

TOWN OF SUTTON
167 UNDERPASS ROAD SUTTON, VT 05867
(802) 467-3377
www.suttonvt.org

SUBDIVISION PERMIT APPLICATION PROCESS, UPDATED 5/21/25

All information requested in this application must be completed in full. Failure to provide the requested information either on this application form or on the plat plan will result in your application being rejected and a delay in the review before the Development Review Board.

Please refer to the Unified Bylaws located at the Town Office and on the Town's website for all required information.

Step 1: File a Subdivision Application

1. Description: Any party who seeks to divide a parcel of land into two or more parcels must obtain a Subdivision Permit. *If the proposed subdivision will also involve any construction, reconstruction, or enlargement to any existing building or structure, a separate Building Permit Application must also be completed and submitted.*
2. Action:
 - a Applicant
 - i Application must be complete and submitted to Town Clerk
 - ii All application fees paid
 - b Development Review Board (DRB)
 - i Review application for completeness
 - ii Add application to next monthly DRB meeting agenda
3. Timing: Submit at least (10) days prior to the regular monthly DRB meeting for a review of the completed application (per 702.02 of the Unified Bylaws) Note, this is just submission of the completed application prior to the DRB monthly meeting, and **not** a review hearing.

Step 2: Application Review at monthly DRB meeting

- A. Description: The applicant, or their duly authorized representative, shall attend the scheduled meeting of the Development Review Board to discuss the subdivision application.
- B. Action
 - a. Applicant
 - i. Attend DRB meeting, be prepared to discuss details of their application and address any questions.
 - b. DRB
 - i. Determine if the subdivision is Major or Minor (see Unified Development Bylaw for requirements)
 - ii. Approve/ Decline / Request additional detail if application is deemed incomplete for Public Hearing.
 - iii. If approved, set Public Hearing date.
- C. Timing: Next scheduled monthly DRB meeting.

Step 3: Publication of scheduled Public Hearing

TOWN OF SUTTON
167 UNDERPASS ROAD SUTTON, VT 05867
(802) 467-3377
www.suttonvt.org

- A. Description: The notifications to the public are to be posted regarding the proposed subdivision.
- B. Action:
 - a. Applicant
 - i. Enforcement Officer to post Public Hearing notice in (3) or more places along nearest public right-of-way.
 - ii. Applicant must send notice of Public Hearing to all adjacent property owners, and be able to provide proof of mailing.
 - iii. Applicant must send notice of Public Hearing to adjacent Town Clerk, if applicable.
 - b. DRB
 - i. Town Clerk to publish notice of Public Hearing in town's newspaper, and post in Town Office and at the West Burke Post Office and on the Town's website.
- C. Timing: At least (15) days prior to the Public Hearing.

Step 4: Public Hearing

- A. Description: A public hearing where the completed subdivision application, sketch/plat is to be discussed and any questions from the public can be addressed.
- B. Action:
 - a. Applicant
 - i. Attend the Public Hearing, be prepared to discuss details of their application and address any question from the DRB and/or public.
 - a. DRB
 - i. Discuss the complete application with the applicant and public.
- C. Timing: Within (30) days from the date of submission of the complete subdivision sketch for approval.

Step 5: DRB Decision

- A. Description: The DRB shall, approve, modify and approve, or disapprove the Subdivision Sketch. The Development Review Board shall specify in writing its reasons for any such disapproval.
- B. Action:
 - a. DRB
 - i. Notify the applicant, in writing, of the decision of the DRB.
- C. Timing: Within (45) days of the close of the Public Hearing. [Timing per 702.04 - Public Hearing: A public hearing shall be held by the Commission within thirty (30) days from the date of submission of the Subdivision sketch for approval. This is the actual hearing upon receipt of a complete application.]

TOWN OF SUTTON
167 UNDERPASS ROAD SUTTON, VT 05867
(802) 467-3377
www.suttonvt.org

Appeals:

- A. Description: Any interested person (including the applicant, the Select Board, or a neighbor or other person with standing) may appeal the decision of the DRB. The person(s) appealing the decision need have attended the public hearing.
- B. Action:
 - a. Interested Person
 - i. The appeal must be in writing, must include a request for a Public Hearing to consider the appeal, and must be submitted to the Town Clerk.
 - ii. Attend hearing of appeal
 - b. DRB
 - i. Set date for public hearing of appeal
 - ii. Hold Public Hearing of appeal
 - iii. Render decision of appeal
- C. Timing:
 - a. Notice of appeal: Within (15) days of the date of decision or act.
 - b. Date for public hearing of appeal: within (60) days of date of the notice of appeal
 - c. Render decision of appeal: within (45) days of the date of Public Hearing of appeal.

