

**SUBDIVISION REGULATIONS**  
**FOR THE**  
**TOWN AND VILLAGE OF CAMBRIDGE**  
**LAMOILLE COUNTY VERMONT**

**HISTORY OF THE SUBDIVISION REGULATIONS**  
**FOR THE**  
**TOWN OF CAMBRIDGE**

Adopted September 1, 2006  
Amended March 3, 2015

ADOPTED by Selectboard  
April 17, 2006  
Amendments: January 5, 2015  
Amendments: February 27, 2017

ADOPTED by Trustees  
June 20, 2006  
January 11, 2015  
February 27, 2017

AMENDMENTS ADOPTED BY Town Meeting  
March 3, 2015

EFFECTIVE  
March 20, 2017

PREPARED BY THE:  
Town of Cambridge Planning Commission

WITH TECHNICAL ASSISTANCE PROVIDED BY:  
Lamoille County Planning Commission

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Municipal Planning Grant

AWARDED BY THE:  
Agency of Commerce and Community Development

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1 **Section 1. General Provisions**

2  
3 **1.01 Enactment**

4  
5 (A) These regulations, set forth in this text, are hereby established as authorized in 24 VSA  
6 §4402(3) and have been enacted in accordance with the provisions of the Vermont  
7 Municipal and Regional Planning and Development Act (Title 24, Chapter 117 of the  
8 Vermont Statutes Annotated (V.S.A.)) hereinafter referred to as “the Act.”  
9

10 **1.02 Applicability**

11  
12 (A) Unless specifically exempted herein, no subdivision of land shall commence within the area  
13 affected by these regulations except in conformance with these regulations [§4446].  
14

15 (B) Subdivision defined. Subdivision includes, but is not limited to:

- 16  
17 1. The division of a parcel into two or more parcels.  
18  
19 2. Resubdivisions, amendments to subdivisions, amendments to conditions of plat  
20 approval, and boundary line adjustments.  
21  
22 3. Creation of permanent easements and/or rights-of-way to allow access to parcels  
23 without frontage on a public highway or private road. [§4418(1)(B)].  
24  
25 4. Creation of common interest ownership communities where lots within the  
26 community are subdivided for sale.  
27

28 (C) Exemptions. The filing of boundary surveys and/or corrective deeds to repair boundary  
29 metes and bounds or to correct technical errors are not considered amendments or boundary  
30 line adjustments within the meaning of these regulations provided they are records of  
31 existing parcels with known boundaries.  
32

33 (D) Area of effect. All subdivision of land within the Town of Cambridge is subject to review  
34 under these regulations including land within the Village of Cambridge but excluding land  
35 within the Village of Jeffersonville, which is not subject to review under these regulations.  
36

37 **1.03 Effect of Regulations**

38  
39 (A) No person, who, being the owner or the agent of the owner of any parcel of land, shall lay  
40 out, construct, open, or dedicate any road, sanitary sewer, storm sewer, water main, or other  
41 improvements for public use, travel, or other purposes or for the common use of occupants  
42 of buildings abutting thereon, or sell, transfer, or agree or enter into an agreement to sell any  
43 land in a subdivision or land development whether by reference to or by other use of a plat  
44 of that subdivision or land development or otherwise, unless a final plat has been approved  
45 and recorded as provided in these regulations. [§4451(b)]  
46

1 (B) All subdivisions lawfully in effect as of the effective date of these bylaws are allowed to  
2 continue indefinitely [§4463(b)]. Any resubdivision or other changes in the subdivision  
3 shall be subject to all applicable requirements of these regulations.  
4

5 (C) These regulations shall not repeal, abrogate, or impair any other land use controls, including  
6 but not limited to, previous permit conditions, statutes, bylaws, rules, ordinances, permits,  
7 easements, deed restrictions, and covenants. However, the provisions of this regulation shall  
8 be minimum requirements and shall, therefore, take precedence over any concurrent and  
9 less restrictive controls. [§4413(c)]  
10

11 (D) The granting of plat approval under these regulations shall not relieve the applicant from the  
12 obligation of obtaining any necessary approvals by local, state, or federal law.  
13

14 **1.04 Intent**

15  
16 (A) It is the intent of these regulations:

- 17  
18 1. To ensure that any new lots created will have legal access, meet dimension and  
19 frontage requirements, have access to required services and utilities and to ensure  
20 that all new lots are suitable for their intended use.  
21
- 22 2. To ensure that any new roads are designed and laid out appropriately, and that  
23 existing roads and other public infrastructure is upgraded as necessary to  
24 accommodate increased use.  
25
- 26 3. To ensure that agricultural land is protected.  
27
- 28 4. To implement the Town and Village of Cambridge Municipal Development Plan so  
29 as to achieve orderly community growth, development, and fair property taxation;  
30
- 31 5. To further the purposes of the Act [§4302].  
32

33 **1.05 Effective Date**

34  
35 (A) These regulations shall be effective September 1, 2006.  
36

37 (B) Amendments to these regulations shall be effective twenty-one (21) days after adoption (by  
38 majority vote of the Selectboard and Trustees) and shall remain in effect until repealed or  
39 amended in accordance with the Act [§4442(c)(1)].  
40

41 (C) A vote on these regulations or an amendment thereto shall not take effect if five percent  
42 (5%) of the voters of the Town of Cambridge or Village of Cambridge petition for a  
43 meeting of the municipality to consider the regulation or amendment and if the petition is  
44 filed within twenty (20) days of the vote. In this case a meeting of the municipality shall be  
45 duly warned for the purpose of acting upon the regulation or amendment by Australian  
46 ballot [§4442(d)].

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**1.06 Severability**

- (A) The provisions of these regulations are severable. If a court of competent jurisdiction holds any provision or the application thereof to any person or circumstance unconstitutional or invalid, the remainder of these regulations shall not be affected.

**1.07 Computation of Time**

- (A) Where an event is required or permitted to occur by these regulations before, on, or after a specified period of time measured from another event, the first day shall not be counted and the final day shall be counted in calculating the period [§4303(a)].

**1.08 Subdivision during Adoption or Amendment Process**

- (A) Once notice for a public hearing on the adoption or amendment to these regulations is issued by the Selectboard or Trustees, the Development Review Board (hereafter referred to as the “DRB”) shall review any new subdivision plat filed after the date of the notice under both the proposed regulations or amendment and the existing subdivision regulations. [§4449(d)]
- (B) If the proposed regulations or amendment has not been adopted within 150 days of the notice, or if the proposed regulations or amendment is rejected, then new plats shall be reviewed under the existing regulations. [§4449(d)]
- (C) A subdivision plat that has been denied under a proposed regulations or amendment that has not been adopted within the 150-day period shall be reviewed again, at no cost, under the existing subdivision regulations, upon request of the applicant. [§4449(d)]

1 **Section 2. Administration, Appeals, and Enforcement**

2  
3 **2.01 Administrative Officer**

4  
5 (A) These regulations shall be administered by the Administrative Officer [§4448(a)].

6  
7 (B) The Administrative Officer shall be nominated by the Planning Commission and appointed  
8 by the Selectboard for a three (3) year term. The Administrative Officer may be removed  
9 from office for just cause by the Selectboard after consultation with the Planning  
10 Commission [§4448(A)].

11  
12 (C) In the absence or disability of the Administrative Officer, or where the Administrative  
13 Officer has a conflict of interest in a matter, an acting Administrative Officer shall be  
14 appointed and empowered in the same manner as provided above [§4448(B)].

15  
16 (D) The Administrative Officer may hold any other office in town except membership on the  
17 Development Review Board (hereinafter referred to as the DRB). Salary for the  
18 Administrative Officer shall be paid out of the General Fund in an amount and schedule  
19 established by the Selectboard [§4448(a)].

20  
21 (E) The Administrative Officer shall administer these regulations literally and shall not have the  
22 power to permit any subdivision that is not in conformance with these regulations  
23 [§4448(a)].

24  
25 (F) The Administrative Officer shall receive and administer subdivision plat applications under  
26 section 3.01 of these regulations.

27  
28 (G) The Administrative Officer shall investigate complaints and has the power to pursue  
29 violations of these regulations through procedures set forth under section 2.05 of these  
30 regulations [§4452].

31  
32 (H) The Administrative Officer should provide forms required to obtain any municipal permit  
33 or other municipal authorization required under this regulation or any other bylaw,  
34 regulation, or ordinance that relate to the regulation of land development within the Town  
35 of Cambridge [§4448(c)].

36  
37 (I) The Administrative Officer should inform any person applying for approval of a subdivision  
38 plat that the person should contact the regional permit specialist in order to identify, apply  
39 for, and obtain relevant state permits; nevertheless, the applicant retains the obligation to  
40 identify, apply for, and obtain relevant state permits [§4448(c)].

41  
42 (J) The Administrative Officer shall meet the recording requirements of section 2.07 of these  
43 regulations [§4449(b) – (c)].

44  
45 (K) The Administrative Officer shall have the approval to review and act upon Minor Boundary  
46 Line Adjustments in Accordance with the Section 3.04 of these regulations.

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**2.02 Development Review Board**

- (A) The Development Review Board shall not consist of less than five (5) nor more than nine (9) members who shall be appointed by the Selectboard for specified terms. The Board may consist of the members of the Planning Commission. Vacancies shall also be filled by appointment of the Selectboard for unexpired terms and upon the expiration of terms. The Selectboard, upon written charges and after a public hearing, may remove any member of the DRB for just cause [§4460(b) - (c)].
- (B) The DRB shall have all powers set forth in the Act to administer the provisions of these regulations, including, but not limited to, the power to:
  - 1. Consider sketch plans for approval under section 3.01 [§4460(e)(8)] [§4418(2)(B)].
  - 2. Consider final plat approval under section 3.02 [§4460(e)(8)] [§4418(2)(B)].
  - 3. Consider applications for Planned Unit Developments under section 3.02 [§4460(e)(5)] [§4417].
  - 4. Consider requests for a waiver under section 3.03 [§4460(e)(6)] §4418(2)(A)].
  - 5. Consider decisions of the Administrative Officer upon appeal under section 2.03 [§4460(e)(10)].
- (C) The DRB shall adopt rules of procedure and rules of ethics with respect to conflict of interest and shall perform its functions in conformance with the Act [§4461] and Vermont’s Open Meeting Law [1 V.S.A. §§310-314].
- (D) The DRB shall meet all relevant recording requirements of section 2.07 of these regulations.

**2.03 Appeals- Decisions of the Administrative Officer**

- (A) Applicability: An interested person (as defined in section 5.01(8)) may appeal any decision or act taken by the Administrative Officer by filing a written notice of appeal with the DRB within fifteen (15) days of the act or decision [§4465].
- (B) Notice of Appeal Requirements: A notice of appeal shall be in writing and shall include [§4466]:
  - 1. The name and address of the appellant.
  - 2. A brief description of the property with respect to which the appeal is taken.
  - 3. A reference to applicable regulation provisions.



1           4.       The relief requested by the appellant.  
2

3           5.       The alleged grounds why such relief is believed proper under the circumstances.  
4

5 (C)   Rejection of Notice of Appeal: The DRB may reject an appeal or request for reconsideration  
6 without hearing and render a decision and findings of fact within ten (10) days of the filing  
7 of the notice of appeal, if the DRB considers that the issues raised by the appellant have  
8 been decided in an earlier appeal or involve substantially or materially the same facts  
9 presented at an earlier appeal by, or on behalf of, that appellant. The decision shall be  
10 rendered, on given notice, as in the case of a decision on appeal below [§4470(a)].  
11

12 (D)   Public Hearing: Within sixty (60) days of receiving a notice of appeal, the DRB shall hold a  
13 public hearing. [§4468]  
14

15       1.       Public notice for any hearing shall be given by the Administrative Officer not less  
16 than fifteen (15) days prior to the date of the public hearing and shall include the  
17 date, place, and purpose of such hearing. Public notice shall be: [§§4464, 4468]

18           a.       Mailed to the appellant;

19           b.       Published in a newspaper of general circulation in the Town;

20           c.       Posted in three or more public places within the municipality, one of  
21 which may be the Town website, including:

22                   i.       The Town Clerk's Office; and

23                   ii.       A location in Cambridge Village designated by the  
24 Cambridge Village Board of Trustees. This location  
25 shall be the Cambridge Village Post Office unless an  
26 alternative location is so designated; and

27                   iii.       Within view from the public right of way most nearly  
28 adjacent to the property for which the application is  
29 made; and

30                   iv.       If the subdivision will be accessed from a different  
31 public right of way, notice shall also be posted within  
32 view of that right of way.

