

**SUBDIVISION APPLICATION
TOWN OF BERLIN, VERMONT**

Application #:.....
Date Received:.....
DRB Meeting Date:.....
Fee(s):.....

Owner #1:..... Phone #.....
Mailing Address.....
Signature(s).....
Owner #2:.....
Mailing Address.....
Signature(s).....

(Use reverse side for additional owners.)

Location of Property (street).....Zone:.....Tax Map #:.....

Current Parcel Acreage as Recorded in Deed:.....Number of Lots to be Created:.....

Acreage in Lot #1/A.....; Lot # 2/B.....; Lot #3/C..... (If more, attach separate list.)

Concept Plan Review for all subdivisions - Provide the following:

- \$57 + \$10 per New Lot (includes recording fee).
- Map showing the approximate boundaries and areas of the property to be subdivided and all contiguous land belonging to the owner of record and the relation of the proposed subdivision to adjacent properties and the surrounding area. This should include the date, true north arrow, a scale of not more than 200 feet to the inch, and significant natural features such as woods, swales, waterways, ledges, swamps, and contours. (8 sets reduced to 11" x 17" and one full-size.)
- Proposed primary and backup septic locations and soils information for each parcel in the form of a Washington County Soil Survey, test pit information, or septic design. (8 sets reduced to 11" x 17" and one full-size.)
- A list and addressed, stamped envelopes for applicant(s) and each current owner of all abutting properties.
- One copy of each letter requesting impact letters from the municipal service departments.
- Narrative addressing how the subdivision proposal and future use meets with the goals & objectives of the Town Plan

Refer to the Berlin Subdivision Regulations Article III §300 for more detail.

DRB determination on Concept Plan Review: **Approved** **Denied**

Date.....

Minor Subdivision (Residential, < 4 lots or dwelling units) **Major Subdivision** (Commercial, 4+ lots or dwelling units)

Comment:

<u>Minor Subdivision</u>	<u>Major Subdivision</u>
<p>Final Review: Within six (6) months of Concept Plan approval, owner must submit application for final approval showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$100 + \$25 per New Lot - Final Review: Minor Subdivision <input type="checkbox"/> Plans & Drawings showing the date, scale true north arrow, name of owner, name of proposed subdivision, and contours. (8 sets reduced to 11" x 17" and one full-size.) <input type="checkbox"/> Monuments, corner markers, roads, road name signs, water mains, sewer/septic, fire hydrants, storm drainage. <input type="checkbox"/> Sidewalks, walkways, curbs, gutters, lighting, landscaping. <input type="checkbox"/> Addressed, stamped envelopes for applicant(s) and each current owner of all abutting properties. <p>Refer to the Berlin Subdivision Regulations for more detail.</p>	<p>Preliminary Review: See Major Subdivision Application & Procedure, Article V for requirements.</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$100 + \$50 per New Lot - Preliminary Review <p>DRB Decision:.....Date.....</p> <p>Comment:.....</p> <p>.....</p> <p>.....</p>
<p>DRB Decision:.....Date.....</p> <p>Comment:.....</p> <p>.....</p>	<p>Final Review: See Major Subdivision Application & Procedure, Article V for requirements.</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$100 + \$25 per New Lot - Final Review: Major Subdivision <p>DRB Decision:.....Date.....</p> <p>Comment:.....</p>

An 18" x 24" Mylar with endorsement received within six (6) months of DRB approval on.....