

Sketch Plan Application

Town of St. Albans
Office of Development Review Board
PO Box 37
St. Albans Bay, VT 05481
(802) 524-7589 Ext. 100
a.johnson@stalbanstown.com



Property Owner Information

Owner Name _____

Owner Address _____

Phone Number _____ Email Address _____

Representative/Applicant Information

Name _____

Address _____

Phone Number _____ Email Address _____

Property Information

Address _____

Parcel Number _____

Flood Hazard Overlay Yes No

Road Frontage _____ Acreage _____

Additional Information

Project Description: _____

Property Owner's Acknowledgement: As the owner of the property described above, I hereby apply for a Sketch Plan Approval detailed on this form. I understand that if this application is approved, I must follow any and all conditions assigned by the Development Review Board. The information and representations contained in this application are true and accurate to the best of my knowledge. My signature below constitutes permission for on-site inspection of the property described on this application.

YOU MUST CONTACT A PERMIT SPECIALIST AT THE VT DEPT. OF ENVIRONMENTAL CONSERVATION TO OBTAIN INFORMATION REGARDING VT STATE PERMITTING REQUIREMENTS AT (802) 477-2241

Signatures of Owner(s) of record

Date

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Date

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Professional Advisor Information

Name _____

Address _____

Phone Number _____ Email Address _____

Subdivision Information

Name _____

Total Acres _____

Number of proposed lots _____

Submission Requirements

- Site Plan Drawing including: key features (i.e. water courses, wetlands, topography, etc)
- General type, layout and dimensions of lots (including leased lots), roads to be built to existing Town Ordinances and Town Bylaws, utilities, drainage systems, streetlights, landscaping, existing and proposed restrictions on land (easement, zoning, etc.) screening to be planted or retained sidewalks as per the most recent Town of St. Albans Bicycle and Pedestrian Master Plan.
- General site location, in relation to public roads and the nearest intersections.
- Approximate boundaries and ares of all contiguous land of the owner(s) of record, and the proposed subdivision
- List of all adjoining property owners.
- List of all participants with financial interest in the development.

Fees

- DRB Fee \$100 and \$100 per lot or 20% at time of application; balance of 80% due upon filing of mylar within 180 days of Final Plat Approval.

Applicant is responsible for reimbursing DRB certified mailings and a \$15 recording fee after the decision issued.

Town Use Only

Application Number _____

Application Approved

Approval Expires _____

Rejected

Permit # _____

Town Remarks/Conditions of Approval _____

**** This permit is for local approvals only. ****

Please visit <https://vermont.force.com/permitnavigator/s/> for information on State requirements.

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Current Use

Size of Land to be Developed

List current and proposed easements and/or restrictions of the land

How does the proposal conform to the current Town Plan?

How will this project impact the traffic in the area?

How will this impact local schools?

What is the proposed water and wastewater treatment?