33           d.       Provided to the applicant and to the owners of all properties  
34 adjoining the property subject to development without regard to the  
35 public right of way. The notification shall include a description of  
36 the proposed project and shall be accompanied by information that  
37 clearly informs the recipient where additional information may be  
38 obtained and that participation in the local proceedings is a  
39 prerequisite to the right to take any subsequent appeal.  
40

41       2.       The Administrative Officer is responsible for notifying adjoining landowners either  
42 by certified mail, return receipt requested, or by written notice hand delivered or  
43 mailed to the last known address supported by a sworn certificate of service. The  
44 appellant is required to bear the cost of the public warning and a fee (as established  
45 by the Selectboard) to cover the administrative costs of the Administrative Officer.  
46 [§4464(a)(3)]

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46
3. All hearings of an appeal are open to the public. In any hearing, there shall be an opportunity for each person wishing to establish status as an interested person (as defined in Section 5.01) to demonstrate that the criteria set forth in the definition are met. The DRB shall keep a written record of the name address, and participation of the persons [§4461(b)]. Any interested person may appear and be heard in person or be represented by an agent at the public hearing [§4468].
  4. All hearings of an appeal shall be open to the public and the rules of evidence applicable at such hearings shall be the same as the rules of evidence applicable in contested cases in hearings before administrative agencies [§4468]. These include:
    - a. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded. The rules of evidence in civil cases in the Vermont Superior Courts shall be followed. When necessary to ascertain facts not reasonably susceptible of proof under those rules, evidence not admissible thereunder may be admitted if it is of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs. Objections to evidentiary offerings may be made and shall be noted on the record.
    - b. Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. Upon request parties should be given opportunity to compare the copy with the original.
    - c. A party may conduct cross examinations required for a full and true disclosure of the facts.
    - d. Facts and information understood by members of the Board may be presented as evidence. [3 V.S.A. §810]
  5. In most cases the Administrative Officer is the defendant in the appeal before the DRB. In those cases the Administrative Officer should not act as a staff member during the hearing or deliberations.
  6. The DRB may recess the proceedings of the appeal pending submission of additional information [§4464(b)(1)]. The hearing may be adjourned by the DRB from time to time provided, however, that the date and place of the adjourned hearing shall be announced at the hearing [§4468].
- (E) Decision: The DRB should close the hearing promptly after all parties have submitted requested information. The DRB shall adjourn the hearing and issue a decision within 45 days after the adjournment of the hearing, and failure of the DRB to issue a decision within this period the appellant shall be deemed to have prevailed and shall be effective on the 46<sup>th</sup> day. Decisions shall be issued in writing and shall include a statement of the factual bases on which the DRB has made its conclusions and a statement of conclusions. [§4464(b)(1)]
1. In rendering a decision in favor of the applicant, the DRB may attach reasonable conditions and safeguards, as it deems necessary to implement the purposes of the Act, these regulations, and the municipal plan then in effect. [§4464(b)(2)]

1  
2 2. Copies of the DRB decision shall be sent to the appellant and the applicant (both by  
3 certified mail) and mailed to every person or body appearing and having been heard  
4 at the hearing [§4464(b)(3)].

5  
6 (F) Appeals: Appeals of a decision of the DRB may be made to the Environmental Court, as per  
7 section 2.04 [§4471].

8  
9 (G) Posting and Recording Requirements: The DRB shall meet the posting and recording  
10 requirements of section 2.07.

11  
12 **2.04 Appeals of DRB Decisions**

13  
14 (A) Applicability: An interested person who has participated in a municipal regulatory  
15 proceeding under these regulations may appeal a decision of the DRB to the Environmental  
16 Court [§4471]. Participation in a local regulatory proceeding shall consist of offering,  
17 through oral or written testimony, evidence or a statement of concern related to the subject  
18 of the proceeding. Appeals to Environmental Court must be taken in accordance with the  
19 provisions of Vermont Rules of Civil Procedures (V.R.C.P.) 76a and Vermont Rules of  
20 Appellate Procedures (V.R.A.P.) 3 and 4.

21  
22 (B) Initiation of Appeal. Within thirty (30) days [V.R.A.P. 4] following the date of decision  
23 rendered by the DRB, notice of the appeal shall be filed by certified mailing, with fees to the  
24 Environmental Court and by mailing a copy to the municipal clerk or Administrative  
25 Officer, if so designated, who shall supply a list of interested persons to the appellant within  
26 five (5) working days. Upon receipt of the list of interested persons, the appellant shall, by  
27 certified mail, provide a copy of the notice of appeal to every interested person and, if any  
28 one or more of those persons are not then parties to the appeal, upon motion they shall be  
29 granted leave by the court to intervene. [§§4471(c)]

30  
31 (C) Notice of Appeal Requirements: A notice of appeal shall be in writing and shall include  
32 [§4471]:

- 33  
34 1. The name of the party appealing.  
35  
36 2. What board made the decision being appealed.  
37  
38 3. The nature of the decision under appeal.  
39  
40 4. A reference to the specific provisions of the bylaw.  
41  
42 5. The relief requested by the appellant.  
43  
44 6. The signature of the appellant or attorney.

45  
46 (D) Filing Fee: The filing fee is established by V.R.C.P. 76 (e) and V.S.A. 32 §1431. At the

1 time of the development of these regulations in 2014, the fee for filing an appeal with the  
2 Environmental Court is \$250.

3  
4 **2.05 Violations and Enforcement**

5  
6 (A) Applicability: The commencement or continuation of any subdivision of land that is not in  
7 conformance with the provisions of these regulations or the approved and recorded plat  
8 shall constitute a violation. Violations of these regulations shall be prosecuted in accordance  
9 with the Act [§§4451, 4452].

10  
11 (B) Identification and Investigation of Violations: The Administrative Officer is required by law  
12 to enforce all violations of these regulations [§4448(a)]. Whether through direct  
13 observation, written or oral complaint, site visit, or notification of violation from the  
14 landowner, the discovery of an alleged violation must be pursued by the Administrative  
15 Officer.

16  
17 1. Any person may file a written complaint with the Administrative Officer if it is  
18 believed that a violation of these regulations has occurred. The complaint shall state  
19 fully the causes and basis for the alleged violation. The Administrative Officer shall  
20 properly record such a complaint, investigate within a reasonable time, and take  
21 action as appropriate in accordance with these regulations.

22  
23 2. The Administrative Officer may not enter upon any private property, for purposes of  
24 inspection and investigation, except by permission of the landowner or per a search  
25 warrant duly issued by a court [13 V.S.A. §4701].

26  
27 (C) Formal Notice of Violation: No action may be brought under this section unless the alleged  
28 offender has had at least seven (7) working days' notice by certified mail that a violation  
29 exists and has failed to satisfactorily respond or correct the alleged violation [§4451(a)].

30  
31 1. The warning notice shall state:  
32 a. That a violation exists;  
33 b. That the alleged offender has an opportunity to cure the violation  
34 within the seven (7) day period;  
35 c. That the alleged offender has the right to appeal the notice of  
36 violation to the DRB within fifteen (15) days from the date the  
37 notice was sent; and  
38 d. That the alleged offender will not be entitled to an additional  
39 warning notice for a violation occurring after the seven (7) day  
40 period.

41  
42 2. Action may be brought without notice and opportunity to cure, if the alleged  
43 offender repeats the violation of the regulation after the seven (7) day notice period  
44 and within the next succeeding twelve (12) months.

45  
46 (D) Informal Resolution of Violations: Where a landowner is cooperating with the

1 Administrative Officer in finding a cure for the violation, the Administrative Officer has the  
2 authority to enter written agreements to resolve violations. The Administrative Officer is  
3 under no obligation to enter any agreement - informal resolutions are not required under  
4 statute and are provided by the Town of Cambridge as an amicable means of resolving  
5 violations.  
6

- 7 1. At minimum, any agreement must:
- 8 a. Be in writing and be signed by both the violator and administrator.
  - 9 b. Must establish a prompt timeline for curing the violation, not to  
10 exceed 60 days, unless an extension is requested and granted by the  
11 DRB not to exceed 180 days.
  - 12 c. Give written authorization that will allow the Administrative Officer  
13 to inspect the premises to ensure compliance upon completion or by  
14 the agreed upon date of completion.
- 15
- 16 2. The Administrative Officer is prevented from making any agreement allowing a  
17 violation to continue in perpetuity, even if the violation is minimal, inadvertent,  
18 and/or the violator agrees to pay a fine [§4448(a)].  
19

20 (E) Enforcement Action: Where a property owner fails to remedy a violation within the seven  
21 (7) day period or the timetable agreed to under an informal resolution, the Administrative  
22 Officer, in the name of the municipality, shall bring appropriate action to enforce the  
23 provisions of these bylaws [§4452]. The appropriate action is typically an action in either  
24 Environmental Court or Superior Court although other actions are available. The  
25 municipality shall observe any limitations on enforcement proceedings relating to municipal  
26 permits and approvals as set forth in the Act [§4454] including the following:  
27

- 28 1. An enforcement action relating to any municipal land use permit must be instituted  
29 within fifteen (15) years of the date the alleged violation first occurred and not  
30 thereafter. The burden of proving the date the alleged violation first occurred shall  
31 be on the person against whom the enforcement action is instituted [§4454(a)].  
32
- 33 2. No action, injunction, or enforcement proceeding may be instituted to enforce an  
34 alleged violation of a municipal land use permit which received final approval from  
35 the applicable board, commissioner, or officer of the municipality after July 1, 1998,  
36 unless the municipal land use permit or a notice of the permit was recorded in the  
37 land use records of the municipality as required by the Act [§4454(b)].  
38
- 39 3. Nothing in the section shall prevent any action, injunction, or other enforcement  
40 proceeding by a municipality under any other authority it may have, including, but  
41 not limited to, a municipality's authority under Title 18 relating to the abatement  
42 and removal of a public health risk or hazard [§4454(c)].  
43

44 (F) Fines: Any person who violates these bylaws shall be fined not more than the amount  
45 permitted under the Act [§4451(b)], which at the time of development of these bylaws in  
46 2014 is \$100. Each day that a violation is continued after the initial seven (7) day notice

1 period shall constitute a separate offense. All fines imposed and collected shall be paid to  
2 the Town of Cambridge.

- 3  
4 (G) Recording requirements. The Administrative Officer shall meet all recording requirements  
5 of section 2.07 regarding notices of violation.  
6

7 **2.06 Fees**  
8

- 9 (A) Application Fees: The Selectboard may prescribe reasonable fees to be charged with respect  
10 to the administration of these regulations and for the administration of development review.  
11 These fees may include the cost of posting and publishing notices and holding public  
12 hearings and the cost of conducting periodic inspections during the installation of public  
13 improvements. These fees shall be payable by the applicant upon submission of the  
14 application [§4440(b)].  
15

- 16 (B) Independent Technical Review: The legislative body may establish procedures and  
17 standards for requiring applicants to pay for reasonable costs of an independent technical  
18 review of the application [§4440(d)].  
19

- 20 (C) Recording Fees: An applicant shall be charged the cost of the recording fees as required by  
21 law [§4449(c)(2)].  
22

- 23 (D) Fees for Appeals: In an appeal, the appellant is required to bear the cost of the public  
24 warning and a fee (as established by the Selectboard) to cover the administrative costs of the  
25 Administrative Officer [§4464(a)(3)]. Where an applicant appeals a decision of an  
26 Administrative Officer and the DRB finds in favor of the applicant, the Selectboard may  
27 call for a refunding of appeal fees if so provided in the adopted schedule of fees.  
28

- 29 (E) Schedule of Fees: The schedule of fees shall be posted in the offices of the Municipal Clerk  
30 and Administrative Officer, and may be altered or amended only by resolution of the  
31 Selectboard.  
32

33 **2.07 Posting and Recording Requirements**  
34

- 35 (A) Posting: Within three (3) days following the issuance of a decision by the DRB, the  
36 Administrative Officer shall post a copy of the permit or approval in the Town Clerk's  
37 Office until the expiration of the appeal period [§4449(b)(2)]. Notice must also be posted  
38 within view of the public right of way most nearly adjacent to the subject property until the  
39 time for appeals has passed. If the subdivision will be accessed from a different right of  
40 way, notice shall also be posted within view of that right of way until the time for appeals  
41 has passed. Each posting shall contain a statement of the period of time within which an  
42 appeal may be taken [§4449(b)] and a description as to where a full description of the  
43 project and approval can be found.  
44

- 45 (B) Recording with the Listers: Within three (3) days following the issuance of a decision the  
46 Administrative Officer shall deliver a copy of the permit to the Town Listers [§4449(b)(1)].

1  
2 (C) Recording Plats in the Municipal Land Records: Following the appeal period (30 days) but  
3 within 180 days after the approval of a final plat by the DRB or certification by the  
4 Environmental Court of the DRB's failure to act within forty-five (45) days, the subdivider  
5 shall submit the final plat, including all endorsements, for recording in the Town Clerk's  
6 Office [§4463(b)].

7  
8 1. Such final plat shall:

- 9 a. Be on a mylar sheet(s) of 24 inches by 18 inches, and contain all  
10 information required by Section 3.02(B)(1) and (2). Multiple mylar  
11 sheets may be recorded if needed to adequately display such  
12 information.  
13 b. Meet all other requirements established in Chapter 17 of Title 27  
14 Vermont Statutes Annotated.  
15 c. Be signed by an authorized member of the DRB or the  
16 Administrative Officer.  
17 d. Contain the recording requirements of the Town Clerk's Office  
18 below.

