

Town of Sharon, Vermont
Instructions for Subdivision Application

Please read these instructions carefully to avoid incomplete applications and unnecessary delays in the review process. The subdivision process requires that you, as applicant(s), fulfill these requirements as follow:

1. Read the complete regulations and submit the application materials to the Administrative Officer (Selectboard Assistant) as directed. He or she is available to assist you with the application process. Questions may be submitted via email to selectboard@sharonvt.net or you may call 802-763-8268 x 4 and leave a message requesting assistance.
2. The Planning Commission reviews applications for subdivisions during its regular monthly meetings, which occur the **2nd Tuesday of each month** at 7:00PM. Due to the pandemic all in-person meetings have been cancelled. Meetings are being conducted via Zoom. Applicants may participate in these meetings via telephone or via computer. The AO will send applicants Zoom connectivity information in advance of each meeting.
3. Applications are reviewed over three (3) meetings involving initial, preliminary, and final reviews. Phased review allows for initial proposals to become more formal as review progresses. Please consult pages 8 – 14 of the regulations for an overview of the subdivision process and for a list of submittals required for each phase of review.
4. Applications (in duplicate) and accompanying materials shall be submitted to the AO (Selectboard Assistant) five (5) days in advance of the meeting to allow for distribution to SPC members. Hard copies may be mailed to SPC, P.O. Box 250, Sharon, VT 05065; electronic copies may be submitted via email to selectboard@sharonvt.net.
5. The AO or Selectboard Assistant will review your application for completeness. When it has deemed 'complete' for initial review, your application will be put before the Planning Commission. You or your agent must be at the initial review meeting, subsequent meetings, site visit, and public hearing, to present the application and answer questions.
6. **A non-refundable application fee must accompany your initial application submittal.** Fees for subdivision are as follows: \$150 for the first new lot created, and \$50 for each additional lot. Fees must be paid in cash or by check. Additionally, applicants will be asked to reimburse the Town for the costs of legal notices associated with the final review and public hearing (per Sec. 203 of regulations).
7. **Please note that the subdivision review process requires submittal of various types of maps or plans. A survey to be completed by a licensed surveyor is required.**

INFORMATION YOU WILL NEED FOR YOUR APPLICATION:

8. The application requires your **parcel ID number** as shown on your tax bill, and a list of abutters to the parcel you are subdividing. You must indicate the physical address of the parcel, which is the same as your **E911 number**. The Listers or Town Clerk may provide help with abutter identification. (802-763-8268) or you mail email listers@sharonvt.net or clerk@sharonvt.net.
9. You will be asked to submit a **copy of the deed** indicating ownership of the property being subdivided. Please make sure that if the property is jointly owned, that both owners sign the application. If you are to be represented in proceedings by your surveyor or another agent, please complete the representation form contained in the application.
10. Your application will require submittal of copies of associated **local or state permits**. These will include a copy of a valid town-issued driveway permit or state-issued highway access permit, and copies of the State wastewater water supply permit or Act 250 permit (if required).
11. If your subdivision is within a regulated flood hazard area, as identified in the Sharon Flood Hazard Area Bylaw, you will be required to submit a copy of your **Flood Hazard Area permit**. To inquire whether your subdivision is occurring within a regulated flood hazard area, please contact Tom ("Geo") Honigford at 802-359-3027 (mobile) or hurricane.flats@gmail.com.

AFTER SUBDIVISION APPROVAL

12. Any interested person who participated in the proceedings has the right to appeal the Planning Commission's decision. Such appeal must be filed with the Vermont Environmental Court within 30 days of the date of the decision, pursuant to 24 V.S.A. Sec. 4471 and Rule 5(b) of the Vermont Rules of Environmental Court Proceedings.
13. A copy of the signed and approved application will constitute your "subdivision permit". The original approved application will be archived in the town Vault and a one-page "Memorandum of Municipal Action" will be recorded in the land records. A recording fee of \$15.00 will be due and payable to the Town Clerk. Please make checks payable to the Town of Sharon.
14. **A final 18"x 24" survey map, on mylar, must be filed with the Town within 180 days following the approval of the subdivision.** The map must not differ in any way from the map approved by the Planning Commission as part of the final subdivision plan. Failure to file, or filing a map which is not identical to the approved map, will result in nullification of the subdivision approval.
15. The fee for recording the mylar is \$25.00 and is due and payable to the Town Clerk. Checks should be made payable to the Town of Sharon.