

**TOWN AND VILLAGE OF CAMBRIDGE, VERMONT**  
**SUBDIVISION PERMIT APPLICATION**

The undersigned applicant hereby applies for a subdivision permit as required in the Town and Village of Cambridge Subdivision Regulations as most recently amended. The approval of the permit shall be issued based upon the representations contained herein. This permit will be voided in the event of misrepresentation. The landowner(s), hereby specifically grant permission for the Administrative Officer and members of the Development Review Board to enter the subject lands for the purposes of inspecting the lands and premises herein described. Landowner, if different than the applicant, must cosign this application form or provide a signed and notarized statement as an attachment to this application indicating approval of the proposed subdivision described herein.

Name of Landowner:  
Address:

Daytime phone: ( )- - ext  
Other contact info:

If different than above:  
Name of Applicant:  
Address:

Daytime phone: ( )- - ext  
Other contact info:

Location of Property:

Tax map #      Lot#  
Parcel ID#

Most recent deed reference to property:  
Volume:      Page(s):  
Date of deed:  
Area of current lot:  
Is there a survey map on file? **Yes**  
If yes, please list map slide number:

Description of project:

Other local permits associated with this application: (Flood Hazard Area permit, highway access, other)

Other relevant state permits associated with this application: (Applicant is responsible for contacting the State Permit Specialist at (802)-476-0195)

\_\_\_\_\_  
Signature of landowner

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Permit #\_SD-\_\_\_\_\_  
Type: prelim:\_\_\_\_ final:\_\_\_\_

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**This section is for use by Office Staff**

Application received:  
Fee of \$      Paid on:  
Attachments submitted with this application

First public hearing date:  
Abutters list attached: **Yes**  
Notice to abutters on:

Decision:  
 Approved on  
Effective date:  
Last day for appeal:  
Void date (if plat not recorded):  
\*  
 Denied on  
  
Minutes of the hearing, findings and decision are:  
 In the public records

Conditions attached to approval of project:

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**Appeals**

Any appeal of this decision must be submitted to the Town Clerks Office or Environmental Court, as appropriate, by the last day for appeal. Absent an appeal, work on the subdivision may begin on or after the effective date above.

None filed [initial\_\_\_\_\_]  
 Appeal of Administrator decision       Appeal of DRB decision       Attached decision

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**Signature of Administrative Officer**

This permit is hereby issued in accordance with the Town and Village of Cambridge Subdivision Regulations.

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
Date

**\*The Landowner must record the final approved survey plat, prepared by a licensed surveyor, with the Cambridge Records within 180 days after the final approval for subdivision is granted (See subdivision regulations for more details about plat requirements.) Failure to record said plat will result in this permit being voided.**

This page will be filed in the Cambridge Town Records. Pages 2-8 and other materials will be found in Administrative Officer files.

## Application Requirements

### Sketch Plan Review-

Note: Sketch plans should be legible and to scale but need not be completed by a surveyor or engineer.

Applicant must provide a sketch plan of the proposed project showing

- Boundaries and area of all abutting land belonging to the owner of record (including land separated by a public right-of way). A copy of the tax map is sufficient.
- Existing and proposed layout of property lines including parcel sizes and frontage.
- The applicant must disclose all easements currently pertaining to the parcel (utilities, conservation easements, rights of way).
- Location of existing and proposed highway access.
- Location of any existing and proposed streets, sidewalks, street lighting, utilities and open space.
- Preliminary plans for services including water supply and wastewater disposal.
- Preliminary plans for maintenance of common lands.
- Approximate locations of natural features such as wetlands, shorelines, watercourses, prime and statewide agricultural soils, slopes of greater than 20% and designated flood hazard areas.
- Date, north arrow and scale.
- Location map showing relation of proposed subdivision to adjacent property and surrounding areas.
- Any requests for waivers of application requirements or review standards.

### Final Plat Review

Applicant must provide a map showing existing conditions, a plat showing proposed changes, and any supporting documentation and permits necessary to determine conformance with the regulations (see **Section 4 -General regulations and review criteria** of the Town and Village of Cambridge Subdivision Regulations).

1. A map of the property prepared by a licensed land surveyor, registered civil engineer, or registered architect, showing the existing conditions including:
  - The number of acres within the original parcel; location of existing property lines; existing easements, deed restrictions, and existing features; including buildings; wooded areas; streets; water courses and wetlands; existing foundations; and other existing physical features, including prime and statewide agricultural soils.