19  
20 2. The DRB approval, or certification by the Environmental Court of the failure of the  
21 DRB to act, expires after 180 days [§4463(b)]. Any plat not submitted to the Town  
22 Clerk's Office for recording within 180 days shall be null and void.

- 23  
24 a. The Administrative Officer may extend the date for an additional  
25 90 days, if local or state permits or approvals are pending, provided  
26 the request for an extension is made before the expiration of the  
27 DRB approval. The Administrative Officer may grant up to four  
28 (4) such extensions. Any additional extension may only be  
29 granted by the Development Review Board.  
30 b. The Development Review Board may grant an extension of recording of  
31 the final approval for reasonable and substantial cause, provided the  
32 request for an extension is made before the expiration of the DRB  
33 approval.  
34 c. The Administrator shall send written notice of any extension to the  
35 Cambridge Town Listers.

36  
37 (D) Recording Items in the Municipal Land Records: Within thirty (30) days after the issuance  
38 of any of the items listed below, the Administrative Officer shall deliver the original, or a  
39 legible copy, of the issuance to the Town Clerk for recording in the municipal land records  
40 [§4449(c)(1)].

41  
42 1. The following issuances are covered in this subsection:

- 43 a. Approvals or denials of an application for sketch plan approval;  
44 b. Notices of violation;  
45 c. Notices of denial of a final plat. [§4449(c)(1)(A)]; and  
46 d. Certificates of completion required under section 3.02(J)

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2. Any issuance delivered for recording shall list:
  - a. As grantor, the owner of record title to the property at the time of issuance;
  - b. As grantee, the municipality issuing the permit, certificate, or notice – i.e. *the Town of Cambridge*;
  - c. The municipal office where the original, or a true legible copy, of the issuance may be examined;
  - d. Whether an appeal of such issuance was taken; and
  - e. The tax map lot number or other description identifying the lot [24 V.S.A. §1154(c)].

(E) Administrative Officer Records: The Administrative Officer shall maintain a file of development including:

1. Copies of all permits and approvals or denials filed with the clerk.
2. A copy of the subdivision plat recorded in the Town Clerk’s Office. [§4449(c)(1)(B)]
3. Copies of all evidence presented, public notices, hearing minutes, findings of fact, and other material collected by the Administrative Officer or DRB in the process of reviewing an application.
4. Certificates of completion required under section 3.02(J)

(F) Recording DRB Minutes and Findings with the Town Clerk: The DRB shall keep minutes of its proceedings, showing the vote of each member upon each question and those absent or failing to vote upon each question, and shall keep records of its examinations and other official actions, all of which shall be filed immediately in the Town Clerk’s Office as a public record [§4461(a)].

1. For each case heard and decided, the DRB shall make written Findings of Fact and Conclusions of Law that shall be maintained in the Town Clerk’s Office together with all minutes and other records of the DRB.



1 **Section 3. Development Review Procedures**

2  
3 **3.01 Subdivision- Sketch Plan Review**

4  
5 (A) Applicability: Sketch plan review is suggested for all applications for subdivision.

6  
7 (B) Purpose: The purpose of a sketch plan review is to have a preliminary discussion about the  
8 proposal with the developer. Sketch plan review is intended to ensure the most complete  
9 and efficient review of projects, to save resources for both the applicant and the Town, and  
10 to provide public and municipal input at the earliest stages of project development.

11  
12 (C) Application requirements: In order to apply for sketch plan review the subdivider must  
13 submit to the Administrative Officer a sketch plan of the proposed subdivision. A  
14 completed application shall include any fee established by the Selectboard in accordance  
15 with Section 2.06(A) of these regulations The sketch plan must be submitted at least  
16 twenty-one (21) days prior to a regular or special meeting of the DRB. The complete sketch  
17 plan application should be legible and to scale but does not need to be completed by a  
18 surveyor or engineer. The complete application shall include two full sized copies and eight  
19 11"x17" reductions containing the following information:

- 20  
21 1. Name and address of the owner of record and applicant.
- 22  
23 2. Name of owners of record of abutting properties.
- 24  
25 3. Boundaries and area of all abutting land, including land separated by a public right-  
26 of-way land belonging to owner of record, and proposed subdivision (a copy of the  
27 tax map is sufficient).
- 28  
29 4. Existing and proposed layout of property lines, including parcel sizes and frontage;  
30 type and location of existing and proposed restrictions on land, such as easements  
31 and covenants.
- 32  
33 5. Type of location and approximate size of existing and proposed highway access,  
34 roads, sidewalks, street lighting, utilities, and open space, if any.
- 35  
36 6. Preliminary plans for services, including water supply and wastewater disposal.
- 37  
38 7. Preliminary plans for maintenance of common lands and private roads.
- 39  
40 8. Approximate locations of natural features such as wetlands, shorelines,  
41 watercourses, prime and statewide agricultural soils, slopes of greater than 20%, and  
42 designated floodplains.
- 43  
44 9. Date, north arrow, and scale.
- 45  
46 10. Location map showing relation of proposed subdivision to adjacent property and

1 surrounding area.

2  
3 11. Any requests for waivers of application requirements or review standards. Waiver  
4 requests shall be submitted in writing by the applicant with the subdivision  
5 application.

6  
7 (D) Public hearing: A public hearing shall be held by the DRB at the earliest available regular or  
8 special meeting after the time of submission to the Administrative Officer of a complete  
9 application for sketch plan approval. [§4464(a)(2)]

10  
11 1. Public notice for any hearing shall be given by the Administrative Officer not less  
12 than seven (7) days prior to the date of the public hearing and shall include the date,  
13 place, and purpose of such hearing. Public notice shall be: [§4464(a)(2)]

14 a. Mailed to the applicant;

15 b. Posted in three or more public places within the municipality, one of  
16 which may be the Town Website including:

17 i. The Town Clerk's Office; and

18 ii. A location in Cambridge Village designated by the  
19 Cambridge Village Board of Trustees. This location  
20 shall be the Cambridge Village Post Office unless an  
21 alternative location is so designated; and

22 iii. Within view from the public right of way most nearly  
23 adjacent to the property for which the application is  
24 made; and

25 iv. If the subdivision will be accessed from a different  
26 public right of way, notice shall also be posted within  
27 view of that right of way.

28 c. Written notification of such notice to the applicant and to the owners  
29 of all properties adjoining the property subject to development,  
30 without regard to the public right of way. The notification shall  
31 include a description of the proposed project and shall be  
32 accompanied by information that clearly informs the recipient where  
33 additional information may be obtained and that participation in the  
34 local proceedings is a prerequisite to the right to take any subsequent  
35 appeal.

36 d. If any portion of the parcel lies within 500 feet of a municipal  
37 boundary, a copy shall be sent to the clerk of the adjacent  
38 municipality. [§4463(a)]

39  
40 2. The Administrative Officer is responsible for notifying adjoining landowners either  
41 by certified mail, return receipt requested, or by written notice hand delivered or  
42 mailed to the last known address supported by a sworn certificate of service. The  
43 appellant is required to bear the cost of the public warning and a fee (as established  
44 by the Selectboard) to cover the administrative costs of the Administrative Officer.  
45 [§4464(a)(3)]  
46

- 1 3. All hearings of a review for sketch plan approval are open to the public. In any  
2 hearing, there shall be an opportunity for each person wishing to establish status as  
3 an interested person (as defined in Section 5.01) to demonstrate that the criteria set  
4 forth in the definition are met. The DRB shall keep a written record of the name  
5 address, and participation of the persons [§4461(b)]. Any interested person may  
6 appear and be heard in person or be represented by an agent at the public hearing.  
7
- 8 4. Any hearing may be recessed by the Board from time to time pending submission of  
9 additional information [§4464(b)(1)] provided, however, that the date and place of  
10 the recessed hearing is announced at the hearing.  
11

12 (E) General Standards: When determining the appropriateness of a subdivision, the DRB may  
13 consider any of the standards and conditions contained in these regulations and any other  
14 applicable local bylaws.  
15

- 16 1. Conformance: The DRB shall study the sketch plan to determine whether or not it  
17 conforms to the provisions of these regulations, any capital budget and program in  
18 effect, the official map, the local sewerage ordinance, and any other municipal by-  
19 laws in effect. Where it deems necessary, the DRB will make specific  
20 recommendations for changes in subsequent submissions.  
21

22 (F) Decisions: The DRB shall approve or disapprove the sketch plan within forty-five (45) days  
23 after the completion of the public hearing, or any continuation of the hearing. If the DRB  
24 fails to act within forty-five (45) days the sketch plan shall be deemed approved  
25 [§4464(b)(1)]. All decisions shall be sent by certified mail within the time period to the  
26 applicant. Copies of the decision shall also be mailed to every person appearing and having  
27 been heard at the hearing [§4464(b)(3)].  
28

29 (G) Effect of Sketch Plan Determination: Approval of a sketch plan shall not constitute approval  
30 of a subdivision plat and is merely authorization for the applicant to file a final plat  
31 application.  
32

- 33 1. DRB determinations and associated recommendations shall remain in effect for one  
34 (1) year from the date of issuance, unless otherwise specifically approved or  
35 extended by the DRB. Within one (1) year of the decision by the DRB, the applicant  
36 may apply to the DRB for final plat approval under section 3.02 of these regulations.  
37

38 (H) Appeals. Any interested person may appeal a decision of the DRB to the Environmental  
39 Court by filing a notice of appeal under Section 2.04 of these regulations. Sketch plan  
40 approval shall not be effective until the time for appeal has passed, or in the event a notice  
41 of appeal is filed with the Environmental Court, no such approval shall take effect until  
42 adjudication of that appeal. [§4449(a)(3)]  
43

44 (I) Posting and Recording Requirements: The Administrative Officer shall meet all recording  
45 requirements of section 2.07 of these regulations.  
46

1  
2 **3.02 Subdivision- Final Plat Review**  
3

4 (A) Applicability: Final plat approval is required for all applications for subdivision.  
5

6 (B) Plat - Application requirements: The complete application shall include any fee  
7 established by the Selectboard in accordance with Section 2.06(A). The complete  
8 application shall of these regulations shall include two full sized copies and eight  
9 11"x17" reductions of all information outlined below. The plat shall consist of one or  
10 more maps or drawings which may be printed or reproduced on paper with all dimensions  
11 shown in feet or decimals of a foot, drawn to scale, showing or accompanied by the  
12 following information:  
13

14 1. A map of the property prepared by a licensed land surveyor, registered civil  
15 engineer, or registered architect, showing the existing conditions including:

- 16 a. The number of acres within the original parcel; location of existing  
17 property lines; existing easements, deed restrictions; and existing  
18 features including buildings; wooded areas; roads; water courses  
19 and wetlands; existing foundations; and other existing physical  
20 features, including prime and statewide agricultural soils.  
21 b. All parcels immediately adjacent to the proposed subdivision,  
22 including those separated by a public or private right-of-way, with  
23 the names and addresses of owners of record of such adjacent  
24 acreage. For larger adjacent parcels, only lot lines within 500 feet  
25 of the proposed subdivision need be depicted.  
26 c. Location and size of any existing sewers and water mains,  
27 individual or community sewage disposal systems, wells, culverts,  
28 and drains on the property to be subdivided.  
29 d. If the parcel to be subdivided will remain at least 50 (fifty) acres in  
30 size after the proposed subdivision, only the boundaries of new  
31 and/or adjusted lots shall be surveyed, and a survey of the entire  
32 parcel will not be required.  
33 e. Any and all application requirements for Sketch Plan review  
34 identified in Section 3.01(C).  
35

36 2. A subdivision plat prepared by a licensed land surveyor showing:

- 37 a. The proposed lot lines, including metes and bounds; building  
38 envelopes; access location; the location of proposed water,  
39 wastewater, and utilities; roads, curbs, sidewalks, and pedestrian  
40 ways including lighting; common land and/or land to be set aside  
41 for public use.  
42 b. A vicinity map drawn at the scale of not over 1,000 feet to the inch  
43 showing the relation of the proposed subdivision to the adjacent  
44 properties and to the general surrounding area.  
45 c. Name and address of the proposed subdivision.  
46 d. Name and address of person or firm preparing the map.

