

TOWN OF POWNAL  
Development Review Board  
Application for Subdivision Review

Permit # \_\_\_\_\_

Address of parcel _____		
Parcel ID _____	Tax Map number _____	Deed Book/ Page _____
Landowner _____	Applicant _____	
Mailing address _____	Mailing address _____	
_____	_____	
Telephone number _____	Telephone number _____	
Email address _____	Email address _____	

**Type of application** (check all that apply):

- Application for Sketch Plan Review or Lot Line Change  
 Application for Subdivision Plat Approval or Cluster Subdivision Approval  
 Application for Waiver

Proposed Name of Subdivision: \_\_\_\_\_

Deeded Parcel Total Acres: \_\_\_\_\_ Number of Lots to be created: \_\_\_\_\_ Total acreage of Subdivision \_\_\_\_\_

**Zoning District** (check all that apply):

- Village  Rural Residential 1 – RR1  Rural Residential 2 – RR2  Commercial  Industrial  Forest

Section(s) of Town of Pownal Zoning Bylaw applicable: \_\_\_\_\_

**The applicant shall submit with this Application** 7 (seven) 11"x17" copies of the site plan for Sketch Plan Review, or 1 (one) 24" x 36" copy of all relevant drawings plus 7 (seven) 11"x17" copies of the site plan for Preliminary Plat or Final Plat review. Fill out the appropriate section of this application and attach other materials required by the Zoning Administrator or DRB, according to section 9 of the Zoning Bylaw. A checklist of information which must be included for Sketch Plan Review is attached to this application. Table 9.2 of the Zoning Bylaw outlines the requirements for each stage of the subdivision review process. An application may be deemed incomplete if an inadequate site plan or subdivision plan is submitted.

*THE UNDERSIGNED SOLEMNLY SWEARS OR AFFIRMS UNDER THE PAINS AND PENALTY OF PERJURY THAT THE STATEMENTS MADE HEREIN, ANY TESTIMONY TO BE GIVEN OR OTHER EVIDENCE SUBMITTED TO THE DEVELOPMENT REVIEW BOARD IN CONNECTION WITH THIS APPLICATION SHALL BE TRUE AND CORRECT TO THE BEST OF THE UNDERSIGNED'S KNOWLEDGE AND BELIEF.*

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Landowner (if different) \_\_\_\_\_ Date \_\_\_\_\_

Authorized representative of Landowner (print name) \_\_\_\_\_

APPLICANT: BE SURE TO REVIEW THE ATTACHED SITE PLAN CHECKLIST OR THE SUBDIVISION PLAT REQUIREMENTS CONTAINED IN SECTIONS 9.3.1, 9.4.1 AND 9.5.1 OF THE ZONING BYLAW.

**Town Health Officer:** Review is required to insure compliance with septic system regulations.

- Requires sewer hookup permit  Requires septic permit  No action required  
 Any residential construction will require state water/wastewater permits

Signature of Town Health Officer \_\_\_\_\_ Date \_\_\_\_\_

**Zoning Administrator:** Final permit action  APPROVED  DENIED

Signature of Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

**SKETCH PLAN REVIEW – SUBMITTAL REQUIREMENTS CHECKLIST**

All site plans that accompany an application to the Development Review Board must, at a minimum, meet the following filing requirements. **Failure to comply with these site plan requirements will result in a denial or delay until an adequate site plan is filed.**

The Application and/or Site Plan must include:

**Basic Information**

\* = include if requested by ZA or DRB

**Site Information**

1	Property location and Parcel ID#
2	Name and address of the applicant and owner(s) of the property
3	Proposed subdivision name
4	Scale of map (Plan must be to scale)
5	North arrow
6	Date
7 *	Zoning classification of property, including all overlay districts
8	Names of abutting and cross-street property owners
9	Consecutively numbered lots with lot sizes
10	Legal property boundaries, prepared by a licensed surveyor

11 *	Proposed building locations, roads, other features
12 *	Significant natural features, wetlands, flood plain, waterways, woods, etc.
13 *	Mapping of soil classifications on site
14 *	Relationship of plan to significant features specified in Pownal Town Plan
15 *	Best available topographic information (estimated contour lines)
16 *	Approximate layout of proposed and existing streets, easements, rights-of-way
17 *	Approximate layout of proposed and existing water and sewer lines
18 *	Approximate layout of proposed open spaces to be reserved for public use
19 *	Evidence of any historical and archeological resources in the site
20 *	(other information:)

