

TOWN OF HIGHGATE  
PLANNING COMMISSION  
APPLICATION  
FOR  
MINOR AND MAJOR SUBDIVISIONS  
BOUNDARY LINE ADJUSTMENTS  
PLANNED UNIT DEVELOPMENTS  
SITE PLAN REVIEW

**TOWN OF HIGHGATE  
MUNICIPAL OFFICE BUILDING  
P.O. BOX 189  
HIGHGATE, VERMONT 05459  
1-802-868-4922**

**PREPARED BY HIGHGATE PLANNING COMMISSION  
ADOPTED JUNE 27, 1989  
Revised April 17, 2003**

**FEE SCHEDULE UPDATED JULY 20, 2014**

## APPLICATION FOR SUBDIVISION PERMITS INSTRUCTIONS

**USE:** This application form shall be used for landowners proposing to create a minor subdivision of 1-3 building lots or a major subdivision for a creation of 4 or more building lots, boundary line adjustments, planned unit developments and site plan review. Responsibility for obtaining the permit rests with the seller, not purchaser of the lots.

**WHAT IS NEEDED:** Please submit (1) copy of the application form (part 1), and site report (part 2), fees and attachments with 3 copies of the site plan to the Town Administrator's Office in the Municipal Office Building. The site plan must also be submitted in digitized form utilizing either an "AutoCAD" or a "DXF" format. Attach a copy of the deed to application.

**FORM COMPLETION:** For all subdivisions, a registered professional engineer must fill out part 1 and 2 of the site report. Lists of these individuals are available from the State of Vermont or telephone directory. The application shall contain all of the required information as set forth in the Town of Highgate Subdivision Regulations.

**PLANNING STANDARDS:** The Planning Commission will use the standards set forth in the Subdivision Regulations Booklet Sections 700 through 880.

**RECORDING:** All subdivision permits must be recorded in the town records within 30 days of issuance and prior to the conveyance of any one (1) lot approved by the permit. Zoning permit applications can be obtained at the Zoning Administrator's office.

**FLOOD PLAIN:** Consultants must state whether any areas of the subdivision lie within a flood plain. The location of such areas must be clearly designated on the plot plan.

**CONSULTANT:** All plans and soils report is to be dated and signed by the consultant. The deed reference must be indicated on the plot plan.

### APPLICATION AND FEES:

**PLEASE REFER TO UPDATED FEE SCHEDULE  
EFFECTIVE JULY 20, 2014 (ATTACHED).**

**APPLICATION FOR SUBDIVISION PERMIT AND SITE PLAN REVIEW  
PART 1**

**SITE REPORT**

Landowner(s) \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Consultant \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Abutting Property Owners:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**ALL ABUTTING PROPERTY OWNERS MUST BE IDENTIFIED**

**SUBDIVISION AND SITE PLAN REVIEW INFORMATION**

**LOCATION:** Road Name \_\_\_\_\_ Number \_\_\_\_\_

Location Description: \_\_\_\_\_

Deed located in Book \_\_\_\_\_ Page \_\_\_\_\_ Property Map Parcel # \_\_\_\_\_

**NUMBER OF LOTS:** \_\_\_\_\_ **SIZE OF LOTS:** \_\_\_\_\_

**PURPOSE:** Single Family Residences \_\_\_\_\_ Other \_\_\_\_\_

If other, please describe: \_\_\_\_\_

**TYPE OF WATER SYSTEM:** Drilled well \_\_\_\_\_ On site \_\_\_\_\_ Off site \_\_\_\_\_

Community Water System \_\_\_\_\_ Dug well \_\_\_\_\_ On site \_\_\_\_\_ Off site \_\_\_\_\_  
Number of Lots served \_\_\_\_\_

Owner of System \_\_\_\_\_ Address \_\_\_\_\_

**PART 1 (CONTINUED)**

WATER WASTE DISPOSAL PROPOSED: Conventional \_\_\_\_\_ Mound \_\_\_\_\_  
Other \_\_\_\_\_ Describe \_\_\_\_\_

PRESENT USE OF NEIGHBORING PROPERTY INCLUDING LOCATIONS OF WATER SUPPLIES AND SEWAGE DISPOSAL FACILITIES SHALL BE SHOWN ON PLOT PLAN.

**PART 2**

Complete this section for each lot or submit information on the site plan.

1. Soil Excavation: Indicate test results of all pits which were excavated and show their locations on the plot plan.

Date (s) of excavation: \_\_\_\_\_ Method: \_\_\_\_\_

2. Have other Environmental Permits or Act 250 Permits been secured on the same tract of land? Yes \_\_\_ No \_\_\_ If yes, list all permit numbers. \_\_\_\_\_

THERE IS TO BE NO SITE WORK OR CONSTRUCTION COMMENCED ON THIS PROJECT WITHOUT WRITTEN APPROVAL FROM THE HIGHGATE PLANNING COMMISSION. REFER TO ZONING BYLAWS AND SEWAGE ORDINANCE FOR COMPLIANCE REQUIREMENTS.

Landowner (s): Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

CONSULTANT'S STATEMENT REGARDING FLOOD PLAIN: The consultant must state whether any area of the project lies within a flood plain.

Consultant signature \_\_\_\_\_ Date \_\_\_\_\_

**Amount Paid:**

\$150.00 \_\_\_\_\_ \$300.00 \_\_\_\_\_  
\$500.00 \_\_\_\_\_ \$850.00 \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

By Whom: \_\_\_\_\_

**TOWN OF HIGHGATE – ZONING ADMINISTRATORS OFFICE  
FEE SCHEDULE – amended June, 2016**

◆ AFTER THE FACT PERMITS WILL BE  
**DOUBLE THE PRICE LISTED HERE**

**RESIDENTIAL**

Additions and accessory structures, less than 500 sq. ft.	\$ 50.00
Additions and accessory structures, more than 500 sq. ft.	\$ 80.00
House or Mobile Home, less than 1,000 sq. ft.	\$120.00
House or Mobile Home, more than 1,000 sq. ft.	\$ 0.20 per sq. ft.
Home Occupation & Home Occupation Sign; change of use	\$ 60.00
ADA access ramp permits	NO CHARGE
Permits for non-profit organizations	NO CHARGE
<b>**PERMIT FEE FOR THE REPLACEMENT OF A HOME THAT HAS BEEN DESTROYED BY ACCIDENT OR BY ACT OF NATURE MAY BE WAIVED UP TO THE FEE FOR THE AREA OF THE ORIGINAL HOME**</b>	

**COMMERCIAL**

Construction less than 10,000 sq. ft., change of use	\$200.00
Construction more than 10,000 sq. ft.	\$300.00
Signs	\$ 80.00

**AGRICULTURE**

In accordance with 24 VSA 4413 "No municipal permit for a farm structure shall be required" further, "a person building a farm structure shall notify a municipality of the intention to build a farm structure, and shall abide by setbacks approved by the commissioner of agriculture, food and markets. Notification forms are available at the Town Office.

**DRIVEWAY PERMIT**

\$ 50.00

**DEVELOPMENT REVIEW BOARD**

Certificate of Approved Location (COAL)	\$ 25.00 per lot
Letter of Compliance	\$ 30.00
Conditional Use Review	\$150.00
Site Plan	\$150.00
Variance	\$150.00
Minor Subdivision (1-3 lots), Boundary Line Adjustment	\$300.00
Major Subdivision (4-9 lots)	\$500.00
Major Subdivision (10 lots or more)	\$850.00

**RECORDING FEES**

Mylar	\$ 15.00 not included in application fee
Documents, per page	\$ 10.00 not included in application fee