- 1 e. Total acreage of the subdivision and each proposed lot with lots  
2 numbered and identified.
- 3 f. Sufficient data acceptable to the DRB to determine readily the  
4 location, bearing, and length of every road line, easement/right-of-  
5 way, lot line, building envelope, boundary line and to reproduce  
6 these lines on the ground.
- 7 g. The plat need not be stamped for final review, but shall be stamped  
8 by a licensed surveyor prior to recording under Section 2.07 of these  
9 regulations.
- 10
- 11 3. Location of temporary markers adequate to enable the DRB to locate readily and  
12 appraise the basic layout in the field.
- 13
- 14 4. The following supporting documentation:
- 15 a. Written description including construction sequence and time  
16 schedule for completion of each phase of the subdivision.
- 17 b. Written description of the proposed uses of each lot and/or  
18 estimated traffic generated by each lot. This information will be  
19 used to ensure that appropriate lot access and roadway width is  
20 provided in accordance with Section 4.07.
- 21 c. Final design of all proposed roads, including the length of all  
22 straight lines, the deflection angles, radii, length of curves and  
23 central angles of all curves, tangent distances and tangent bearings  
24 for each road, cross sections of roads, and road profiles.
- 25 d. Management agreements for all private roads and other private  
26 infrastructure.. Copies of any other proposed deeds, agreements, or  
27 other documents showing the manner in which roads and open  
28 space, including park and recreation areas, are to be dedicated,  
29 reserved, and maintained, and in which significant natural  
30 resources are to be protected and maintained, as applicable. The  
31 Town of Cambridge assumes no responsibility or obligation to  
32 accept any areas, roads, or other properties proposed to be  
33 dedicated to the Town.
- 34 e. Any other documents required by the DRB as a result of sketch plan  
35 approval.
- 36
- 37 5. All proposed subdivisions that are accessed by a state highway or Class 1 road must  
38 receive a state access permit prior to final plat approval. All proposed subdivisions  
39 accessed by a town highway must receive approval of the Cambridge Road Foreman  
40 prior to final plat approval.
- 41
- 42 (C) Public Hearing: Within sixty (60) days of receiving a complete application for final plat  
43 approval, the DRB shall hold a public hearing.
- 44
- 45 1. Public notice for any hearing shall be given not less than fifteen (15) days prior to  
46 the date of the public hearing and shall include the date, place, and purpose of such

1 hearing. Public notice shall be: [§4464]

- 2 a. Mailed to the applicant;
- 3 b. Published in a newspaper of general circulation in the Town;
- 4 c. Posted in three or more public places within the municipality, one of  
5 which may be the Town website, including:
  - 6 i. The Town Clerk's Office; and
  - 7 ii. A location in Cambridge Village designated by the  
8 Cambridge Village Board of Trustees. This location  
9 shall be the Cambridge Village Post Office unless an  
10 alternative location is so designated; and
  - 11 iii. Within view from the public right of way most nearly  
12 adjacent to the property for which the application is  
13 made; and
  - 14 iv. If the subdivision will be accessed from a different  
15 public right of way, notice shall also be posted within  
16 view of that right of way.
- 17 d. Written notification of such notice to the applicant and to the owners  
18 of all properties adjoining the property subject to development,  
19 without regard to the public right of way. The notification shall  
20 include a description of the proposed project and shall be  
21 accompanied by information that clearly informs the recipient where  
22 additional information may be obtained and that participation in the  
23 local proceedings is a prerequisite to the right to take any subsequent  
24 appeal.
- 25 e. If any portion of the parcel lies within 500 feet of a municipal  
26 boundary, a copy shall be sent to the clerk of the adjacent  
27 municipality. [§4463(a)]

28  
29 2. The Administrative Officer is responsible for notifying adjoining landowners either  
30 by certified mail, return receipt requested, or by written notice hand delivered or  
31 mailed to the last known address supported by a sworn certificate of service. The  
32 applicant is required to bear the cost of the public warning and a fee (as established  
33 by the Selectboard) to cover the administrative costs of the Administrative Officer.  
34 [§4464(a)(3)]

35  
36 3. All hearings of a review for plat approval are open to the public. In any hearing,  
37 there shall be an opportunity for each person wishing to establish status as an  
38 interested person (as defined in Section 5) to demonstrate that the criteria set forth in  
39 the definition are met. The Administrative Officer shall keep a written record of  
40 the name, address, and participation of the persons [§4461(b)]. Any interested  
41 person may appear and be heard in person or be represented by agent at the public  
42 hearing.

43  
44 4. Any hearing may be recessed by the Board from time to time pending submission of  
45 additional information [§4464(b)(1)] provided, however, that the date and place of  
46 the recessed hearing is announced at the hearing.

1  
2 (D) General Standards: In reviewing a subdivision plat, the DRB shall consider all of the  
3 subdivision standards required under these regulations and any additional regulations  
4 deemed relevant including other applicable local bylaws.  
5

- 6 1. Subdivision standards found in Subsection 4A of these regulations including  
7 Dimensional Requirements, Lot Access, Useable Lot Requirement, Water Systems,  
8 Wastewater Disposal, Utilities, Driveway and Private Road Design and Layout,  
9 Curbs, Sidewalks & Pedestrian Access, Stormwater Management Facilities, Street  
10 & Sidewalk Lighting, Recreation Areas, Common Lands, Protection of Agricultural  
11 Soils, Fire Hydrants, Fire Ponds, & Dry Hydrants, and Planned Unit Developments.  
12
- 13 2. The proposed subdivision conforms to any capital budget and program in effect, any  
14 official map in effect, the sewerage ordinance, and any other municipal bylaw in  
15 effect.  
16
- 17 3. Any proposed waiver has been properly decided under section 3.03 of these  
18 regulations.  
19
- 20 4. Where an existing subdivision or lot is non-conforming, that the subdivision meets  
21 the standards established in Subsection 4B of these regulations.  
22

23 (E) Conditions of Approval:

- 24 1. Master Plan Review: As part of the final plat review, the DRB may require a  
25 description of the potential build-out of the entire parcel and adjacent parcels even if  
26 the application only includes a portion of the parcel(s).  
27
  - 28 a. When required, the Master Plan build-out shall include an indication  
29 of proposed roads, driveways or roads, the future probable lot lines  
30 and building envelopes of the remaining portion of the tract, and a  
31 description of the probable uses. The build-out may be drawn in a  
32 sketch plan format. The DRB may require that the build-out be  
33 submitted as part of an extended sketch plan review, or as a part of  
34 the final plat approval.
  - 35 b. Requirements for Master Plan review are intended to ensure the  
36 orderly development of the Town and will be required when the  
37 DRB determines that the development currently under review may  
38 have an impact on the future ability to develop the remaining parcel  
39 or adjacent parcels. It may also be required when the DRB  
40 determines that the future build-out of the applicant's holdings,  
41 combined with the current proposal, may have a significant impact  
42 on the Town of Cambridge.
  - 43 c. Approval of an applicant's current application does not constitute  
44 approval of the Master Plan build-out.  
45
- 46 2. Completion requirement or Performance bonding: All improvements, including

1 private roads and other infrastructure, shall be installed in accordance with the  
2 approved plans and the standards of these regulations. Failure to install any  
3 improvement in accordance with the approved plans and the standards of these  
4 regulations shall be considered a **violation enforceable under these regulations**.  
5 The applicant shall allow inspection of improvements by the Administrative Officer,  
6 Cambridge Highway Forman, and other agents of the Town or Village of  
7 Cambridge as necessary to ensure compliance with this requirement.  
8

9 For any subdivision which requires the construction of private roads or other public  
10 improvements by the applicant, the DRB may require that no lot be transferred or  
11 sold unless the roads and other public infrastructure are satisfactorily installed in  
12 accordance with the approved decision and pertinent bylaws. [§4464(b)(4)]  
13

14 In lieu of completion of the required public improvements, the DRB may require  
15 from the subdivider for the benefit of the municipality a performance bond issued  
16 either by a bonding or surety company approved by the Selectboard or by the owner  
17 with security acceptable to the Selectboard in an amount sufficient to cover the full  
18 cost of those new roads and required improvements on or in those roads and their  
19 maintenance for a period of two (2) years after the completion as is estimated by the  
20 DRB or such municipal department or officials as the DRB designates. This bond or  
21 other security shall provide for, and secure to the public, the completion of any  
22 improvements that may be required within the period fixed for that completion and  
23 for the maintenance of those improvements for a period of two (2) years after  
24 completion. [§4464(b)(4)]  
25

26 The form, content, amount, and manner of execution of such bond or surety shall be  
27 to the satisfaction of the Selectboard. The term of such bond or surety may be fixed  
28 for a maximum of three (3) years, within which time period said improvements  
29 must be completed. The term of such bond or surety may, with mutual consent of  
30 the DRB and applicant, be extended for an additional period not to exceed three (3)  
31 years. [§4464(b)(2), §§4464(b)(4 - 6)]  
32

33 2. Phasing: At the time the DRB grants plat approval, it may require the plat to be  
34 divided into two or more phases to be developed at separate times. The DRB may  
35 impose specific conditions for the sale or transfer of lots to ensure the orderly  
36 development of the plat and coordination with the planned and orderly growth of the  
37 Town as reflected in the Town Plan and any capital budget and program in effect.  
38 [§4422]  
39

40 3. The DRB may impose other conditions of approval as necessary to protect the  
41 public safety and welfare and to ensure compliance with the Town Plan, these  
42 regulations, and other bylaws and ordinances in effect [§4464(b)(2)].  
43

44 (F) Decision: The DRB shall approve or disapprove such plat within forty-five (45) days after  
45 the completion of the public hearing, or any continuation of the hearing. If the DRB fails to  
46 act within forty-five (45) days the subdivision plat shall be deemed approved [§4464(b)(1)].



1 All decisions shall be sent by certified mail within the time period to the applicant. Copies  
2 of the decision shall also be mailed to every person appearing and having been heard at the  
3 hearing [§4464(b)(3)].  
4

5 1. Contingent approval: The approval of any subdivision requiring a State Subdivision  
6 Permit, an Act 250 Permit, a Public Building Permit, or any other state, federal, or  
7 local permits noted by the DRB shall be classified as Contingent Approval. Such  
8 subdivision shall be considered approved contingent upon no further changes made  
9 to accommodate any other permit.

10 a. All plats granted Contingent Approval shall be submitted for review  
11 by the Administrative Officer after all other necessary permits have  
12 been received. The Administrative Officer shall review for  
13 acceptance any changes that have been made by other permitting  
14 authorities and/or by the subdivider to conform to other permit  
15 requirements.

16 b. If no changes have been made, or if the changes are not substantial in  
17 nature, the final plat and mylar shall be recorded in accordance with  
18 Section 2.07(C) above.

19 c. If any substantial changes have been made, the Administrative  
20 Officer shall refer the application to the DRB. The DRB will hold  
21 an additional hearing, warned in accordance with Section 3.07(C), to  
22 review the proposed changes. If the DRB deems all changes to be in  
23 conformance with these bylaws, the subdivision shall be given Final  
24 Approval.

25 d. For the purpose of this Section, a “substantial change” shall be any  
26 change that modifies the size or location of any lot or building  
27 envelope by more than 0.1 acres, modifies the design or location of  
28 any private road, modifies the design or location of any access onto a  
29 public highway, or otherwise modifies or invalidates any condition  
30 of approval. If there is any ambiguity regarding whether a change is  
31 substantial in nature, the Administrative Officer shall refer the plat to  
32 the DRB.  
33

34 2. Final Approval: The approval of any subdivision that does not require other permits  
35 shall be classified as Final Approval. The final plat requires two endorsements prior  
36 to being filed with the Town Clerk. First, the final approved plat shall be endorsed  
37 by the Chair of the DRB or other duly authorized Board member. The second  
38 endorsement is the Administrative Officer who shall not endorse the plat until after  
39 the appeal period has passed and all appeals have been adjudicated.  
40

41 a. The decision shall include a finding of fact regarding the total traffic  
42 generated from the intended use of each lot. For purposes of this  
43 determination, each single family dwelling unit will be assumed to  
44 generate 10 average trips per day. Each multi-family dwelling will  
45 be assumed to generate 7 average trips per unit per day. Each senior  
46 housing dwelling will be assumed to generate 4 average trips per unit

1 per day. Trip generation for all other uses shall be based on the  
2 most recent Edition of the Institute of Transportation Engineers Trip  
3 Generation Manual, or other similar reliable source.

4 b. The decision shall include a condition stating that requiring the  
5 applicant to apply for an amendment to the subdivision approval for  
6 any change of use that may increase average daily traffic above that  
7 initially proposed. If such a change of use occurs, the applicant shall  
8 be required to upgrade the driveway and/or private road serving the  
9 lot in question to meet the standards outlined in Section 4.07.

10  
11 3. Disapproval: The disapproval of a subdivision plat shall state, in writing, the reasons  
12 for such denial and be sent along with, or as a part of, the notice of decision.