**FOR USE BY THE ZONING ADMINISTRATOR ONLY**

Fee Paid \$ \_\_\_\_\_ Application Filing Date \_\_\_\_\_

Date of Completed Application \_\_\_\_\_ Subdivision Classification: Minor/ or Major

**SKETCH PLAN REVIEW**

Sketch Plan Approved \_\_\_\_\_ Denied \_\_\_\_\_ on the basis of the following determinations or conditions:

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Additional information requested to submit with Preliminary Plat:

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Date referred to the DRB \_\_\_\_\_ Zoning Administrator Signature \_\_\_\_\_

**PRELIMINARY PLAT – SUBMITTAL REQUIREMENTS CHECKLIST**

In addition to the Sketch Plan Checklist, the Preliminary Plat Application and/or Drawings must include:

- Seven (7) 11"x17" copies of all drawings
- One (1) 24"x36" copy of all drawings

**Basic and Site Information**

\* = include if requested by ZA or DRB

**Written and Other Material**

- |    |   |
|----|---|
| 1  | All Basic Information required for Sketch Plan Review                         |
| 2  | Location and size of natural features   |
| 3  | Map of existing streets/utilities, preserved features                         |
| 4  | Topographic plan with 5-ft contours (2-ft intervals in sewage disposal areas) |
| 5  | Preliminary drawing of proposed public facilities                             |
| 6  | Map showing test pits, borings, design of sewage disposal systems             |
| 7  | Indicate all public spaces  |
| 8  | Preliminary plan of landscaping   |
| 9  | Proposed street names   |
| 10 | Identification of historical/archeological resources                          |

- |    |  |
|----|--|
| 11 | Results of test pits, soil borings                       |
| 12 | For private water systems, documentation of water supply |
| 13 | Estimate of traffic volumes (traffic impact report)      |
| 14 | Documentation of review by town depts. and school        |
| 15 | * (other information:)                                   |

**FOR USE BY THE DEVELOPMENT REVIEW BOARD ONLY**

**PRELIMINARY PLAT REVIEW**

Date Received by DRB \_\_\_\_\_ Date(s) of Meeting \_\_\_\_\_ Date of Hearing \_\_\_\_\_

Preliminary Plat Approved \_\_\_\_\_ Denied \_\_\_\_\_ on the basis of the following determinations or conditions:

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If approved, final plat must be submitted by \_\_\_\_\_. Additional information requested to submit with Final Plat:

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Date of Decision \_\_\_\_\_

DRB Authorized Signature \_\_\_\_\_

### FINAL PLAT – SUBMITTAL REQUIREMENTS CHECKLIST

In addition to the Sketch Plan Checklist, the Final Plat Application and/or Drawings must include:

- Seven (7) 11"x17" copies of all drawings
- One (1) 24"x36" copy of all drawings, with endorsement plate

**Basic and Site Information**

\* = include if requested by ZA or DRB

**Written and Other Material**

- |   |   |
|---|---|
| 1 | <b>All Basic Information required for Sketch Plan Review</b>                      |
| 2 | <b>Indicate all public spaces</b>   |
| 3 | <b>Proposed street names</b>  |
| 4 | <b>Dimensioned lines, curves, angles, tangent bearings of roads</b>               |
| 5 | <b>Location of all monuments for boundaries, intersections, points and curves</b> |
| 6 | <b>Final construction drawings with professional engineer's seal</b>              |

- |    |   |
|----|---|
| 7  | <b>Offers of dedication and deeds for land to be acquired by the Town</b> |
| 8  | <b>Covenants or legal documents to preserve open or public lands</b>      |
| 9  | <b>* Charters and bylaws of property owners' or tenants' association</b>  |
| 10 | <b>Mylar and digital file of all drawings</b>                             |
| 11 | <b>* (other information:)</b>   |

### FOR USE BY THE DEVELOPMENT REVIEW BOARD ONLY

**FINAL PLAT REVIEW**

Date Received by DRB \_\_\_\_\_ Date(s) of Meeting \_\_\_\_\_ Date of Hearing \_\_\_\_\_

Final Plat Approved \_\_\_\_\_ Denied \_\_\_\_\_ on the basis of the following determinations or conditions:

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If approved, the following information is required to be submitted to the Zoning Administrator to file the subdivision plan:

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Date of Decision \_\_\_\_\_

DRB Authorized Signature \_\_\_\_\_