

# Town of Weathersfield

## Application for Boundary Adjustment

Application # \_\_\_\_\_ Date \_\_\_\_\_

I. Property identification numbers:

Lot A \_\_\_\_\_ Lot B \_\_\_\_\_  
Parcel ID # \_\_\_\_\_ Parcel ID # \_\_\_\_\_

II. Location of properties

Lot A \_\_\_\_\_  
Lot B \_\_\_\_\_

III. Landowner name (Lot A): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone number (home): \_\_\_\_\_ (work): \_\_\_\_\_

Landowner name (Lot B): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone number (home): \_\_\_\_\_ (work): \_\_\_\_\_

IV. Amount of land being transferred: \_\_\_\_\_

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V. **Lot size (total acreage) of Lot A:**

(before transfer) \_\_\_\_\_ acres (after transfer) \_\_\_\_\_ acres

**Total frontage of Lot A:**

(before transfer) \_\_\_\_\_ feet (after transfer) \_\_\_\_\_ feet

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**Lot size (total acreage) of Lot B:**

(before transfer) \_\_\_\_\_ acres (after transfer) \_\_\_\_\_ acres

**Total frontage of Lot B:**

(before transfer) \_\_\_\_\_ feet (after transfer) \_\_\_\_\_ feet

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VI. Are there any easements or rights-of-way affected by the proposed transfer?

Lot A \_\_\_ yes \_\_\_ no Lot B \_\_\_ yes \_\_\_ no

VII. Setback to building(s) nearest proposed new property line:

Lot A \_\_\_\_\_ feet Lot B \_\_\_\_\_ feet

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***Please read carefully***

- This transfer cannot result in a new nonconformity.**
- Two survey drawings from a licensed surveyor are required prior to approval.**
- Refer to Table 2.1 of the Weathersfield Subdivision Regulations for specifications of the survey drawing.**
- Refer to Section 210.3 of the Weathersfield Subdivision Regulations for additional information.**
- A mylar copy of the approved survey drawing shall be recorded in the Town's land**

records within 90 days of the date it is approved.

- This application shall be voided in the event of misrepresentation.
- It is the applicant's responsibility to contact the State of Vermont for any information regarding the proposed property line adjustment (885-8850).

VII. Landowner signatures:

Lot A \_\_\_\_\_

Lot B \_\_\_\_\_

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Date application submitted \_\_\_\_\_

\$40 application fee (payable to Town of Weathersfield): Paid \_\_\_\_\_

\$15 recording fee (payable to Weathersfield Town Clerk): Paid \_\_\_\_\_

Application number \_\_\_\_\_ Zoning district \_\_\_\_\_

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The Land Use Administrator finds the following to be true with regard to this proposed boundary adjustment:

- It is a boundary realignment that does not substantially change the nature of any previous subdivision.
- It does not create any new lot as a result of the adjustment.
- It will not adversely impact access to any parcel.
- It will not adversely impact any significant natural resources or result in fragmentation of agricultural land or identified fragile natural feature.
- It will not result in the development on any portion of a parcel that has been designated as open space as the result of a prior municipal permit or approval OR allow for the acreage of any open space parcel to be applied to the maximum density or minimum lot size for another parcel.
- It will not create any nonconformities.

If any of these conditions are not clearly met to the satisfaction of the Land Use Administrator, such boundary adjustment shall be subject to approval as a subdivision. Where subdivision approval is necessary, the application is exempt from the sketch plan review phase and may proceed directly to final subdivision review.

Application: \_\_\_\_\_ Approved, because all of the above conditions have been met  
\_\_\_\_\_ Referred to Planning Commission because \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Land Use Administrator

\_\_\_\_\_  
Date

Table 2.1 - Application Requirements

Required Elements	Boundary Adjustment	Sketch Plan	Preliminary Plan **	Final Plan
<b>(A) Application Information</b>				
Application Form (Number of Copies)	1	1	1	1
Application Fee	X	X	X	X
Name of project	X	X	X	X
Name, address of applicant (landowners and subdivider, if different)	X	X	X	X
Tax Map/Parcel number	X	X	X	X
Written description of proposed development plans, including number and size of lots, and the general timing of development		X	X	X
Waiver requests, in writing (optional)			X	X
<b>(B) Plan/Plat Mapping Requirements</b>				
Plat & any other required construction drawings or plans	2 Paper Plats; 1 Mylar (18"X24")	9 Paper Sketch Plans	2 Paper Plats (18"X24")	2 Paper Plats; 1 Mylar (18"X24")
Subdivision Name/Title, Municipality, Name & Address of Record Owner(s)/Applicant(s)	X		X	X
Date, North Arrow, Legend	X		X	X
Preparer Information, Revision Dates, Certifications	X		X	X
Scale (not greater than 1 inch = 200' unless waived for large parcels)	X		X	X
Project boundaries and property lines	X	Sketch	Approximate	Surveyed
Existing and proposed lot lines, Dimensions, Parcel & lot numbers	X	Sketch	Approximate	Surveyed
Adjoining land uses, subdivisions, roads, drainage and utilities (including location and size of culverts and water and sewer mains)	X		X	X
Zoning district designations and boundaries	X		X	X
Development limitations based on the locations of significant natural features as identified in the Town Plan*, including but not limited to: - slopes with a gradient of 25% or greater; - critical wildlife habitat, including deer wintering areas, rare plant & animal communities; - historic sites and features, including stone walls & cellar holes; - flood hazard areas, surface waters, wetlands and associated buffer areas; - Scenic vistas; and, - Agricultural soils, including prime and soils of statewide significance.	Specific boundaries		Specific boundaries, unless waived because of limited potential impact	Specific boundaries, unless waived because of limited potential impact