13  
14 (G) Effect of Final Plat Approval: The approval by the DRB of a final subdivision plat shall not  
15 be construed to constitute acceptance by the municipality of any road, easement, utility,  
16 park, recreation area, or other open space shown on the final plat. Such acceptance may be  
17 accomplished only by a formal resolution of the Selectboard in accordance with state  
18 statutes. Each approval shall contain a time limit within which all improvements shall be  
19 completed, not to exceed three (3) years unless otherwise required or extended by the DRB.  
20 [§4463(c)]

21  
22 (H) Appeals. Any interested person may appeal a decision of the DRB to the Environmental  
23 Court by filing a notice of appeal under Section 2.04 of these regulations. Final plat  
24 approval shall not be effective until the time for appeal has passed, or in the event a notice  
25 of appeal is filed with the environmental court, no such approval shall take effect until  
26 adjudication of that appeal. [§4449(a)(3)]

27  
28 (I) Posting and Recording Requirements: The Administrative Officer shall meet the posting  
29 and recording requirements of section 2.07. **The applicant has the responsibility to file**  
30 **the final approved plat with the Town Clerk in accordance with recoding**  
31 **requirements of section 2.07 of these bylaws.**

32  
33 (J) Inspection of Improvements: Prior to the sale of any lot, all shared driveways, private roads  
34 and other infrastructure shall be inspected by the Administrative Office and Cambridge  
35 Town Highway Foreman to ensure they are installed in accordance with the approved plans,  
36 unless improvements are deferred under Section 4.03(E). The subdivider's engineer shall  
37 be present for the inspection. Final inspection shall be conducted no more than one year  
38 following completion of the project construction. The applicants' engineer or designer shall  
39 prepare a certificate of completion and submit it to be recorded by the Administrative  
40 Officer. Upon completion of a successful inspection, the Administrative Officer shall  
41 record and file a certificate of completion in accordance with Section 2.07(D). This  
42 provision shall not apply to wastewater, water, and stormwater systems under the  
43 jurisdiction of the State of Vermont.

1 **3.03 Waivers**

2  
3 (A) Applicability: An applicant may receive relief from a provision of these subdivision  
4 regulations through the granting of a waiver by the DRB. [§§4418(2)(A)]

5  
6 (B) Purpose: The purpose of a waiver is to address special circumstances of a particular parcel  
7 or to address plat requirements which are not requisite in the interest of the public health,  
8 safety, and general welfare or because of inadequacy or lack of connecting facilities  
9 adjacent or in proximity to the subdivision.

10  
11 (C) Application: The Town of Cambridge treats waivers as appeals; therefore, a notice of appeal  
12 for a waiver shall be filed with the clerk of the DRB prior to, or concurrent with the  
13 submission of the respective subdivision plat, in writing and shall include:

- 14  
15 1. The name and address of the appellant.  
16  
17 2. A brief description of the property with respect to which the waiver is requested.  
18  
19 3. A reference to applicable regulation provisions for which relief is requested.  
20  
21 4. The nature of the relief requested by the appellant.  
22  
23 5. The alleged grounds why such relief is believed proper under the circumstances (i.e.  
24 how the proposal meets all requirements of this section).  
25

26 (D) Public hearing: A public hearing shall be held by the DRB at the earliest available hearing  
27 of the DRB. A hearing for an appeal for a waiver shall be held concurrently with plat  
28 approval, provided the waiver appears in the purpose of the hearing as warned.  
29 [§4464(a)(2)]

- 30  
31 1. Public notice for any hearing shall be given not less than seven (7) days prior to the  
32 date of the public hearing and shall include the date, place, and purpose of such  
33 hearing. Public notice shall be: [§4464(a)(2)]  
34 a. Mailed to the appellant;  
35 b. Posted in three or more public places within the municipality, one of  
36 which may be the Town website, including:  
37 i. The Town Clerk's Office; and  
38 ii. A location in Cambridge Village designated by the  
39 Cambridge Village Board of Trustees. This location  
40 shall be the Cambridge Village Post Office unless an  
41 alternative location is so designated; and  
42 iii. Within view from the public right of way most nearly  
43 adjacent to the property for which the application is  
44 mad; and  
45 iv. If the subdivision will be accessed from a different  
46 public right of way, notice shall also be posted within

view of that right of way.

- c. Written notification of such notice to the applicant and to the owners of all properties adjoining the property subject to development, without regard to the public right of way. The notification shall include a description of the proposed project and shall be accompanied by information that clearly informs the recipient where additional information may be obtained and that participation in the local proceedings is a prerequisite to the right to take any subsequent appeal.
- d. If any portion of the parcel lies within 500 feet of a municipal boundary, a copy shall be sent to the clerk of the adjacent municipality. [§4463(a)]

- 2. The Administrative Officer is responsible for notifying adjoining landowners either by certified mail, return receipt requested, or by written notice hand delivered or mailed to the last known address supported by a sworn certificate of service. The appellant is required to bear the cost of the public warning and a fee (as established by the Selectboard) to cover the administrative costs of the Administrative Officer. [§4464(a)(3)]
- 3. All hearings of a review for waivers are open to the public. In any hearing, there shall be an opportunity for each person wishing to establish status as an interested person (as defined in Section 5.01) to demonstrate that the criteria set forth in the definition are met. The DRB shall keep a written record of the name address, and participation of the persons [§4461(b)]. Any interested person may appear and be heard in person or be represented by agent at the public hearing.
- 4. Any hearing may be recessed by the Board from time to time pending submission of additional information [§4464(b)(1)] provided, however, that the date and place of the recessed hearing is announced at the hearing.

(E) General Standards: The DRB may waive, subject to appropriate conditions, subdivision application requirements and subdivision standards under these regulations.

- 1. The DRB may grant a waiver provided application requirements or subdivision standards are :
  - a. not requisite in the interest of the public health, safety, and general welfare; **or**
  - b. inappropriate due to extraordinary and unnecessary hardship that would result from the strict compliance of these regulations; **or**
  - c. inappropriate because of inadequate or lack of connecting facilities adjacent to or within proximity of the subdivision. [§4418(2)(A)]

(F) Conditions of Approval: In rendering a decision in favor of an applicant for a waiver, the DRB may attach such conditions to such waiver as it may consider necessary and appropriate under the circumstances to implement the Act, and/or the Town of Cambridge

1 Municipal Development Plan as most recently adopted, or these regulations or other  
2 municipal ordinances or regulations.

- 3
- 4 (G) Decision: The DRB shall approve or disapprove the waiver within forty-five (45) days after  
5 the completion of the public hearing, or any continuation of the hearing. If the DRB fails to  
6 act within forty-five (45), days the waiver shall be deemed approved [§4464(b)(1)]. All  
7 decisions shall be sent by certified mail within the time period to the applicant. Copies of  
8 the decision shall also be mailed to every person appearing and having been heard at the  
9 hearing [§4464(b)(3)].
- 10
- 11 (H) Appeals. Any interested person may appeal a decision of the DRB to the Environmental  
12 Court by filing a notice of appeal under Section 2.04 of these regulations. Waiver approval  
13 shall not be effective until the time for appeal has passed, or in the event a notice of appeal  
14 is filed with the Environmental Court, no such approval shall take effect until adjudication  
15 of that appeal. [§4449(a)(3)]
- 16
- 17 (I) Posting and Recording requirements: The DRB shall meet the posting and recording  
18 requirements of section 2.07.
- 19

### 20 **3.04 Minor Boundary Line Adjustment**

- 21
- 22 (A) Applicability: Any Minor Boundary Line Adjustment must satisfy the requirements of this  
23 section. Boundary adjustments shall require review and approval by the Administrative  
24 Officer and shall be submitted for filing with the Town Clerk.
- 25
- 26 (B) Purpose: The purpose of this section is to allow minor boundary line adjustments reviewed  
27 by the Administrative Officer.
- 28
- 29 (C) Application: A completed application shall include any fee established by the Selectboard  
30 in accordance with Section 2.06(A) of these regulations An application for a boundary  
31 adjustment shall be prepared by a licensed land surveyor and shall consist of one or more  
32 maps or drawings which may be printed or reproduced on paper with all dimensions shown  
33 in feet or decimals of a foot, drawn to scale, showing or accompanied by the following  
34 information:
- 35
- 36 1. Date, scale, and true North arrow;
  - 37
  - 38 2. The name, license number, and seal of the registered land surveyor who prepared  
39 the plans;
  - 40
  - 41 3. Bearings and distances of boundary lines of each lot, monumentation of all lot  
42 corners, and all easements; and
  - 43
  - 44 4. The following language, “Approval of this boundary adjustment does not constitute  
45 creation of a separate parcel or lot of land. It simply adjusts the physical location of  
46 the common boundary of the adjoining parcels or lots. Any future subdivision of

1           these parcels or lots must be approved by the Development Review Board. This lot  
2           line adjustment has been approved pursuant to Section 3.04 of the Town and Village  
3           of Cambridge Subdivision Regulations.”  
4

5 (D) General Standards: In order to be considered a minor boundary line adjustment, all of the  
6 following standards shall be met:

- 7
- 8       1.     No new lots shall be created.
- 9
- 10      2.    No existing lot shall made non-conforming with any standard found in Section 4 of  
11       these Regulations.
- 12
- 13      3.    No roads, Rights-Of-Way, or public facilities shall be impacted.
- 14
- 15      4.    No condition of any prior subdivision approval shall be violated.
- 16

17 (E) Action by Administrative Officer: Within thirty [30] days of receipt of a complete  
18 application, including all application materials and fees, the Administrative Officer shall act  
19 to issue or deny the minor boundary adjustment in writing or to refer the application to the  
20 Development Review Board for consideration as a subdivision. If the Administrative  
21 Officer fails to act within the thirty [30] day period, a Boundary Adjustment shall be  
22 deemed issued on the thirty-first [31st] day.  
23

24 (F) Posting: When a minor boundary line adjustment is approved, notice must be posted within  
25 view of the public right-of-way nearly adjacent to the subject property until the time for  
26 appeals has passed. The notice shall contain a statement of the appeal period [§4449(b)] and  
27 information as to where a full description of the project and approval can be found. Within  
28 three (3) days of the issuance of the decision, a copy of the approval must be posted in at  
29 least one public place in the municipality until the expiration of the fifteen (15) days from  
30 the date of issuance of the approval [§4449(b)(2)].  
31

32 (G) Appeals: Any interested person may appeal a decision of the Administrative Officer to the  
33 Development Review Board by filing a notice of appeal under Section 2.03 of these  
34 regulations. Approval of the Minor Boundary Line Adjustment shall not be effective until  
35 the time for appeal has passed, or in the event a notice of appeal is filed with the, no such  
36 approval shall take effect until adjudication of that appeal. [§4449(a)(3)]  
37

38 (H) Recording Requirements: The Administrative Officer shall meet the recording requirements  
39 of section 2.07. **The applicant has the responsibility to file the final approved plat with  
40 the Town Clerk in accordance with recoding requirements of section 2.07 of these  
41 bylaws.**  
42

1 **Section 4. General Regulations and Review Criteria**

2  
3  
4 **SUBSECTION 4-A. SUBDIVISION PLAT REVIEW CRITERIA**

5  
6 **4.01 Dimensional Requirements**

7  
8 (A) No lot shall be created that does not meet the minimum area, dimensional, and frontage  
9 requirements of the district in which it is located unless approved as a part of a Planned Unit  
10 Development (PUD).

11  
12 1. Area. No new lot created shall have an area less than one (1) acre.

13  
14 2. Frontage. All new lots created shall have a frontage on a public or private road.  
15 Minimum frontage shall be 100 feet, except within Cambridge Village. Within  
16 Cambridge Village, minimum frontage shall be 75 feet. An easement or permanent  
17 right of way is not a substitute for frontage. Existing landlocked parcels, therefore,  
18 cannot be subdivided without approval and construction of a private road (an  
19 approved easement is insufficient to permit subdivision). Access to existing lots  
20 shall be governed in accordance with the following:

21 a. Existing lots without frontage shall not be developed without an  
22 approved permanent easement or right of way. Existing lots without  
23 frontage may be granted a permanent easement or right of way by the  
24 DRB provided [§4418(1)(B)]:

- 25 i. The right of way is at least fifty (50) feet wide;  
26 ii. Is suitable to be developed as a driveway;  
27 iii. Meets access location requirements;

28 b. Where a new or existing easement is intended to provide access to  
29 more than one lot or access to an adjoining lot without frontage,  
30 including situations where subdivision of a landlocked parcel is  
31 proposed, a private road may be approved by the DRB provided:

- 32 i. The right of way is at least fifty (50) feet wide;  
33 ii. Meets all standards for access (section 4.02) and does  
34 not have any characteristics which would prevent the  
35 construction of a private road (section 4.07) or a  
36 driveway;  
37 iii. Each new lot meets the frontage requirement on the  
38 private road.

39 Frontage requirements may be deferred for lots meeting the requirements of Section  
40 4.03(E). However, frontage must be provided in accordance with the provisions  
41 above should any such lot be proposed for development in the future.

42  
43 3. Shape. Regular shape lots are required under these regulations. Regular shape lots  
44 are defined as follows:

45 a. Side lot lines perpendicular (90%) to front lot lines for the depth of  
46 the lot with variations from perpendicular lot lines of up to 20%; and

- b. Rear lot lines parallel to front lot lines with variations from parallel lot lines of up to 20%; and
- c. Each lot shall have a minimum depth and width of at least seventy five (75) feet for at least 75% of the total lot area.
- d. All lots in Cambridge Village shall have a minimum width to depth ratio of one to five (1:5). All other lots shall have a minimum width to depth ratio of one to four (1:4).
- e. Reserve strips or strips of land less than thirty (30) feet in width which follow the right-of-way of a private road or public highway for more than twenty (20) feet shall be prohibited.

