

## TOWN OF CORNWALL PLANNING COMMISSION PROCEDURES

1. The Planning Commission 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 third 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 either Co-Chairs of the Planning Commission, **James Bolton, by phone (462-3950) and/or Tracy Himmel Isham, by phone (462-2028)** 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 THIRD 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, 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, plus one for the Town Clerk.
2. Eight (8) copies of a map drawn to scale showing where your site is located in Cornwall and also all sites previously developed or subdivided by you in the past five (5) years. Show, in addition, your Zoning District, adjacent land uses and owners, easements, if any, and your 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 your proposal – what you would like the planning commission 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 your filing prior to the meeting and be prepared to discuss your project with you.

4. At the initial meeting, you should be prepared to explain your project to the Planning Commission. 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 your Public Meeting will occur.

B. Public Meeting

1. **For Minor Subdivisions:**

a. Not less than Twenty five (25) days prior to the scheduled Public Hearing, you 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 you, 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 your property, without regard to public roads/rights of way (meaning across the street). You get this written list from the Cornwall Town Clerk. Your name and address must be on the list as well.

**NOTE:** If your property is located within 500 feet from an adjoining TOWN, you 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, **YOU** are required to take the following steps regarding **NOTIFICATION**:

A. You 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 you got 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, **YOU** must demonstrate compliance with (A) above, by delivering to the Town Clerk: (1) a copy of the letter/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 PLANNING COMMISSION 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 your proposed subdivision and accept questions from the Planning Commission and the public. If the application is approved, you will be required to have your surveyor prepare a Mylar of the final subdivision Survey which Mylar will be signed and filed by the Planning Commission 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, you 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 Layout, as well as the current Town Plan and where applicable, Zoning by laws.

The purpose of these written procedures is to inform you of what is expected of you in seeking approval from the Planning Commission of Cornwall and to outline the basic documents which you must provide in order to be placed on the Agenda. To aid you in your application to the Planning Commission see a sample of an application for a minor subdivision.