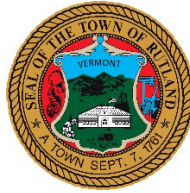


# *Town of Rutland, Vermont*

181 Business Route 4  
Center Rutland, VT 05736



V. (802) 773-2528  
F. (802) 773-7295

[www.RutlandTown.com](http://www.RutlandTown.com)

## *Planning Commission*

### **INSTRUCTIONS TO APPLY FOR & FILE A SUBDIVISION**

**The steps outlined are required to apply for approval of a subdivision. The applicant shall participate in all steps & meet with the Planning Commission as needed. This process may take between 6 to 12 weeks.**

1. Applicant to read & comply with Town of Rutland Subdivision Regulation Ordinance.  
<https://rutlandtown.com/wp-content/uploads/2017/07/Subdivision-Regulations.pdf>
2. Applicant to complete Form # 1 "Application for Town of Rutland Subdivision" & Form #2 "Plat General Requirements"
  - A. Applicant shall provide a cover letter, Form #1 along with any supporting documentation to the Town Administrator.
  - B. Packet will be put on agenda for a Planning Commission meeting & applicant will be notified when to attend, usually within 3 to 6 weeks.
  - C. Planning Commission will interview applicant & provide feedback on the application. Any modifications and/or changes to plat will be communicated.
3. When the application is determined to be complete by the Planning Commission, applicant required to pay a \$300 Subdivision Permit Fee & a final hearing date will be scheduled, usually within 3 to 6 weeks.
4. If applicable, hearing notices will be mailed to contiguous property owners (list from original application used) & published in Rutland Herald by Rutland Town Office.
5. Applicant to attend final hearing on scheduled date with completed appropriate form for Final Plat Requirements.
  - A. Form # 3 required if application is for a MAJOR subdivision.
  - B. Failure to attend may delay approval.
6. Final plat will be signed after approval by Chairperson of Planning Commission if final hearing determines it meets all detailed requirements.
7. Final approved plat shall be filed BY *APPLICANT* with Town Clerk within 90 days of approval or such approval expires & applicant will be required to restart process.
  - A. All filing fees are the responsibility of the applicant and/or the owner.
8. Applicant responsible for determining what state & local permits may be required for their individual project & is responsible for obtaining such permits prior to the start of any construction.

**NO PLATS RELATED TO A SUBDIVISION CAN BE FILED  
WITH THE TOWN CLERK WITHOUT PRIOR PLANNING  
COMMISSION APPROVAL.**

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## Planning Commission

**FORM # 1**

### APPLICATION FOR A SUBDIVISION IN THE TOWN OF RUTLAND

Representative / Applicant Information

Owner Information, if Different

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of owner of record: \_\_\_\_\_

I certify I have read & shall comply with the Town of Rutland Subdivision Regulation Ordinance

Representative / Applicant: \_\_\_\_\_ Owner (if different): \_\_\_\_\_

#### Name & Address of all contiguous property owners of record

_____	_____
_____	_____
_____	_____
_____	_____

#### SIX (6) COPIES OF PLAT SKETCH PLAN TO BE PROVIDED.

#### REQUIRED ITEMS BELOW TO BE SHOWN ON PLAT.

#### THIS AREA FOR PLANNING COMMISSION USE ONLY

- |  | Satisfactory Y/N |
|--|------------------|
| 1. Boundaries & area of contiguous property of owner   | _____            |
| 2. Boundaries & area of property subdivided  | _____            |
| 3. Proposed subdivision lines  | _____            |
| 4. Name & address of professional preparer   | _____            |
| 5. Numerical and graphic scale of plan, date & north arrow   | _____            |
| 6. Existing features and facilities including roads, public utilities & utility easements, wooded areas, structures, water courses, ledge, wet areas, excessively steep slopes | _____            |
| 7. Proposed improvements including roads, utilities & utility easements, rights-of-way & structures.   | _____            |
| 8. Location Map  | _____            |

Date received: \_\_\_\_\_ Subdivision number: \_\_\_\_\_ Ready for Hearing Y / N

Subdivision Classification: MAJOR [ ] MINOR [ ] Hearing Date: \_\_\_\_\_

Additional Requirements: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

ACCEPTANCE OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF THIS PROPOSED  
SUBDIVISION

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## Planning Commission

**FORM # 2**

### FINAL PLAT GENERAL REQUIREMENTS – MINOR SUBDIVISIONS PRELIMINARY PLAT GENERAL REQUIREMENTS – MAJOR SUBDIVISIONS

**APPLICANT:** \_\_\_\_\_ **SUBDIVISION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION OF SUBDIVISION:** \_\_\_\_\_