Dogleg lots, bowling alley lots, and lots otherwise contorted in order to get around these bylaws are not permitted. The above lot shape requirements may be modified in order to allow lot lines to follow existing land characteristics such as land contours, pre-existing fence lines, roads, and paths, or to protect significant natural resources, or to avoid excessively steep slopes, water courses, or wetlands, and where no other form of subdivision or PUD is possible.

- 4. New or adjusted lot lines cannot cause an existing lot to become a non-complying lot. If the lot was already non-complying, then the new or adjusted lot line cannot increase the degree of non-compliance. . For example, the lot lines of a pre-existing, non-complying lot with an area of 0.5 acres may be adjusted to increase the size of the lot, but it may not be adjusted to reduce the size of the lot.
- 5. Monuments & Lot Corner Markers. Permanent monuments and corner markers shall be placed on all subdivided parcels in conformance with the Rules of the Board of Land Surveyors, Part 5, Standards for the Practice of Land Surveying. Temporary markers may be placed during periods of construction provided final monuments are placed by the surveyor at the conclusion of the construction. All easements and rights of way described on the plat shall be monumented unless waived by the DRB. If the parcel to be subdivided will remain at least 50 (fifty) acres in size after the proposed subdivision, only the boundaries of new and/or adjusted lots shall require monumentation.

#### **4.02 Access to lots- Location**

- (A) Purpose. The purpose of the access requirements is for the Town to ensure safe and efficient entrance and exit from public roadways, to reduce damage from flooding events, to mitigate erosion and storm water runoff impacts, and to ensure quality construction of driveway accesses. All proposed subdivision plats must provide locations for access. No lot shall be created which does not have legal access onto a public highway or private road.
- (B) Coordination with other local and state permits. The DRB, Selectboard, and VTrans have separate authorities in approving accesses.



- 1 1. Through these subdivision regulations, the DRB has all authority over accesses onto  
2 private roads.
- 3
- 4 2. The Selectboard has all authority over accesses onto local highways. In some  
5 instances, this authority may be delegated to the Road Foreman.
- 6
- 7 3. VTrans requires a state highway access permit prior to any subdivision of land  
8 abutting a state highway. VTrans has full authority over these accesses, although the  
9 DRB will provide comment and recommendations to VTrans.

10  
11 (C) Layout and design standards. No lot shall be created which does not have legal access onto  
12 a public highway or private road.

- 13
- 14 1. Any proposed parcel on a private road must have an access location and design that  
15 meets the access requirements contained within the *Town of Cambridge Highway*  
16 *Standards Ordinance*.
- 17
- 18 2. Any proposed parcel on a local highway must receive an access permit from the  
19 Road Foreman prior to approval of the subdivision.
- 20
- 21 3. Any proposed parcel on a state highway must receive a state highway access permit  
22 from VTrans prior to approval of the subdivision.
- 23

#### 24 **4.03 Usable lot requirement**

25  
26 (A) Purpose: The purpose of this provision is to ensure that lots that are created are usable. The  
27 review and approval in this provision is no guarantee of approval of any other applicable  
28 State or local permit. The property owner gains no vested right to develop the lot based on  
29 the subdivision approval.

30  
31 (B) New lots must have some potential use. The DRB will not allow the creation of an unusable  
32 lot. New lots proposed for any purpose other than agriculture, forestry, recreation, or  
33 conservation, shall demonstrate a location for wastewater disposal (sewer hookup or on-  
34 site), water supply, other utilities, and a building envelope where any structure could be  
35 located that meets all slope, setback, and buffer requirements.. The location of any well or  
36 onsite wastewater system, including all requisite isolation distances, shall be depicted on the  
37 final plat.

38  
39 (C) All lots shall have designated building envelopes that shall not include areas within any  
40 applicable setbacks, Class I or II wetlands, or any other area that may not be developed in  
41 accordance with these bylaws. The location and configuration of a building envelope may  
42 also be modified in order to meet the requirements for protection of agricultural land found  
43 in Section 4.13. The building envelope does not vest any rights to construct within that  
44 area.

45  
46 (D) The DRB may require an applicant to obtain applicable State permits before approving a

1 subdivision and/or condition recording of the final mylar on obtaining such permits.  
2

3 (E) If a new lot is intended for agricultural, forestry, or conservation purposes, or is greater than  
4 ten (10) acres in size and will not be developed at the time of subdivision approval, the  
5 DRB may defer requirements of these regulations. Language indicating the deferral status  
6 for any such lot shall appear on the final plat and in any transfer deed. This language shall  
7 also contain a statement indicated that by accepting a deferral, the applicant understands that  
8 the lot may not be able to meet all standards required for development. An amendment to  
9 the Subdivision approval shall be required before any development or other use of the  
10 property may occur.

11  
12 (F) Where a parcel in a subdivision is not intended for future development (e.g. sale to a land  
13 trust for conservation purposes) the subdivision may be permitted provided the plat clearly  
14 reflects the lot is for conservation purposes only. The DRB may require the sale of  
15 development rights to a conservation organization for such a lot as a condition of approval.  
16

#### 17 **4.04 Water systems** 18

19 (A) Municipal Systems. For subdivisions utilizing any public water supply system, the  
20 subdivider shall provide evidence that the existing system will adequately meet the needed  
21 demand, or if the system will not meet the demand, the subdivider will provide a plan for  
22 upgrading the system to meet the expected demand and provide a bond or security (to the  
23 satisfaction of the Selectboard or Trustees) to cover all or part of the costs of the necessary  
24 improvements. The applicant must also be able to demonstrate the ability to obtain all  
25 permits necessary to extend utilities, if necessary.  
26

27 (B) Community Systems. Community water systems shall be designed and installed in  
28 accordance with all applicable municipal and state regulations and standards. Community  
29 systems may be required to be designed in such a way that they may eventually be  
30 connected to a municipal water supply system. Articles of Association or similar  
31 arrangements are required to address long-term care and maintenance of these systems by  
32 the users.  
33

34 (C) Individual Water Supplies. If the proposed development is to be serviced by individual  
35 wells, the applicant shall provide evidence of the location of all proposed wells and  
36 evidence that these locations will meet applicable State regulations.  
37

38 (D) Standards. Proposed well site(s) must be identified on plat, including any associated well  
39 shield. All well(s) must meet *water supply-well shields and isolation distances* as  
40 established by the Vermont Water Supply Rules, as most recently amended. The issuance  
41 of a wastewater and potable water supply permit by the Vermont Department of  
42 Environmental Conservation assumes conformance with these rules.  
43

44 1. To the greatest extent feasible, water supply well shields serving new lots within a  
45 subdivision shall be located entirely on property belonging to the applicant, or where a  
46 portion of the well shield crosses onto a neighboring property, within an easement granted

1 to the applicant for this purpose.

2  
3 2. Where it is not feasible to locate the entire water supply well shield on property  
4 belonging to the applicant or within an easement granted to the applicant, minor portions of  
5 the well shield may cross neighboring property lines. Prior to allowing portions of the well  
6 shield to cross neighboring property lines without an easement, the DRB shall require the  
7 applicant to redesign the subdivision to minimize the impact of the well shield on  
8 neighboring properties. Inconvenience, increased costs, and/or loss of the applicant's future  
9 development potential are not acceptable reasons to locate a well shield on neighboring  
10 property.

11  
12 (E) State permits. State water supply permits shall be obtained prior to recording the approved  
13 final plat in the Land Records, unless deferred in accordance with Section 4.03(E) above.

14  
15  
16 **4.05 Wastewater Disposal**

17  
18 (A) Municipal Systems. For subdivisions that will connect to a municipal sewage disposal  
19 system, applications for extensions and hookups shall be approved by the officers and  
20 agents of the Selectboard entrusted with the care and superintendence of the municipal  
21 sewage disposal system. Applicant must also be able to demonstrate the ability to obtain all  
22 permits necessary to extend utilities, if necessary.

23  
24 (B) Community Systems. Community wastewater disposal systems shall be designed and  
25 installed in accordance with all applicable municipal and state regulations and standards.  
26 Community wastewater disposal systems may be required to be designed in such a way that  
27 they may eventually be connected to a municipal wastewater disposal system. Articles of  
28 Association or similar arrangements are required to address long-term care and maintenance  
29 of these systems by the users.

30  
31 (C) Individual Septic Systems. Individual septic systems shall meet the requirements of all  
32 applicable state regulations and standards.

33  
34 (D) Standards. Identification of sites for wastewater treatment and any backup sites shall be  
35 shown on the plat. Where a new parcel is proposed for a use not requiring a wastewater  
36 permit, the plat shall clearly identify the parcel as not having an approved wastewater site.  
37 The proposed individual disposal system, including the size of septic tanks and leach fields  
38 or other secondary treatment device, shall conform with the Vermont Environmental  
39 Protection Rules, meet all applicable isolation distances, and be approved by the Vermont  
40 Department of Environmental Conservation. The issuance of a wastewater and potable  
41 water supply permit by the Vermont Department of Environmental Conservation assumes  
42 conformance with these rules.

43  
44 (E) State Permits. State wastewater permits shall be obtained prior to recording the approved  
45 final plat in the Land Records, unless deferred in accordance with Section 4.03(E) above  
46

1 **4.06 Utilities**

2  
3 (A) Locations: All proposed utilities, including but not limited to electric, telephone, and cable  
4 television, and associated rights of way shall be shown on the final plat and shall be located  
5 as follows:

6  
7 1. The subdivider shall coordinate subdivision design with utility companies to insure  
8 adequate and suitable areas for under and above ground installation for both the  
9 proposed subdivision and areas adjacent to the subdivision.

10  
11 2. Utility corridors shall be shared with other utility and or transportation corridors  
12 where feasible and shall be located to minimize site disturbance, the fragmentation  
13 of agricultural, forest, and conservation lands, and any adverse impacts to natural,  
14 cultural, or scenic resources, and to public health.

15  
16 (B) Utility easements: Utility easements of sufficient width shall be provided so as to serve both  
17 the proposed subdivision and existing and anticipated development outside the subdivision.  
18 Such easements shall be shown on the final plat.

19  
20 (C) Burying utilities. All utilities within a subdivision shall be located underground, unless the  
21 DRB determines that burial would result in an undue adverse impact on natural resources  
22 (for example, require disruption of a wetland or stream bed) or would be prohibitively  
23 expensive (increase the cost of installation by thirty percent [30%] or more.)

24  
25 (D) Coordination with Selectboard. In accordance with 19 V.S.A. § 1111, where a subdivision  
26 will require the construction of utilities within the right of way of a public highway,  
27 approval of the Selectboard is required prior to final plat approval.

28  
29 **4.07 Driveway & Private Road Design and Layout**

30  
31 (A) Applicability: The standards enforced herein shall apply to all proposed roads and  
32 driveways.

33  
34 1. Acceptance of Private Roads: All new roads are considered private for purposes of  
35 subdivision regulations. Acceptance of private roads by the municipality is subject  
36 to the approval of the Selectboard, and applications can only be made following the  
37 completion of construction. Location and design of roads to these standards in no  
38 way ensures acceptance by the Selectboard. In some cases, the standards outlined  
39 below are less stringent than the standards found in the *Town of Cambridge*  
40 *Highway Standards Ordinance*. By utilizing these less stringent standards, the  
41 applicant waives any future right to petition the Town of Cambridge to accept the  
42 private road as a Town Highway.

43  
44 (B) Driveway and Road Design. All driveways and roads proposed and constructed under these  
45 regulations shall be designed in accordance with the *Town of Cambridge Highway*  
46 *Standards Ordinance*, unless otherwise specified below.

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46

1. Driveways serving a single residential parcel, or a non-residential parcel generating no more than ten (10) average trips per day, shall be designed and constructed in accordance with the following standards:
  - (a) Right-of-Way. If the driveway crosses another lot, the minimum right-of-way for the driveway shall be thirty (30) feet.
  - (b) Width. Driveway widths shall be between twenty-five (25) and thirty-five (35) feet measured at the intersection with edge of the travel portion of the town highway or private road. The travel portion of the driveway may narrow to twelve (12) feet at the edge of the town highway or private road right-of-way.
  - (c) Base. All driveways shall be constructed on a subbase capable of supporting a 40,000 lbs, two axle vehicle.
  - (d) Grade. The maximum grade of a driveway shall not exceed ten (10) percent at any point, and the average grade of a driveway shall not exceed eight (8) percent. Any contiguous length of a driveway with grade in excess of eight (8) percent shall not exceed one hundred (100) feet. Driveway entrances shall be constructed with no more than three (3) percent grade away from the public highway for a distance of at least twenty (20) feet.
  