TOWN OF SUTTON
167 UNDERPASS ROAD SUTTON, VT 05867
(802) 467-3377
www.suttonvt.org

APPLICATION FOR SUBDIVISION PERMIT
Updated 5/21/25

Please complete the following (items in *italics* to be completed by the Town Clerk or DRB):

Posted _____ *Removed* _____ *Application Number* _____

Owner(s) (Shown on deed) _____ Phone _____ E-mail _____

Mailing Address _____

Applicant(s) if different from owner (Include address) _____

Location of Land (physical address) _____

What zoning district is the property in (circle all that apply):

Village Dis., Industrial Dis., Residential Dis., Scenic Dis., Working Lands Dis.

Name of Attorney _____ Name of Engineer _____

Original Lot Size (dimensions and acreage): _____

Number of Proposed Lots after Subdividing _____

Size of Each Lot after Subdividing (dimensions and acreage; list each lot): _____

Lot Frontage in Feet:

Frontage on Public Road or Public Water:

If any lot does not have frontage on a public road or public waterway it must have access to such road or water by permanent easement or right of way at least **50 feet in width (Section 302)**. **If lot(s) is (are) to have access by an easement or right of way, you must furnish a plan of proposed easement or right of way in addition to information above.** Such an easement or right of way must be approved by the DRB prior to issuance by the ZA.

Signature of Applicant _____ Date _____

TOWN OF SUTTON
167 UNDERPASS ROAD SUTTON, VT 05867
(802) 467-3377
www.suttonvt.org

Fee Paid (see Town of Sutton Permit Application Fee Schedule): _____

Received by: _____ Date: _____

SUBDIVISION APPLICATION: ADDITIONAL REQUIREMENTS

Required Supporting Documentation

*** Note - Review the Unified Bylaws for all applicable information required.**

_____ Building Permit Application (Required if proposed subdivision will involve any construction, reconstruction, or enlargement to any existing building or structure. See Separate Building Permit Application Package).

_____ Names and addresses of the landowners and/or applicant, and adjacent property owners.

_____ Copy of Deed(s)

_____ Copies of all letters sent to adjacent property owners once the hearing is scheduled (see template of letter in attachments).

_____ General sketch/plot plan showing the location of the property; the proposed new property lines, streets, and roadways; easements and rights of way; acreages and dimensions in feet of each lot.

_____ A Mylar plot plan/survey is also required and must be submitted and recorded with the town **within 180 days after approval of the subdivision.**

In addition to the required items in this application package, the DRB *may* also request some or all of the following information for its review:

- A. Official survey map
- B. Description & map of proposed water supply (for divided lots)
- C. Description & map of sewage disposal system (for divided lots)
- D. Grading plans showing areas of cut & fill
- E. Storm water drainage plan
- F. Description & map of proposed street rights of way, widths, road profiles.

TOWN OF SUTTON
167 UNDERPASS ROAD SUTTON, VT 05867
(802) 467-3377
www.suttonvt.org

- G. On-site water descriptions and locations (streams, ponds, etc.)
- H. Descriptions of walkways, utilities and other improvements.
- I. Traffic loading and safety study (town or state)
- J. Landscaping plans (list any major changes in land use)
- K. Proposed open or public land description
- L. Proposed covenants or deed restrictions
- M. Copy of State of Vermont (perk tests) Permits
- N. Other _____

DECISION BY ZONING ADMINISTRATOR OFFICER AND/OR DEVELOPMENT REVIEW BOARD FOR SUBDIVISION APPLICATION

Decision of Zoning Administrator

This Application is: Approved _____ Denied _____

Referred to the Development Review Board (date): _____

Signed _____ Date _____
Zoning Administrator

Decision of the Development Review Board

Date notice appeared in Caledonia-Record _____

Approved/Denied on the basis of the following determinations of conditions (see attached letter, if applicable):

Signed: _____ Date _____
Development Review Board Chairperson

TOWN OF SUTTON
167 UNDERPASS ROAD SUTTON, VT 05867
(802) 467-3377
www.suttonvt.org

An interested person may appeal any decision by the Zoning Administrator to the Development Review Board within 15 days of the date of such decision. This permit SHALL NOT take effect until the time for such appeal has passed.

Following the decision of the Board, a copy of the approved permit will be forwarded to the applicant and the original will be filed in the Town Office.

Mylar Checklist (for Subdivision Applications Only)

Revised 6/14/21

The following are the minimum requirements for preparing and filing land plats in the Town of Sutton. All plats shall be in accordance with the Town of Sutton Zoning Bylaws for Subdivisions as approved by the Development Review Board (DRB) and Sutton Select Board. They shall also meet the requirements of Title 27, V.S.A., Chapter 17 and any other guidelines adopted by the DRB (* Signifies State Law).