**DRAWING REQUIREMENTS:** Shall conform to all specification as directed by 27 V.S.A. § 1403.

1	Identifying title of subdivision	Y / N / Waiver	14	Water mains & connections to municipal or community water systems or on-site community or private water supplies & lines including sizes & elevations, existing & proposed.	Y / N / Waiver
2	Name of municipality	Y / N / Waiver	15	Drainage systems & connections to municipal or community systems, including sizes & elevations and showing culverts with rim & invert elevations, existing & proposed	Y / N / Waiver
3	Name & address of owner of record & sub divider	Y / N / Waiver	16	Parks & other open spaces, existing & proposed	Y / N / Waiver
4	Name & professional credentials of plat designer	Y / N / Waiver	17	Other essential features, existing & proposed	Y / N / Waiver
5	Boundaries & area of contiguous total land owned by the owner & of land within the proposed subdivision made & certified by a licensed land surveyor tied into existing reference point.	Y / N / Waiver	18	The location of all trees on site, outlines of wooded & open areas & all other natural features or site elements, existing or proposed & an indication of which natural features or site elements are to be preserved	Y / N / Waiver
6	Date, true north point & scale	Y / N / Waiver	19	All information specified in provision (9) through (18) hereof with respect to adjacent land of owner & with respect to adjacent land of others to a distance of one hundred (100) feet.	Y / N / Waiver
7	Identification of the zoning district(s) applicable to the area to be subdivided & the entire tract	Y / N / Waiver	20	Contour lines based on accurate ground surveys or combination of ground/aerial surveys, at intervals of five (5) feet of existing grades & of proposed finished grades where change of existing ground elevation will be five (5) feet or more	Y / N / Waiver
8	Proposed subdivision lot lines, with bearings & distances	Y / N / Waiver	21	Typical cross sections & profile of proposed grading, streets, highways & sidewalks.	Y / N / Waiver
9	Streets, highways, easements, sidewalks & alleys including names & widths, existing & proposed	Y / N / Waiver	22	If a private sewage disposal is required it shall comply with 10 V.S.A. § 1973.	Y / N / Waiver
10	Buildings; existing & proposed	Y / N / Waiver	23	Preliminary designs of any bridges or culverts which may be required	Y / N / Waiver
11	Water courses; existing & proposed	Y / N / Waiver	24	All parcels of land proposed to be dedicated to public use & the condition of such dedication	Y / N / Waiver
12	Municipal & public utility easements and rights-of-way, existing & proposed	Y / N / Waiver	25	Requested waivers / variances & the reasons therefore.	Y / N
13	Sewer main & connections to municipal or community sewer systems, or on-site community or private sewage disposal facilities, including sizes & elevations, existing & proposed	Y / N / Waiver			

### THIS AREA FOR PLANNING COMMISSION USE ONLY

**Date received:** \_\_\_\_\_ **Application Approved Y / N Minor – Plat Approved Y / N**  
**Major - Accepted: Y / N Major - Ready for Final Hearing: Y / N Final Hearing Date:** \_\_\_\_\_  
**Comments / Additional Requirements:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Planning Commission

**FORM # 3**

### FINAL PLAT GENERAL REQUIREMENTS - FOR MAJOR SUBDIVISIONS

**APPLICANT:** \_\_\_\_\_ **SUBDIVISION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION OF SUBDIVISION:** \_\_\_\_\_

**DATE OF SKETCH PLAN:** \_\_\_\_\_ **RESULT:** \_\_\_\_\_

**DATE OF PRELIMINARY PLAN:** \_\_\_\_\_ **RESULT:** \_\_\_\_\_

The final subdivision plat shall consist of six (6) copies of drawings, each of which to conform to the following:

Shall comply with 27 V.S.A. § 1403 of Vermont Statutes and shall regulate the filing of such plans.

1. Shall have a margin of one-half (1/2) inch outside of the border line on all sides except for binder side which shall have a minimum of one and one-half (1 1/2") inches.
2. Shall have a space three and one-half (3 1/2") inches long X two (2") inches high reserved for the approval stamp and signature of the Planning Commission Chairperson.
3. Shall be prepared by a land surveyor duly licensed in Vermont.
4. The final subdivision plat shall contain information, data and shall depict the subdivision as follows:

26	All parcels of land proposed to be dedicated to public use & the conditions of such dedication.	Y / N / Waiver	29	Permanent reference monuments shown thus:	Y / N / Waiver
27	The length of all straight lines, the deflection angles, radii, length of curves, tangent distances & tangent bearings for each street.	Y / N / Waiver	29a.	A lot corner marker shown thus: "O". They shall be of metal, at least three-quarters (3/4") inch in diameter and at least twenty-four (24") inches in length and located in the ground to existing grade.	Y / N / Waiver
28	Lots within the subdivision numbered in numerical order & containing the area of each lot indicated in square feet or acreage to the nearest one-hundredth of an acre.	Y / N / Waiver	29b.	Monuments which shall be set at all corners & angle points of the boundaries of the subdivision, & monuments required by town specifications for new roads, at all street intersections, angle points & street lines, points of curve & such intermediate points as shall be required by the engineer.	Y / N / Waiver
30	Before a subdivision proposal can be approved by the Planning Commission, sub dividers shall certify, in writing, that all proposed streets will comply with design requirements contained in the "Town of Rutland Select Board's Policies Regarding Documentation Required with Request For Acceptance of Roads as Town Highways" before Town acceptance of such streets is requested by the sub divider, his/her successors or assignees, or the owners of any lots created by the subdivision proposal.				Y / N / Waiver

### THIS AREA FOR PLANNING COMMISSION USE ONLY

**Date received:** \_\_\_\_\_

**Accepted:** Y / N

**Additional Requirements:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final Plat Approved:** YES / NO

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_