2. Shared driveways serving two or three residential parcels, or non-residential parcels generating no more than twenty-five (25) average trips per day, shall be designed and constructed in accordance with the following standards:
  - (a) Right-of-Way. The minimum right-of-way for a shared driveway shall be thirty (30) feet.
  - (b) Width. Shared driveway widths shall be between twenty-five (25) and thirty five (35) feet measured at the intersection with edge of the travel portion of the town highway or private road. The travel portion of the shared driveway may narrow to fourteen (14) feet at the edge of the town highway or private road right-of-way.
  - (c) Base. All shared driveways shall be constructed on a subbase capable of supporting a 40,000 lbs two axle vehicle
  - (d) Grade. The maximum grade of a shared driveway shall not exceed ten (10) percent at any point, and the average grade of a shared driveway shall not exceed eight (8) percent. Any contiguous length of a shared driveway with grade in excess of eight (8) percent shall not exceed one hundred (100) feet. Shared driveway entrances shall be constructed with no more than three (3) percent grade away from the public highway for a distance of at least twenty (20) feet.
  
3. Private Roads serving four or more residential parcels, or non-residential parcels generating more than twenty-five (25) average trips per day, shall be designed and constructed in accordance with the following standards:
  - (a) Right-of-Way. The minimum right of way for a private road shall be fifty (50) feet. Wider rights-of-way may be required as prescribed by the *Town of Cambridge Highway Standards Ordinance*.

- 1 (b) Travel Lane Width. The minimum travel lane width on a private road shall  
 2 be determined according to the table below. Note wider widths may be  
 3 required on private roads expected to experience heavy truck traffic.  
 4

Average Daily Traffic	Lane Width	Total Roadway Travel Width
25-50	8 feet	16 feet
51-1500	9 feet	18 feet
1501-2000	10 feet	20 feet
2001+	11 feet	22 feet

- 5  
 6 (c) Shoulder Width. Shoulders shall be a minimum of two feet in width on a  
 7 side and shall be a minimum of four feet at guardrail and curb sites.  
 8 Shoulders may be wider to accommodate either bicycle use or on-street  
 9 parking, as prescribed by the Town of Cambridge Highway Standards  
 10 Ordinance.  
 11 (d) Base. The subgrade and base of all private roads, including required  
 12 shoulders, shall be constructed in accordance with the *Town of Cambridge*  
 13 *Highway Standards Ordinance*.  
 14 (d) Grade. The maximum grade of a private road shall not exceed ten (10)  
 15 percent at any point, and the average grade of a private road shall not exceed  
 16 eight (8) percent. Any contiguous length of a private road with grade in  
 17 excess of eight (8) percent shall not exceed one hundred (100) feet. Private  
 18 road entrances shall be constructed with no more than three (3) percent  
 19 grade away from the public highway for a distance of at least twenty (20)  
 20 feet.  
 21

- 22 4. Modification of maximum grade. The DRB may allow limited stretches of grade in  
 23 excess of the ten (10) percent maximum outlined above where there is no practical  
 24 alternative, and/or alternatives would result in an undue adverse impact on natural  
 25 resources (for example, require excessive clearing or cut-and-fill) In allowing a  
 26 grade that exceeds ten (10) percent grade, the DRB shall require the following:  
 27

- 28 (a) Measures to ensure access for emergency vehicles. Such measures shall be  
 29 developed in consultation with the Cambridge Fire Department, Cambridge  
 30 Rescue Squad, and other emergency response entities. Such measures may  
 31 include, but are not limited to, construction of turnouts and pull-off areas,  
 32 installation of fire ponds and dry hydrants in accordance with Section 4.14,  
 33 and/or similar measures.  
 34  
 35 (b) Measures to reduce erosion. Such measures shall be designed by a licensed  
 36 professional engineer. Measures to reduce erosion may include, but are not  
 37 limited to, use of stone lined ditches and check dams, gabion walls or timber  
 38 cribs at areas perpendicular to the slope, paving of the travel surface,  
 39 vegetative buffers along surface water bodies within one-hundred (100) feet  
 40 of the proposed steep grade, and/or similar measures.

1  
2 (C) Coordination with adjoining properties. The arrangement of roads in the subdivision shall  
3 provide for the coordination of roads of adjoining subdivisions and for proper projection of  
4 roads through adjoining properties which are not yet subdivided, in order to make possible  
5 necessary fire protection, movement of traffic, and construction or extension of needed  
6 utilities and public services, presently or when later required. The DRB may require the set  
7 aside of rights-of-way for future development on the lot or adjoining properties. Where, in  
8 the opinion of the DRB, topographic or other conditions make such continuance  
9 undesirable, or impracticable, the above conditions may be modified. The DRB may also  
10 require improvements to existing private roads serving the proposed subdivision in order to  
11 meet the Standards outlined in Section 4.07(B) above.

12  
13 (D) Upgrade to Existing Roads. Where an existing road is inadequate or unsafe, the DRB, in  
14 consultation with the Selectboard, may require the subdivider to upgrade the road to the  
15 extent necessary to serve emergency vehicles and additional traffic resulting from the  
16 subdivision and to conform to the Town's highway standards. In situations where a  
17 development may require realignment, widening, or otherwise increasing the capacity of an  
18 existing road or where the municipal plan or capital program indicates that such  
19 improvements may be required in the future, the subdivider may be required to reserve land  
20 for such improvements. Any existing road that provides either frontage to new lots or access  
21 to new roads shall also meet these requirements. Where a subdivision requires expenditure  
22 by the municipality to improve existing roads to conform to these standards, the DRB may  
23 disapprove such subdivision until the Selectboard certifies that funds for the improvements  
24 have been ensured; or the subdivider may be required to contribute to any or all of the  
25 expenses involved with road improvements necessitated by the project.

26  
27 (E) Coordination with E911: The Cambridge Town Listers, or other body designated as the  
28 Town E911 Coordinator, shall receive notification any new driveway, shared driveway or  
29 private Road in order to assign an E911 Address.

30  
31 (F) Road Names & Signs. Roads and shared driveways shall be named in accordance with any  
32 municipal road-naming ordinance or policy currently in effect. Said names shall be  
33 identified on signs designed and located in accordance with municipal policy and shall be  
34 clearly depicted on the final plat.

35  
36 (G) Maintenance. All costs associated with administering and maintaining shared driveways and  
37 private roads shall be the responsibility of applicant and/or subsequent landowners.  
38 Management agreements for all shared driveways and private roads shall be submitted to  
39 the DRB for review as part of the application for final plat approval. Management  
40 agreements shall comply with all applicable State and Federal law.

41  
42 **4.08 Curbs, Sidewalks, & Pedestrian Access**

43  
44 (A) Curbs, sidewalks, and pedestrian access are not required in any subdivision. Where these  
45 amenities are proposed, the amenity must meet Town standards, if applicable, as established  
46 by the Selectboard.

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**4.09 Storm-water Management Facilities**

- (A) Municipal Systems. For subdivisions utilizing any public storm-water management facility, the subdivider shall provide evidence that the existing system will adequately meet the needed demand, or if the system will not meet the demand, the subdivider will provide a plan for upgrading the system to meet the expected demand and provide a bond or security (to the satisfaction of the Selectboard or Trustees) to cover all or part of the costs of the necessary improvements. Applicant must also be able to demonstrate the ability to obtain all permits necessary to extend utilities, if necessary.
- (B) Community Systems. Storm-water management facilities shall be designed and installed in accordance with all applicable state regulations and standards. Community storm-water systems may be required to be designed in such a way that they may eventually be connected to a municipal storm-water system. Articles of Association or similar arrangements are required to address long-term care and maintenance of these systems by the users.
- (C) Standards. All stormwater management facilities shall be designed and constructed in accordance with the most recent standards for such facilities adopted by the State of Vermont. Applicants are encouraged to incorporate Low Impact Development techniques and practices into the stormwater management system and/or to utilize the Voluntary Stormwater Management Credits provided for in the most recent version of the Vermont Stormwater Management Manual
- (D) State Permits. If the subdivision will create more than 1.0 acres of new impervious surfaces, or otherwise require a state stormwater permit, the applicant shall obtain this permit prior to recording the approved final plat in the Land Records.

**4.10 Street & Sidewalk Lighting**

- (A) Street and sidewalk lighting are not required in any subdivision. Where these amenities are proposed, the amenity must meet the standards of this Section and any exterior other lighting standards established by the Town of Cambridge. Lighting within Cambridge Village must also meet any lighting standards established by the Village of Cambridge.
- (B) Lighting fixtures shall be designed to direct light downward and shall have a cut off angle of 90 degrees or less. Fixtures with a cut off angle of 60 degrees or less are encouraged to prevent skyglow.
- (C) The use of energy efficient lighting, such as LED fixtures, is strongly encouraged.

**4.11 Recreation areas**

- (A) Applicability. Subdivisions of greater than ten (10) lots shall be required to provide some recreational areas for use by residents of the subdivision. The nature of the recreational



1 areas (e.g. playground, ball field, trails, swimming pool, tennis courts, etc.) shall be at the  
2 discretion of the developer with input from the DRB.

3  
4 (B) Recreation area requirements. All recreation areas shall meet the following requirements:

5  
6 1. The DRB may require the dedication of up to fifteen percent (15%) of the total land  
7 area of the proposed subdivision for recreation purposes. Such area, to be set aside  
8 as common land unless otherwise approved by the DRB, shall be of suitable  
9 character to serve as parkland, a playground, or recreation trail network. [§4417]

10  
11 2. The location, shape, and character of the recreation land shall be suitable for its  
12 intended use.

13  
14 **4.12 Common Land**

15  
16 (A) Applicability. Common land is any area within a subdivision owned in common among the  
17 members of the subdivision. Common land may be set aside for the placement and  
18 maintenance of community facilities including, but not limited to, recreation areas,  
19 wastewater treatment sites, pedestrian walkways, parking lots, and private roads.

20  
21 (B) Common land requirements. All common land shall meet the following requirements:

22  
23 1. The location, shape, and character of the common land shall be suitable for its  
24 intended use.

25  
26 2. Land held in common shall be subject to appropriate deed restrictions, stipulating  
27 the permitted and restricted use of such lot and establishing the person or entity  
28 responsible for maintenance and long-term stewardship.

29  
30 3. Common land is generally managed and maintained through Articles of  
31 Association, or similar arrangements, among the members of the subdivision. For  
32 those not within an Association, such provisions shall be made for the regulation  
33 and management of any common land. The use and further subdivision of land are  
34 regulated by, but not limited to, these bylaws, the associated subdivision plat, and  
35 any restrictions placed upon the title of the land.

36 a. All costs associated with administering and maintaining common land shall  
37 be the responsibility of applicant and/or subsequent landowners.

38  
39 (C) Articles of Association. Articles of Association and related arrangements are contracts  
40 within the members of the Association; they are not a substitute for, nor do they supercede  
41 these subdivision regulations. Where changes are sought to any common land or condition,  
42 the proposal must receive Association approval and DRB approval for such change. Where  
43 appropriate, these Associations must abide by the conditions established in the permit  
44 although neither the Town of Cambridge nor the Administrative Officer is responsible for  
45 mediating disputes within the Association.

1 (D) Legal review. The DRB reserves the right to have any Articles of Association or similar  
2 arrangement reviewed by an attorney to ensure basic standards are met:

- 3
- 4 1. Proper establishment of association;
- 5
- 6 2. Long-term care and maintenance of common land, including costs, are addressed;
- 7
- 8 3. Protection of the municipality in the event of legal challenges.
- 9

#### 10 **4.13 Protection of Agricultural Soils**

11  
12 (A) Where a subdivision includes twenty-five (25) acres or more of prime or statewide  
13 agricultural soils, the applicant must create subdivision boundaries and/or building  
14 envelopes configured to avoid adverse impacts on prime and statewide agricultural soils.  
15 Methods for avoiding such adverse impacts include, but may not be limited to, the  
16 following:

- 17
- 18 1. Where marginal soils also exist on the site, the creation of a PUD may be required  
19 with the developable lots clustered away from the agricultural soils.
- 20
- 21 2. Lot lines and/or building envelopes shall be located at field and orchard edges or, in  
22 the event that no other land is practical for development, on the least fertile soil in  
23 order to minimize the loss of productive agricultural soils and impacts of existing  
24 farm operations.
- 25
- 26 3. Lots and/or building envelopes may be clustered on agricultural soils if those areas,  
27 by their nature, are not reasonably viable for farming. Such features could include  
28 agricultural soils that are distributed in a long narrow band. Other areas in the  
29 subdivision are still required to protect areas with agricultural soils or potential for  
30 agricultural use.
- 31
- 32 4. Contiguous patches of agricultural resources identified above should not be  
33 fragmented. The parcel with the contiguous patch should, wherever possible, remain  
34 in a parcel of not less than twenty-five (25) acres.
- 35
- 36 5. Vegetated buffer areas may be required between agricultural and other uses to  
37 minimize land use conflicts.
- 38
- 39 6. Access roads, driveways, and utility corridors should be shared to the extent feasible  
40 and, where sites include linear features such as existing roads, tree lines, stone walls,  
41 and/or fence lines, should follow such features to minimize the fragmentation of  
42 agricultural soils.
- 43

44 (B) Where a project is required to meet the provisions established under subsection (A) above  
45 but the project is subject to review under Act 250, the project shall be presumed to meet this  
46 section.