- * Size shall be 18"x 24" and produced by one of the following processes: wash-off mylar, fixed line photographic mylar, or original ink drawing on mylar.
- * Certification of process used shall appear on the margin on the binder edge of plat, no more than two lines high going from bottom to top of sheet running parallel to the binding edge.
- * Mylars with any parts attached/glued to its surface shall not be accepted.
- * Inks - Black inks which are permanent & actinic type.
- * Lettering - Graphics of permanent quality, and legibility shall be beyond question.
- * Margin - a minimum one-half inch margin, except the binder side, a minimum of a one-and-a-half-inch margin (Note that this is state law but Sutton does not bind its mylars so we don't need the larger binder side margin).
- * Scale - ratios adequate to allow all pertinent data to be shown, and a graphic scale at least five inches in length graduated in units of measure used in the plat.
- * Title box (lower right corner including complete address of land, scale, date, and current owner)
- * Survey prepared by a licensed surveyor.
- * Stamp certification, signature and seal of the land surveyor, date, and verification of field and deed research.
- * Project Location Map clearly indicating same, plus a Locus Map if entire project is not illustrated on the plat.
- * North arrow indicating the reference meridian used on the survey and a statement describing the basis of the bearings.
- Legend
- Monumentation shall be set at all corners and angle points. All monuments shall be labeled as to what was set or will be set and so noted.
- * Bearings and lengths of all property boundaries and new subdivision lines. Azimuths or angles will not be accepted.
- Street data - including: radius, length of curve, chord bearing and distance, and width of right-of-way.

- U.S. or State Route #'s and street names as approved by Selectboard.
- Note that new lots and street numbers will be assigned by Assessor's Office / E911 Coordinator after submission.
- Lot acreage in acres (and in square feet for lots of one acre or less).
- The widths, locations, and purpose of all existing and proposed easements (e.g. utility 20' width; sewer and water 20'; non-motorized paths 20').
- Natural Features;
 ___ forest ___ ledge outcrop ___ floodplain boundary _____ other
- Town Zoning District (s)
- Topographical lines, proposed building locations (except building envelopes) and landscaping notations have been removed from the final plat.
- Mylar Recording fee paid.
- Town Clerk Acceptance Block (see example below) to read: "Received for Record" (include a signature line) Note: Provide space for latest Land Records Book and Page numbers for all deed references of parcel surveyed, abutters' access easements, and roads rights-of-way.
- DXF or PDF file or a signed statement where a digital record is filed by the land surveyor or engineer

Town Clerk Acceptance Block Example:

Received for Record

Date Received: ____/____/____/ Land Record Book ____ and Pages ____ - ____

Attest: _____

Town Clerk

TOWN OF SUTTON PERMIT APPLICATION FEES

Amended 3/2/21

1. Building Construction

| | | |
|---------------------|----------|----------|
| New heated space: | \$100.00 | \$ _____ |
| New unheated space: | \$50.00 | \$ _____ |

2. Subdivisions

| | | |
|---------------------------------------|---------------|----------|
| Minor subdivisions (4 lots or fewer): | \$50 per lot | \$ _____ |
| Major subdivisions (5 lots or more): | \$100 per lot | \$ _____ |

3. Outdoor Facilities/Outbuilding Construction \$100 per
(tennis court, in ground pools, golf course, gravel pit, etc.)

\$ _____

4. Additional Fees

| | |
|--------------------------------|----------|
| Waiver of Setbacks | \$ 50.00 |
| Signs & Fences | \$ 50.00 |
| Conditional Use | \$ 50.00 |
| Variance (meets four criteria) | \$ 50.00 |
| Road Access Permit | \$ 15.00 |
| Public Notice Fee | \$ 50.00 |

| | |
|------------------|----------|
| Total Fee | \$ _____ |
|------------------|----------|

5. Technical Review Costs Policy

Pursuant to 24 V. S. A. Section 4440 and Article IX of the Bylaws, the Sutton Selectboard hereby establishes permit application fees detailed above and establishes the following policy requiring an applicant to pay for the reasonable costs of an independent technical review of a permit application:

1. If the Development Review Board determines that an independent technical review is necessary in order to understand or evaluate information submitted with a permit application, they shall notify the Sutton Selectboard and the applicant in writing.
2. The Selectboard will be responsible for the selection of the technical consultant or consultants and will notify the applicant regarding the maximum amount the applicant will be expected to pay.
3. The Selectboard may require that the applicant deposit with the Town Clerk a reasonable estimate of the expected technical review fees to be held in escrow.
4. Any costs assessed pursuant to this policy shall be in addition to any other applicable fee.