

TOWN OF RUTLAND

MAJOR SUBDIVISION APPLICATION & GUIDANCE

Municipal Town Hall | 181 Business Route 4 | Center Rutland, VT 05736

(802) 773-2528 | www.RutlandTown.com

USE THIS PACKET IF: The proposal does not meet every criterion for a minor subdivision. A major subdivision includes a proposal resulting in more than four lots, requiring construction of a public or private road, or involving a lot subdivided or adjusted within the prior 365 days. The Administrative Officer makes the official classification.

Applicant Guidance

Before filing

- ☐ Submit a preliminary plan before filing the major subdivision application. The preliminary plan should include a sketched plat and preliminary written description relating to the bylaw requirements.
- ☐ Attend an informal public meeting of the Planning Commission for review of the preliminary plan before submitting the major subdivision application. A major application without the preliminary plan and Planning Commission preliminary-plan meeting is incomplete.
- ☐ Confirm that the proposal is not exempt under Section 2. Examples listed by the bylaws include qualifying boundary / lot-line adjustments and lot recombinations where the total number of lots is not increased.
- ☐ Arrange for the final plat to be prepared by a licensed professional engineer or licensed land surveyor.
- ☐ Gather all Section 4 application materials and applicable Section 6 plat information.

Submission copies

- ☐ One full-size final plat.
- ☐ Eight 11 x 17 paper copies of the final plat.
- ☐ One digital copy of the final plat.

IMPORTANT: A complete application must contain the applicable materials required by Sections 4 and 6. The Administrative Officer will document whether the application is complete or incomplete. If incomplete, the applicant will be notified of the action needed to complete it.

What happens after a complete application is filed

- ☐ The Administrative Officer submits a complete major subdivision application to the Planning Commission.
- ☐ The Planning Commission holds a publicly noticed hearing and approves, approves with conditions, or disapproves the application based on the Section 7 standards.
- ☐ The Planning Commission may schedule a warned site visit and may require temporary field markers showing proposed lot boundaries, building footprints, or other application information.
- ☐ After approval, the Administrative Officer issues a subdivision permit.
- ☐ When infrastructure improvements are involved, a Certificate of Subdivision Compliance is required as a condition of approval.
- ☐ Approval expires 180 days after subdivision approval unless the final plat is filed with the Town Clerk within that period. The Administrative Officer may extend the filing date by 90 days when final local or state permits or approvals remain pending.

APPLICATION BEGINS ON THE NEXT PAGE

MAJOR SUBDIVISION APPLICATION

Prepare and submit in accordance with the Town of Rutland Subdivision Bylaws

1. Applicant, Owner, and Consultant Information

Applicant Name	
Applicant Mailing Address	
Applicant Phone	
Applicant Email	
Owner(s) of Record, if different	
Owner Mailing Address	
Authorized Agent / Consultant	
Role / Firm	
Consultant Phone and Email	

2. Project Identification

Project Name, if any	
Property Location / E-911 Address	
Tax Map / Parcel Number(s)	
Current Deed Book and Page	
Date Submitted / Resubmitted	

3. Major Subdivision Classification

- ☐ The proposal will result in more than four lots.
- ☐ The proposal requires construction of a public road or private road.
- ☐ The lot has been subdivided or experienced a boundary / lot line adjustment during the prior 365 days.

Existing number of lots: _____ Proposed number of lots: _____

4. Proposed Subdivision Description

Describe the proposed development, including the number and size of lots, proposed uses, and anticipated development schedule. Attach additional pages if necessary.

5. Proposed Lot Schedule

Proposed Lot	Approx. Acreage	Proposed Use	Building Envelope Shown
			☐ Yes ☐ No

Proposed Lot	Approx. Acreage	Proposed Use	Building Envelope Shown
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

6. Adjoining Properties

List adjoining property owners and tax lot numbers. Attach a separate sheet if needed.

Adjoining Property Owner	Tax Lot Number

7. Municipal Plan Conformance Statement

Attach a written statement explaining how the proposal conforms with the Rutland Town Municipal Plan, including municipal goals and policies, proposed future land uses and densities, and applicable community facilities or actions.

☐ Municipal Plan conformance statement attached.

8. Existing Municipal and State Permits

Permit Type	Issuing Authority	Permit Number	Date Issued

☐ Copies of all existing municipal and state permits issued for the lot are attached.

☐ Property is adjacent to a State highway. Agency of Transportation review letter addressing 19 V.S.A. § 1111 is attached.

☐ Not applicable: property is not adjacent to a State highway.

