

TOWN OF CORNWALL DEVELOPMENT REVIEW BOARD (DRB) PROCEDURES

1. The Development Review Board (DRB) consists of seven (7) voting members who vote if present, on each and every application received. Meetings are held at the Town Hall on the fourth Wednesday of each month, starting at 7:00 P.M.
2. Before being placed on the agenda, an application must be completed in full and be accompanied by several other items, stated below.

A. Initial Meeting (DISCUSSION PHASE). The applicant contacts one of the Co-Chairs of the DRB, **Matt Bonner by phone at 978-548-7255 (cell) or Bruce Byers at 462-3677** and requests to be placed on the Agenda. Once advised of the next available date, the applicant shall submit, not less than fifteen (15) days prior to the meeting date (ALWAYS THE FOURTH WEDNESDAY OF THE MONTH) to the Town Clerk, the following items (per Section 310 of the Cornwall Subdivision Regulations):

1. Name and address of the applicant; telephone number and email address of the applicant; names of all adjacent property owners and name of project, if any. Print or type this information on a simple sheet of paper and make eight (8) copies, one for each member of the DRB, plus one for the Town Clerk.
2. Eight (8) copies of a map drawn to scale showing where the site is located in Cornwall and also all sites previously developed or subdivided by the applicant in the past five (5) years. Show, in addition, the Zoning District, adjacent land uses and owners, easements, if any, and proposed ideas of the layout and size of proposed lots and their uses (i.e. – new home, a barn, etc.). This does not require a survey at this point, but the more information, the better.
3. Eight (8) copies of a written description of the proposal – what you would like the DRB to approve (i.e. - number and size of lots, improvements sought, etc.).

Deliver/mail the above information to the Town Clerk of Cornwall. It must be received by the Town Clerk at least 15 days before the next meeting in order for the applicant to be heard. Members of the Board will review the applicant's filing prior to the meeting and be prepared to discuss the project with the applicant.

4. At the initial meeting, the applicant should be prepared to explain their project to the DRB. At the conclusion of this initial meeting,

the Board will classify the project as either a minor or major subdivision and will briefly discuss how and when the applicant's Public Meeting will occur.

B. Board of Adjustment (DRB)

Officially, the Board of Adjustment, per section 332 of the Cornwall Zoning Regulations, has been replaced by the DRB. Henceforth, the functions set forth in said section (1 – 7) will be handled by the DRB. Section 340 sets forth the types of matters that will now be heard by the DRB. As a result of Cornwall terminating the Board of Adjustment, the Cornwall Zoning Regulations will no doubt be revised in the near future.

C. Public Meeting

1. For Minor Subdivisions:

A. Not less than Twenty five (25) days prior to the scheduled Public Hearing, the applicant must submit the following to the Cornwall Town Clerk (if not received 25 days prior to the scheduled meeting you will not be heard until another later date):

(1) Eight (8) copies of a completed Subdivision Permit Application form – obtain from Town Clerk, (and see sample application form to assist you in completing your form).

(2) Eight (8) copies of all information submitted at discussion phase.

(3) Eight (8) copies of a written statement stating that the proposed subdivision is in full compliance with the Cornwall Zoning Bylaws and the Cornwall Town Plan.

(4) Eight (8) copies of a complete survey prepared by a Vermont licensed surveyor, with accurate dimensions, metes and bounds, showing the names of all current adjacent owners. In addition, the survey shall depict the proposed lots. Each lot shall depict its building envelope. All easements, rights of way and/or infrastructure, if any, shall be shown on the survey.

(5) Description of proposed water supply. See section 320 (6) of the Cornwall subdivision regulations for the specific information that you are required to submit.

(6) Description of proposed sewage disposal system. See section 320 (7) of the Cornwall subdivision regulations for the specific information that you are required to submit.

(7) One (1) copy of the completed Notice of Hearing form — obtain from Town Clerk (and see sample of completed form attached hereto). Please note that this Notice must include a description of your project, as proposed by the applicant, and must advise the recipient where they can get additional information (i.e.: Town Clerk's Office) and that participation in the local proceeding is a prerequisite to the right to take an appeal.

(8) One (1) copy of the list of names and addresses of the owners of all adjoining properties to the applicant's property, without regard to public roads/rights of way (meaning across the street). This written list can be obtained from the Cornwall Town Clerk. The applicant's name and address must be on the list as well.

NOTE: If the property is located within 500 feet from an adjoining TOWN, the applicant must notify that Town as well.

(9) **A check for \$90.00 payable to: Town of Cornwall. This is your application fee.**

NOTICE PROCEDURES:

In order to be heard at the Public Meeting, **The APPLICANT** is required to take the following steps regarding **NOTIFICATION:**

A. The applicant must mail a copy of the NOTICE (see Number 7 above as well as the attached sample) to each party on the list of adjoining property owners that the applicant obtained from the Town Clerk and do so by Certified Mail or

by personal hand delivery NOT LESS THAN 15 days prior to the date of the Public Hearing.

B. Not less than 5 days prior to the Public Hearing, the APPLICANT must demonstrate compliance with (A) above, by delivering to the Town Clerk: (1) a copy of the Letter or Notice of Hearing form sent; (2) a list of those it was sent to and (3) a Certificate of Mailing (from the Post Office) demonstrating that the letters were properly sent, or signed receipts if the Notice of Hearing was hand delivered.

IF YOU FAIL TO REASONABLY DEMONSTRATE THAT THE ABOVE WAS DONE AS SET FORTH, THE DEVELOPMENT REVIEW BOARD MAY POSTPONE YOUR PUBLIC HEARING TO A LATER DATE. PUBLIC NOTICE IS MANDATED BY STATE STATUTE.

At the Public Hearing, please be prepared to explain the proposed subdivision or other actions per section 332 and 340 of the Cornwall Zoning Regulations, and accept questions from the DRB and the public. If the application is approved, the applicant will be required to have their surveyor prepare a Mylar of the final subdivision Survey which Mylar will be signed and filed by the DRB in the Town Clerk's office. Per 24 VSA Section 4463 (b) all subdivisions plats must be recorded in the office of the Town Clerk within 180 days of the date of final plan approval or the approval expires.

2. For a Major Subdivision:

Because this type of subdivision generally involves a larger and more complicated project, applicants will need to obtain a copy of the Subdivision Regulations and thoroughly review all aspects of these regulations, particularly, but not limited to, Section 320, entitled Major Subdivision – Preliminary Plan, as well as the current Town Plan and where applicable, Zoning Bylaws.

The purpose of these written procedures is to inform applicants of what is expected of them in seeking approval from the DRB of Cornwall and to outline the basic documents which the applicant must provide in order to be placed on the Agenda.