

TOWN OF BROOKFIELD, VERMONT
Application for a Subdivision Permit

(To be filled out by the applicant and submitted to the Administrative Officer)

Note: "Subdivision" includes the act of division of a parcel of land by sale, gift, lease, mortgage foreclosure, court-ordered partition, or the filing of a plot plan in the Town Records where the act creates, or is intended to create, two or more lots.

This is an application that may be used for applying for a subdivision permit pursuant to the Brookfield Subdivision Regulations (SD-1).

Owner of Record	Name and Mailing Address:	
	Telephone Number:	
Location of Parcel to be Developed	Parcel Tax ID (from Tax Bill):	
	Address (Road Name & Number):	
Agent (if any)	Name and Mailing Address:	
	Telephone Number:	
Is this application for (please indicate "yes" or "no"):	A minor subdivision? (The subdivision of a parcel of land into two [2] or more, but fewer than six [6] parcels, and not requiring additional public facilities.)	
	A major subdivision? (The subdivision of a parcel of land into more than five [5] parcels or requiring additional public facilities.)	
	Will the proposed development be within "shorelands" as defined in the Shorelands Bylaw? (Within 500 feet of Sunset Lake or Baker, Lamson, North, or Rood Ponds.)	
	Will the proposed development be within "flood hazard areas" as defined in the Bylaw?	
Parcel Description	What is the acreage of the property?	
	Describe any easements or rights-of-way on the property.	
Project Description	How many lots will be created, and what is the approximate size of each lot?	
	What is the proposed method of division of the property (sale, lease, gift)?	
	If additional public roads or other public facilities will be required, describe them briefly.	

IMPORTANT: This application must be accompanied by an accurate sketch or survey of the parcel, showing the following: <ul style="list-style-type: none"> ▪ Location of parcel, boundaries, and dimensions. ▪ Locations of any existing buildings, driveways, wells or other water systems, septic systems. ▪ Locations of features such as streams, ponds, or wetlands. ▪ Boundaries of proposed new parcels and any plans for streets, utilities, drainage, sewerage, or water supply. 	
Notes: <ul style="list-style-type: none"> ▪ The application will not be considered complete (and processed) until all the above information is included. ▪ If this application is for the approval of a complex site plan or a Major Subdivision, additional information will probably be required. ▪ Subdivisions may also require a state permit. Contact the Permit Specialist, state ANR, (802) 476-0195 (Barre). ▪ The applicant must submit this application and accompanying sketches, along with the appropriate fee, payable to the Town of Brookfield. The fee schedule is available at the Town Offices at 40 Ralph Road. 	
The undersigned hereby applies for a permit as indicated above, to be issued on the basis of the representations herein which the applicant swears to be true.	
Signature of Applicant:	Date:
Mail or deliver the application to: Administrative Officer Town of Brookfield Offices P.O. Box 463 Brookfield, VT 05036	Received for Record: _____ 20____ At _____ o'clock _____ Book _____ Pgs _____ _____ Attest _____ Town Clerk

To be filled out by Administrative Officer:		
Application Received:		Application Number:
Fee Received:		Date of Site visit:
Action by Administrative Officer	Applicant notified that additional information is required	Date:
	Applicant notified that a permit is not required	Date:
	Approved as in conformance with Brookfield regulations	Date:
Conditions noted in the approval:		Permit Number:
Not approved. Reasons for non-approval.		
Conditional use or a variance requires Board of Adjustment action. Referred to the Board of Adjustment		Date:
A major subdivision or a site plan requires Planning Commission approval. Referred to the Planning Commission		Date:
Date:		Administrative Officer:

Note To Applicant: Attached to this Permit Determination is a Permit Notice, which must be posted within view of the public right of way most nearly adjacent to the subject property until the time for appeals has passed

Appeal of this permit: Appeals to the Board of Adjustment or requests for the approval of either the BOA or the Planning commission must be heard in legally noticed hearings where the decision will be made based upon the specific findings and criteria established by the Brookfield regulations. In most cases, it is also necessary to identify and notify all abutting landowners of the meeting. The regulations are available for review at the Brookfield Town Office (24 VSA 4465)

An appeal must be filed within 15 days of the permit issuance. Such notice of appeal shall be made in writing and filed with the Brookfield town clerk with a fee of \$100. A copy of the appeal shall be filed with the Brookfield Administrative officer. Failure to appeal this decision within the 15 day timeframe may prevent any party from presenting its arguments in a future hearing or appeal (24 VSA 4472)