

Section 211 - FINAL PLAT APPROVAL

1. Within six months of sketch plan approval, the subdivider shall submit to the Development Review Board his application for final plat approval. A completed application shall include the proposed plat showing or accompanied by the following:
 - A. Proposed subdivision title, name and address of the subject land and adjacent owners of record, subdivider and plat designer (including license numbers and seals), and the boundaries of the subdivision and its general location.
 - B. A survey providing sufficient data to readily determine the location, bearing, and lengths of all roads, lot and boundary lines on the ground, reference to established monuments. This survey shall be recorded with the Town Clerk;
 - C. Location and design of all required improvements (see Section 221 of the St. Albans Town Zoning Bylaws & Subdivision Regulations), easements and required open spaces proposed for common or public use, required screening of development, and proposed deeds, agreements or other documents relating to these; and
 - D. Description of requested variances/waivers from these regulations.
2. Within thirty days of receiving a completed final plat application and fee, the Zoning Administrator shall refer the appellant to the Development Review Board for a formal public hearing thereon. At least fifteen days prior to the hearing, public notice shall be given as follows:
 - A. Publication of the date, place and purpose of the hearing in the newspaper of general circulation in the Town and posting of such notice in at least three public place in the Town; a notice of appeal shall be in writing and shall include the name and address of the appellant, a brief description of the property with respect to which the appeal is taken, a reference to the regulatory provisions applicable to that appeal, the relief requested by the appellant, and the alleged grounds why the requested relief is believed proper under the circumstances.
 - B. Copies of the notice shall be sent to the appellant, the Regional Planning Commission, the Town Clerk/s of adjacent communities per Section 4464 (a) of the Act, and to other interested persons.
3. At the public hearing, the Development Review Board shall hear the presentation of the applicant and the testimony of all interested persons wishing to be heard. The Development Review Board shall consider the adequacy of the proposed plan, improvements and related aspects of the proposal, and shall find or require as a condition of approval, conformance with the standards and requirements set forth in Article III of these regulations.

4. Within forty-five days after the final public hearing, the Development Review Board shall approve the proposed plat as submitted, approve it with conditions attached, or reject it. A copy of the decision shall be sent to the applicant and to others who appeared and were heard at the hearing.
5. These Bylaws shall not have the effect of excluding low and moderate-income housing.

Section 212 - CONDITIONS OF FINAL PLAT APPROVAL

1. Final plat approval shall be effective for a period of one hundred eighty (180) days from the date of the decision, as provided in Section 4463(b) of the Act. No plan may be filed or recorded in the Town Clerk's Office except as prepared in accordance with the requirements under 27 V.S.A. Chapter 17, Section 1403, and as approved by endorsement of the Development Review Board thereon, in accordance with its decision, and within such one hundred eighty day period.
 - A. After an approved plat is filed, no expiration of that approval shall be applicable.
 - B. If final local or state permits or approvals are still pending, the Administrative Officer may extend by 90 days the deadline for filing the Plat with the Town Clerk.

NOTE: A Mylar of the approved subdivision is to be filed and recorded in the Town Clerk's office by the subdivider within 180 days of the decision to issue the permit.

2. The Development Review Board may, where it deems necessary and with the consent of the Selectboard, retain proper legal or engineering professionals to review deeds, agreements or plans, design and construction of required improvements, the cost of which professional review shall be shared by the subdivider (75%) and the Town (25%).
3. Final approval by the Development Review Board shall not be deemed evidence of acceptance by the Town of any proposed road, easement, utilities, open space or other required public improvements shown on the final plat. Such acceptance may only be accomplished by formal resolution of the Selectboard.

4. All roads, drainage, water, sewer, and other required improvements shall be provided and installed at the sole expense of the subdivider as a condition of plat approval. The Development Review Board may require a performance bond/letter of credit to secure completion of such improvements and their maintenance for a period of two years, with a certificate from the Selectboard that it is satisfied either with the bonding or surety company, or with the security furnished by the subdivider. The amount and terms of the bond/letter of credit shall be determined by the Development Review Board, but in no case shall the terms run longer than three years. The bond/letter of credit shall be released only when the conditions have been satisfied in the judgment of the Development Review Board. In the event any required improvements have not been installed or maintained in accordance with the terms of the bond/letter of credit, such bond/letter of credit shall be forfeited to the Town to install and maintain such improvements as are covered by the conditions of the bond/letter of credit.

**TOWN OF ST. ALBANS
SUBDIVISION FINAL PLAT CHECKLIST**

The following information, as a minimum, is required as part of the Subdivision Final Plat Application.

- _____ **Plans and drawings (all plans and maps shall include date, scale, north arrow, and name of the owner of the proposed subdivision).**

- _____ **Location map showing existing and proposed roads and the relation of the proposed subdivision to adjacent property and the surrounding area.**

- _____ **A complete boundary survey of the proposed subdivision by a licensed surveyor. Such survey shall show the names of all abutting and across the road property owners.**

- _____ **All lots numbered consecutively, and indicating the land area in each lot.**

- _____ **All spaces to be retained by the subdivider or designated as common open space.**

- _____ **Existing and proposed contour lines at 5 foot intervals; 2 foot intervals are required for all sanitary sewage disposal areas.**

- _____ **Possible building envelopes with consideration given to setbacks from property lines and streams, and topographic constraints of the land.**

- _____ **Location and size of significant natural features such as woods, swales, waterways, floodplain boundaries, ledges, swamps, etc.**

- _____ **All natural features and site elements to be preserved as well as existing roads and utilities that will serve the subdivision.**

- _____ **Preliminary drawings of all proposed public improvements (roads, walkways/paths, water systems, sewer systems, storm drainage systems, utilities, street lights, etc.), which shall conform with the St. Albans Town Road Ordinance.**

- _____ **Landscaping, including street trees, and/or berming to be installed by the developer**

_____ **Names of proposed subdivision and all proposed streets, which shall not duplicate or resemble the names of any existing streets in Town and which shall comply with E-911 standards.**

Other written material required with Final Plan:

_____ **Methods of supplying water and evidence of availability.**

_____ **Tentative development schedule.**

_____ **Drafts of any covenants, tenants' or property owners' associations or other legal devices used to preserve open lands or to restrict the use of lots.**

_____ **Methods of dedication of proposed easements, rights-of-way and open spaces.**

_____ **Estimate of traffic volumes to be generated by the subdivision (average weekday and p.m. peak hour and, if required, traffic impact report).**

**TOWN OF ST. ALBANS
DEVELOPMENT REVIEW BOARD**

P.O. Box 37
St. Albans Bay, VT 05481
(802) 527-1672
Fax: (802) 524-5816
Email: satzoning@comcast.net

**FINAL PLAT APPROVAL
APPLICATION
(SECTION 211)**

Application No. _____ **Parcel ID #** _____

Property Owner(s): _____
Address: _____

Applicant(s): _____
Address: _____

**Brief Description
Of Request:** _____

**Proposed
Subdivision Name:** _____

**Proposed
Road Name(s):** _____

b. Schools: _____

c. Water/Sewer Treatment: _____

d. Police and Fire protection: _____

4. Size of site and lands to be developed: _____

5. Cost estimate of all project construction (broken down by improvements proposed): _____

6. Traffic Study: _____

7. Police and Fire Protection: _____

8. Utilization of renewable energy resources: _____

