SUBDIVISION APPLICATION
TOWN OF BERLIN, VERMONT

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

We the above signed authorize__________________________________________, to act on our behalf on all matters pertaining to
this Application.

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:

□ $200 + $150 per New Lot (excludes 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:

Minor Subdivision

Final Review: Within six (6) months of Concept Plan
approval, owner must submit application for final
approval showing:

□ $0 + $0 per New Lot - Final Review: Minor Subdivision
□ 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.)
□ Monuments, corner markers, roads, road name signs, water
mains, sewer/septic, fire hydrants, storm drainage.
□ Sidewalks, walkways, curbs, gutters, lighting, landscaping.
□ Addressed, stamped envelopes for applicant(s) and each
current owner of all abutting properties.

Refer to the Berlin Subdivision Regulations for more detail.

DRB Decision:.............................Date..........................

Comment:.................................................................


Major Subdivision

Preliminary Review: See Major Subdivision Application &
Procedure, Article V for requirements.

□ $100 + $50 per New Lot - Preliminary Review

DRB Decision:.............................Date..........................

Comment:.................................................................

Final Review: See Major Subdivision Application &
Procedure, Article V for requirements.

□ $100 + $25 per New Lot - Final Review: Major Subdivision

DRB Decision:.............................Date..........................

Comment:.................................................................

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