9. Waiver Request

Is a waiver requested from an application requirement or standard? ☐ No ☐ Yes

Specific bylaw section(s): _____

Reason for request:

-
- ☐ Written waiver request with supporting justification is attached.

10. Required and Applicable Supporting Materials

- ☐ \$300 Application fee.
- ☐ Preliminary plan previously submitted.
- ☐ Planning Commission preliminary-plan meeting completed before application submission.
- ☐ One full-size final plat.
- ☐ Eight 11 x 17 paper copies of the final plat.
- ☐ One digital copy of the final plat.
- ☐ Road profiles and road, intersection, and parking-area geometry and construction, if applicable.
- ☐ Off-site easements for water, wastewater, access, utilities, or other purposes, if applicable.
- ☐ Proposed phasing schedule and subsequent development plans, if applicable.
- ☐ Proposed covenants, deed restrictions, homeowner / tenant association agreements, private-roadway language, and maintenance agreements, if applicable.
- ☐ Subdivision plats or plans of the original lot from the prior five years, if any.
- ☐ Engineering reports concerning ability to connect to public water or wastewater, if applicable.

11. Major Subdivision Plat Checklist

- ☐ Plat is mylar and prepared by a licensed land surveyor, or by the appropriate licensed design professional as required.
- ☐ Subdivision name; owner, applicant, surveyor, and design-professional names and addresses.
- ☐ Entire tract boundary and area; north point; scale; date and revision dates.
- ☐ Existing and proposed building envelopes.
- ☐ Adjoining property lines, owner names, tax lot numbers, land uses, roads, drainage infrastructure, and pathways.
- ☐ Existing and proposed lot lines, acreage, dimensions, proposed lot numbers, and clearing limits.
- ☐ Existing and proposed roads, infrastructure, easements, utilities, drainage / stormwater systems, and related rights-of-way.
- ☐ Watercourses, wetlands and buffers, rock outcroppings, flood hazard areas, slopes exceeding 20 percent, and forest type.
- ☐ Certified deed description and boundary survey tied to established reference points, including existing deed restrictions.
- ☐ Certification block and recording requirements; professional license number and seal.
- ☐ Vicinity map showing the area within 2,000 feet of the property lines.
- ☐ Local names and present widths of existing and proposed streets, intersections, easements, buildings, sidewalks, and public open spaces.
- ☐ Access information for adjacent property, including street names, widths, and highway intersections.
- ☐ Width, location, grades, and street profiles of proposed streets or public ways.
- ☐ Existing and proposed contours at 10-foot intervals.
- ☐ Connections to existing sanitary sewer or proposed alternative septic treatment and disposal.
- ☐ Connections to existing water supplies or proposed alternative water supply.
- ☐ Preliminary design of bridges, culverts, and drainage structures or facilities.

12. Section 7 Applicant Review

- ☐ Proposal conforms with the Rutland Town Municipal Plan.
- ☐ Building envelopes exclude surface waters, wetlands, flood hazard areas, and land with slopes exceeding 20 percent.
- ☐ Roads and accesses address applicable VTrans standards, connections, stormwater requirements, and municipal road-name approval.
- ☐ Utility design has been coordinated with utility companies and uses adequate easements and shared corridors where applicable.

13. Applicant Certification

I certify that the information in this application and its attachments is truthful, accurate, and complete to the best of my knowledge. I understand that incomplete or incorrect information may result in the application being deemed incomplete or denied.

Applicant Signature	
Printed Name	
Date	
Owner Signature, if different	
Printed Name	
Date	

14. Administrative Use Only

Application Number	
Date Received	
Fee Received	
Reviewed By	
Classification	☐ Major ☐ Minor ☐ Exempt / Other
Completeness Determination	☐ Complete ☐ Incomplete
Date of Determination	
Written Incomplete Notice Sent	
Administrative Action	☐ Forward to Planning Commission ☐ Incomplete / Return to Applicant
Planning Commission Hearing Date	
Planning Commission Decision	☐ Approve ☐ Approve with Conditions ☐ Disapprove
Decision Date	
Subdivision Permit Issued	
Final Plat Filing Deadline	
Final Plat Filed	

Administrative notes, deficiencies, conditions, or referral basis:

Administrative Officer Signature: _____ Date: _____

NOTICE: This application does not authorize construction, development, land clearing, sale, lease, or conveyance of a subdivided portion before required subdivision approval and permit issuance. Approval does not constitute Town acceptance of a street, easement, utility, park, recreation area, or other space shown on the plat.