- All parcels immediately adjacent to the proposed subdivision, including those separated by a public or private right-of-way, with the names and addresses of owners of record of such adjacent acreage.
  - Any zoning district boundaries applicable to the proposed subdivision.
  - Location and size of any existing sewers and water mains, individual or community sewage disposal systems, wells, culverts, and drains on the property to be subdivided.
2. A subdivision plat prepared by a licensed land surveyor showing:
- The proposed lot lines; access location, the location of proposed water, wastewater and utilities; streets, curbs sidewalks and pedestrian ways including lighting; and land to be set aside for public use.
  - At the discretion of the subdivider, building envelopes may be included.
  - A vicinity map drawn at the scale of not over 1,000 feet to the inch showing the relation of the proposed subdivision to the adjacent properties and to the general surrounding area.
  - Name and address of the proposed subdivision.
  - Name and address of person or firm preparing the map.
  - Total acreage of the subdivision and each proposed lot with lots numbered and identified.
  - Sufficient data acceptable to the DRB to determine readily the location, bearing, and length of every street line, lot line, building envelope, boundary line, and to reproduce these lines on the ground.
3. The following supporting documentation:
- Written description including construction sequence and time schedule for completion of each phase of the subdivision.
  - Written description of the proposed uses of each lot.
  - Copies of proposed deeds, agreements, or other documents showing the manner in which streets and open space, including park and recreation areas, are to be dedicated, reserved, and maintained, and in which significant natural resources are to be protected and maintained, as applicable. The Town of Cambridge assumes no responsibility or obligation to accept any areas, roads, or other properties proposed to be dedicated to the Town.
  - Any other documents required by the DRB as a result of sketch plan approval.
  - All other technical permits as required in these bylaws (access permits, water and wastewater permits).
4. Location of temporary markers adequate to enable the DRB to locate readily and appraise the basic layout in the field.



**Checklist of Conformance with Regulations**

This checklist is designed as an easy way to determine compliance with the *General Regulations and Review Criteria* as they are found in Section 4 of the Town and Village of Cambridge Subdivision Regulations. These are not the regulations and only the Development Review Board and Administrative Officer can determine compliance with these regulations.

	Does not		
Meets	meet	N/A	Requirement [Details]

**Dimensional Requirements (Section 4.01)**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meets minimum lot size [1 acre or zoning]                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions [minimum width 75 feet]                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Frontage [100 feet or zoning]                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shape  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adjusted lot lines will not create non-conforming structures |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Monuments and corner markers                                 |

**Access to lots (Section 4.02)**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lots on State highways have received State access permit   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lots on Town highways have received town access permit   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lots on private road meet access requirements contained in Town of Cambridge Highway Standards Ordinance |

**Usable lot requirement (Section 4.03)**

Proposed lot has some potential permissible use

**Water systems (Section 4.04)**

Project has approved connection to a public water supply

Project has approved community water system [shown on plat with well shield; articles of association for maintenance]

Project has approved individual water supply [shown on plat with well shield]

Project requires hydrants or fire pond

**Wastewater disposal (Section 4.05)**

Project has approved connection to a public wastewater sewage disposal system

Project has approved community wastewater disposal system [disposal fields and backup sites shown on plat; articles of association for maintenance]

Project has approved individual septic system [disposal fields and backup sites shown on plat]

**Utilities (Section 4.06)**

All existing and proposed utilities [electricity, telephone, cable, etc.] and associated rights of way shown on plat

Coordinated with utility companies

- Shared utility corridors where feasible
- Utility easements suitable for existing and future growth
- Buried utilities
- Approval for work in public right of way

**Private road design and layout (Section 4.07)**

- All roads proposed and constructed are designed in accordance with Town of Cambridge Highway Standards
- Coordination with adjoining properties
- Upgrade of exiting roads
- Road names and signs

**Curbs, sidewalks & pedestrian access (Section 4.08)**

- No requirements

**Gutters and stormwater management (Section 4.09)**

- No requirements

**Street and sidewalk lighting (Section 4.10)**

- No requirements

**Recreation areas (Section 4.11)**

- For subdivisions of greater than 10 lots, applicant may be required to provide a

dedication of up to 15% of the total land area for recreational purposes

**Common land (Section 4.12)**

Location, shape, and character of land suitable for use

Deed restrictions, allowed uses, entity responsible for maintenance, etc

Articles of association or similar arrangements

**Protection of agricultural soils (Section 4.13)**

Where a subdivision includes more than 25 acres of prime or statewide agricultural soils the applicant must create subdivision boundaries configured to avoid adverse impacts on prime and statewide agricultural soils.

**Planned Unit Developments (Section 4.14)**

PUD application is required to meet the specific requirements of Section 4.14

**Non-Conforming lots or subdivisions (Section 4.20)**

The proposal involves a lot or subdivision that is non-conforming and meets requirements of Section 4.20