steps:

Pre-application - Sketch Plan Review - and Final Plat Review.

These steps may need to be repeated before they are deemed complete by the Zoning Officer. Although Minor Subdivisions are approved administratively, there are certain aspects of a project that may require Major Subdivision approval as described below. Also, you are only allowed, by town law, four lots through Minor Subdivision. Any further subdivision will require a Major Subdivision approval.

A. Pre-Application

You must schedule a Pre-Application meeting with the Zoning Officer as a first step. For this meeting you should have a fair idea of what your subdivision will involve. Please review the town's Residential Design Guidelines and the applicable setback requirements in Article VI of the Zoning Ordinance, as these will apply to your project.

B. Sketch Plan

A Sketch Plan should be prepared before the Pre-Application meeting, but isn't absolutely necessary. Drawings, pictures, etc. are all useful to bring to a Pre-Application meeting, and depending upon your project you may have to meet with the department more than once.

The items required for Sketch are:

1. A preliminary concept showing the locations and dimensions of principal and accessory Structures.
2. Provide a sketch or map of the area clearly showing the location of the site with respect to nearby streets, rights-of-way, properties, easements and other pertinent features within 500 feet.
3. If possible, provide a topographic or contour map to adequate scale and detail to show site topography and natural features such as streams or wetlands.
4. A conceptual stormwater plan will be required for subdivisions that are intended to create new lots for housing or commercial development.
5. If the applicant is not the owner of the land under consideration, written approval from the owner to submit the sketch plan must be included.

Compliance with Design Guidelines and Current Standards

Your proposed subdivision must be consistent with the town's Design Guidelines. Please try to consider items that will enhance the proposed subdivision on your own initiative by reading the Design Guidelines.

C. Final Plat Approval

If as a result of the Sketch Plan conference the Zoning Officer approves of the proposed subdivision, a Final Plat shall be prepared incorporating any modification to the Sketch. Before printing out multiple copies, the Zoning Officer should review and approve a draft of the Final Plat. Upon approval, two (2) copies shall be provided to the Planning Department, plus one electronic copy. Any other copies for filing should be provided at this time for the Zoning Officer's signature.