Existing and proposed elevations, contour lines within 100 feet of any site development (e.g. driveway)	5' intervals		5' intervals	
	Surveyed	Sketch	Approximate	Surveyed
Existing and proposed driveways, roads, paths, parking areas, associated rights-of-way or easements				
Monument locations shown on plat & set as required in the regulations	X		Approximate	X
Site location map showing proposed subdivision in relation to major roads, drainage ways and adjoining properties	X		X	X
Notation prepared in accordance with Section 460	X			X
Reduced (11" x 17") copies of proposed plan [number of copies]	2		6	6
<b>(C) Supporting Information and Documentation</b>				
Statement of compliance with the Town Plan and applicable local regulations	X		X	X
Copy of all other local permits or pending applications	X		X	X
VTans access permit letter of intent	X		X	X
VT ANR Project Review Sheet	X		X	X
Written request to the Select Board for a preliminary determination of the Town's willingness to accept any streets, utilities or other community facilities for the subdivision			Draft	X
<b>(D) Additional plat requirements and supporting information required for subdivisions involving new roads, road extensions, creation of 10 or more lots, or for other reasons as determined by the Planning Commission at the completion of sketch plan review. The applicant may request a waiver for any of these requirements per Section 470.</b>				
Proposed utilities, water and wastewater systems and associated rights-of-way or easements on the plat			X	X
Proposed restriction lines or development envelopes on the plat			X	X
Proposed conservation buffer and/or easement areas on the plat			X	X
Supplemental drawings: road profiles; road, intersection and parking area geometry and construction schematics			X	X
Supplemental drawings: proposed landscaping and screening			X	X
Engineering reports (water and wastewater systems)			X	X
Existing and proposed traffic generation rates and volumes			Estimated	X
Off-site easements (for water, wastewater, access, etc.)			Draft	Final
Proposed phasing schedule			Draft	Final
Proposed deed restrictions			Draft	Final
Proposed homeowner or tenant association or agreements			Draft	Final
Proposed performance bond or surety			Description	X

**Table 2.2 - Subdivision Review Process Summary**

Action	Responsibility
Boundary Adjustment (Administrative Review; see Section 210(C))	
(1) Submission of boundary adjustment application and plat for administrative review by Land Use Administrator	Applicant; at any time
(2) Application Review meeting	Applicant (or authorized agent) meeting with the Land Use Administrator required; by appointment within 30 days of receipt of complete application
(3) Boundary adjustment and plat approval by administrative review (or by Final Subdivision and Plat Review if required by Land Use Administrator per Section 210(C))	Land Use Administrator; within 30 days of application review meeting
(4) Final plat recording	Applicant; within 90 days of boundary adjustment approval date
Sketch Plan Review (all subdivisions; see Section 230)	
(1) Submission of sketch plan application and supporting information	Applicant; at least 21 days prior to a regularly scheduled meeting of the Planning Commission
(2) Development Review meeting	Applicant (or authorized agent) attendance at Planning Commission meeting required
(3) Written sketch plan recommendations & design changes	Planning Commission; within 30 days of completion of sketch plan review
Preliminary Review (if required by Planning Commission; see Section 240)	
(1) Submission of final subdivision plan, including any waiver requests; documentation of design changes and/or strategies to address Planning Commission issues raised during sketch plan review; supporting documentation	Applicant; within 1 year of the date of sketch plan approval; at least 21 days prior to a regularly scheduled meeting of the Planning Commission
(2) Planning Commission public hearing	Planning Commission; within 30 days of receipt of a complete final subdivision plan
(3) Preliminary subdivision and plat approval	Planning Commission; within 45 days of the hearing adjournment date
Final Subdivision and Plat Review (all subdivisions; see Section 250)	
(1) Submission of final subdivision plan, including the final plat, documentation of compliance with preliminary plan approval and other supporting documentation	Applicant; within 6 months of the date of preliminary plan approval; 21 days before regularly scheduled Planning Commission Meeting
(2) Notice Public Hearing in accordance with Section 430	Land Use Administrator; not less than 15 days prior to hearing date

(3) Final Planning Commission public hearing	Planning Commission; within 30 days of receipt of a complete final subdivision plan
(4) Final subdivision and plat approval	Planning Commission; within 45 days of the hearing adjournment date
(5a) Post Permit, including delivery of written decision to town listers and posting written decision in a public place	Land Use Administrator; within 3 days following issuance of the written decision; post until appeals period is over
(5b) Post Permit Notice ("P" Poster) within view of public right-of-way	Applicant; within 3 days following issuance of the written decision; post until appeals period is over
(6) Record written decision with Town Clerk	Land Use Administrator; within 30 days of issuing written decision
(7) Final plat recording	Applicant; within 180 days of the final subdivision and plat approval date

(E) The Planning Commission may require the additional information depending upon the scope and location of the proposed project, including but not limited to the following:
Stormwater management and erosion control plans.
Grading plan (showing proposed areas of cut and fill)
Building footprints
Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements).
Open space management plan
Visual impact analysis and mitigation plan
Site reclamation plan (for subdivisions involving extraction)
Wildlife habitat impact assessment and mitigation plan
Master plan for large subdivisions or subdivisions of large parcels
Fiscal impact analysis (analysis of financial costs and benefits to the Town)
Other information or studies necessary for the Commission or Board to conduct a comprehensive review.
* Upon written request may be waived by the Planning Commission or Zoning Board of Adjustment in accordance with Section 210(E)
** Planning Commission may require Preliminary Plan Review in accordance with Section 240