- 1  
2 (C) It is not the intent of these provisions to reduce the overall level of development but to  
3 require clustering (through the use of PUDs) or other design tools to limit or reduce the  
4 impact of the development on the soil resources. As a result, some projects may be built on  
5 agricultural soils where other soils are not available or reasonably located for clustering.  
6

7 **4.14 Fire Hydrants, Fire Ponds & Hydrants**  
8

- 9 (A) Purpose: The purpose of this provision is to ensure that new subdivisions have an adequate  
10 supply of water for fire protection.  
11  
12 (B) Applicability: Where a subdivision is greater than one (1) mile from an existing dry  
13 hydrant or other water source or results in the creation of ten (10) or more new lots or  
14 dwelling units, or where the DRB otherwise determines that water sources are inadequate  
15 for firefighting, the Development Review Board may require the developer to install or fund  
16 the installation of a dry hydrant and/or fire pond.  
17  
18 (C) Standards: Dry hydrants and/or fire ponds required under this section shall be installed by  
19 the subdivider. All dry hydrants and fire ponds must be installed to the specifications of the  
20 Cambridge Fire Department. Fire ponds and dry hydrants shall be accessible for use in  
21 emergencies on other nearby properties. No fire ponds may be developed on lands  
22 designated as a wetland by the State or National Wetland Inventory, unless approved by the  
23 Army Corps of Engineers and the Vermont Agency of Natural Resources.  
24  
25 (D) Maintenance. All costs associated with administering and maintaining the dry hydrant and  
26 or fire pond shall be the sole responsibility of applicant and/or subsequent landowners.  
27

28 **4.15 Planned Unit Developments (PUD)**  
29

- 30 (A) Applicability: No subdivision plat shall be approved for a PUD without meeting the  
31 provisions of this section and all other applicable requirements within these bylaws  
32  
33 1. Cambridge recognizes that PUDs may be created through a variety of means. In  
34 order to encourage the use of the PUDs, the Town has established flexible rules to  
35 guide the process. These rules recognize two general types of PUDs- clustered lot  
36 and condominium style (common interest ownership) PUDs. Where the rules differ  
37 between these two types of PUD's specific guidance will be provided.  
38  
39 (B) Purpose: Planned Unit Developments (PUDs) are permitted in order to provide for  
40 flexibility in site and lot layout, building design, placement and clustering of buildings, and  
41 use of open areas; to promote efficient use of land; to facilitate the efficient and economical  
42 provision of roads and utilities; and to conserve the natural resources and scenic qualities of  
43 the Town. Accordingly, the DRB may modify the area and dimensional requirements of  
44 these regulations simultaneously with conditional use approval and site plan approval. Such  
45 modifications shall be subject to the general and specific conditions and standards in this  
46 section and in the district regulations, where applicable. [§4417]

1  
2 (C) Application Procedure: In addition to material presented for subdivision plat approval, if  
3 appropriate, the applicant shall submit two (2) copies of the following information to the  
4 DRB:

- 5  
6 1. A statement setting forth the nature of all proposed modifications of this bylaw and  
7 the proposed standards and criteria which the applicant proposes for the  
8 development, including standards for the design, bulk, and spacing of buildings and  
9 sizes of lots and open space.  
10  
11 2. Limits of use, if any.  
12  
13 3. Plans for the permanent maintenance and/or management of open space areas  
14 included within the development. (See section 4.12)  
15

16 (D) Regulation of lots within PUD: Condominium style PUDs (common interest ownership)  
17 must have an Association that meets the standards established in Title 27A of the Vermont  
18 Statutes. Clustered lot type PUDs may be part of an Association, or lots may be sold as  
19 individual lots absent of an Association. All common lands shall meet the requirements of  
20 Section 4.12.  
21

22 (E) Review Standards – Plat Review: The following shall be met in order for the DRB to  
23 approve the application:  
24

- 25 1. The area of any pond, lake, stream, wetland, or floodway shall not be included as  
26 any part of the area required for a PUD or as part of the base for any density  
27 determination. No lot in a clustered lot type PUD shall be created which is not at  
28 least one-half acre (½ acre) in size. No lot in a condominium style PUD shall be  
29 created which is not at least one-eighth acre (1/8) acre (minimum frontage is not  
30 required for individual lots in a PUD).  
31  
32 2. A percentage of the land should be set aside for open space. The amount and  
33 location of the land so designated shall be determined on the merits, purposes, and  
34 conditions of the individual proposal. Further, the DRB may establish conditions on  
35 the ownership, use, and maintenance of said lands for their intended purposes.  
36 a. The open space shall first protect agricultural soil resources where  
37 more than ten (10) acres of contiguous agricultural soils are present.  
38 Recreational, environmental, and other common lands for  
39 community facilities shall be secondary where agricultural soil is  
40 present.  
41  
42 3. The development shall be an effective and unified treatment of the project site, and  
43 it should provide for preservation of streams, stream banks, visual and physical  
44 access to the Lamoille River, slopes greater than twenty-five (25%), wetlands,  
45 agricultural soils, historic sites, natural areas, wildlife habitat, floodplain, and views.  
46

- 1           4.       The minimum project size for any PUD shall be five (5) acres.
- 2
- 3           5.       The PUD shall meet all other requirements of these regulations unless otherwise
- 4                exempted or varied within these provisions.
- 5
- 6           6.       The development shall be proposed over a reasonable period of time in order that
- 7                adequate municipal facilities and services may be provided.
- 8
- 9

10   **SUBSECTION 4-B. GENERAL LOTS/SUBDIVISION CRITERIA**

11

12   **4.20 Non-Conforming Lots/Subdivisions**

- 13
- 14   (A)    Nonconforming lots or subdivisions means lots or subdivisions that do not conform to the
- 15           present bylaws but were in conformance with all applicable laws, ordinances, and
- 16           regulations prior to the enactment of the present bylaws, including a lot or parcel improperly
- 17           authorized as a result of error by the Administrative Officer. [§4303(13)]
- 18
- 19   (B)    Any non-complying lots or subdivisions may be allowed to exist indefinitely provided:
- 20
- 21           1.       A non-complying lot is not required to be merged by these regulations.
  - 22
  - 23           2.       A non-complying lot or subdivision shall not be resubdivided or amended in a
  - 24                manner that will increase the existing degree of non-compliance.
  - 25
  - 26           3.       The phrase ‘shall not increase the degree of non-compliance’ shall be interpreted to
  - 27                mean that the portion of the lot or subdivision that is non-complying shall not
  - 28                increase in size (or decrease in the event of failing to meet minimum standards such
  - 29                as road standards or frontage). Therefore, a boundary line may be adjusted provided
  - 30                the resulting parcel is equal to, or more compliant than, the parcel prior to
  - 31                amendment.
  - 32
  - 33           4.       Changes to a non-complying lot or subdivision for the sole purpose of compliance
  - 34                with mandated environmental, safety, health, or energy codes are permissible with
  - 35                approval by the DRB.
  - 36
  - 37
  - 38

1 **Section V. Definitions**

2  
3 **5.01 Definitions**

4  
5 (A) For the purpose of these bylaws, the terms below shall have the following meanings unless  
6 a different meaning clearly appears from the context:

- 7  
8 1. Acre means a parcel of land with an area, measured on a horizontal plane, of 43,560  
9 square feet.
- 10  
11 2. Act means the Vermont Planning and Development Act 24 V.S.A., Chapter 117.
- 12  
13 3. Adjoining Landowner means any person owning land contiguous to the proposed  
14 land development, including land separated by a road or road right of way.
- 15  
16 4. Administrative Officer shall mean the administrative officer or the assistant  
17 administrative officer appointed in accordance with the provisions of Section II(A)  
18 of these bylaws.
- 19  
20 5. Cut-off Angle (of a lighting fixture): The angle, measured up from the nadir (i.e.  
21 straight down), between the vertical axis and the first line of sight at which the bare  
22 source (the bulb or lamp) is not visible.
- 23  
24 6. DRB is the abbreviation for the Town of Cambridge Development Review Board.
- 25  
26 7. Driveway is a minor travel way serving no more than one (1) parcel which provides  
27 vehicular access from an adjoining road to a parking space, garage, or other  
28 structure.
- 29  
30 8. Frontage is the length of the front lot line for a single parcel of land as measured  
31 along the public right-of-way or private road that it borders.
- 32  
33 9. Interested Person means anyone meeting the definition of the term as set forth in the  
34 Act [§4465(b)]. The definition includes the following:
- 35 a. A person owning title to property, or a municipality or solid waste  
36 management district empowered to condemn it or an interest in it,  
37 affected by a bylaw, who alleges that the bylaw imposes on the  
38 property unreasonable or inappropriate restrictions of present or  
39 potential use under the particular circumstances of the case.
- 40 b. The Town of Cambridge or any municipality that adjoins it.
- 41 c. A person owning or occupying property in the immediate  
42 neighborhood of a property that is the subject of any decision or act  
43 taken under 24 VSA 4465 who can demonstrate a physical or  
44 environmental impact on the person's interest under the criteria  
45 reviewed, and who alleges that the decision or act, if confirmed, will  
46 not be in accord with the policies, purposes, or terms of the plan or

1 bylaws of the Town of Cambridge.

2 d. Any ten persons who may be any combination of voters or real  
3 property owners within the Town of Cambridge who, by signed  
4 petition to the DRB, the plan or a bylaw of which is at issue in any  
5 appeal brought under this title, allege that the relief requested by a  
6 person under this title, if granted, will not be in accord with the  
7 policies, purposes, or terms of the plan or bylaw of the Town of  
8 Cambridge. This petition to the DRB must designate one person to  
9 serve as the representative of the petitioners regarding all matters  
10 relating to the appeal.

11 e. Any department and administrative subdivision of the State owning  
12 property or any interest therein within the Town of Cambridge and  
13 the Agency of Commerce and Community Development.  
14

15 10. Lot: A definable parcel of land in common ownership, not separated by a public  
16 highway, occupied or capable of being occupied by one or more structures or uses.  
17 Lot boundaries are (a) established by deed or deeds recorded in the Cambridge Land  
18 Records and the records of any public highway right-of-way; or (b) shown on a plat  
19 approved by the Development Review Board pursuant to these bylaws. Any parcel  
20 divided by a Class I, II, or III road is considered automatically subdivided.  
21

22 11. Lot, Dogleg: A lot for which access is provided by a narrow projection of the lot  
23 less than 30 feet in width, connecting said lot to a public highway.  
24

25 12. Lot, Bowling Alley: A long, narrow lot, with a width to depth ratio greater than one  
26 to ten (1:10).  
27

28 13. Master Plan is a sketch plan describing the proposed future development of the  
29 entire extent of the property owner's or developer's contiguous holdings. It is  
30 generally required in situations where only a portion of a property is proposed for  
31 development at any one time.  
32

33 14. Minor Boundary Line Adjustment means a division of land for the purpose of  
34 adjusting borders between adjacent lots where no new lot is created.  
35

36 14. Private road means a travel way under private ownership serving more than three  
37 adjoining parcels which provides vehicular access from an adjoining road to a  
38 parcel.  
39

40 15. Public Highways means any state or town highway.  
41

42 16. Public water systems means any system, or combination of systems, owned or  
43 controlled by a person, which provides piped drinking water to the public and  
44 which:

45 (A) has at least fifteen (15) service connections; or

46 (B) serves an average of at least twenty-five (25) individuals for at least sixty

1 (60) days a year.  
2

- 3 17. Planned Unit Development means one or more lots, tracts, or parcels of land to be  
4 developed as a single entity, the plan for which may propose any authorized  
5 combination of density or intensity transfers or increases, as well as the mixing of  
6 land uses. This plan, as authorized may deviate from bylaw requirements that are  
7 otherwise applicable to the area in which it is located with respect to lot size, bulk,  
8 or type of dwelling or building, use, density, intensity, lot coverage, parking,  
9 required common open space, or other standards.  
10
- 11 18. PUD is abbreviation for Planned Unit Development.  
12
- 13 19. Shared driveways are a minor travel way serving up to three adjoining parcels which  
14 provides vehicular access from an adjoining road or street to a parking space,  
15 garage, or other structure.  
16
- 17 20. Survey plat shall mean a map or plan, prepared by a surveyor, drawn to scale of one  
18 or more parcels of land, showing, but not limited to, boundaries, corners, markers,  
19 monuments, easements and other rights (27 V.S.A. §1401).  
20
- 21 21. Structure means an assembly of materials for occupancy or use, including but not  
22 limited to, a building, mobile home or trailer, billboard, sign, wall, or fence.  
23
- 24 22. Town means the Town of Cambridge.  
25
- 26 23. V.S.A. is abbreviation for Vermont Statutes Annotated.  
27  
28