

**TOWN OF CORNWALL
DEVELOPMENT REVIEW BOARD
APPLICATION FOR SUBDIVISION OF LAND**

- The Cornwall Development Review Board usually meets on the first Wednesday of every month.
- A **complete application**, consisting of 10 copies, must be filed with the Town Clerk not less than 25 days prior to the next regular meeting date in order to be eligible to be placed on the agenda. In addition to the completed application, an Application Fee of \$90.00 must also be submitted.
- The Town Clerk will date stamp the application and transmit it to the Town Zoning Administrator (ZA) for review.
- The ZA is responsible for responding to all applications for land use and development and referring them to the DRB when appropriate. **Only complete applications will be forwarded to the DRB for scheduling.** The DRB Chair will contact the applicant concerning scheduling. (Please note that there is no assurance that your matter will be on the agenda for the next meeting.)
- All questions concerning land use regulation and development matters should be directed to the ZA, rather than to the Town Clerk.
- Copies of the Town's Zoning Regulations and Subdivision Regulations, and zoning and subdivision application forms, are available at the Town Hall and on the Town website (www.cornwallvt.com).
- The Town Clerk can provide the applicant with the names and addresses of abutting owners, where required for the application. The Town Clerk may also direct the applicant to the location of other records located at the Cornwall Town Hall which may be needed to complete the application.
- Additional information concerning Application Procedures may be found in the following sections of the Cornwall Subdivision Regulations:
 - Section 220: Boundary Line Adjustments
 - Section 230: Sketch Plan Phase for Major or Minor Subdivision
 - Section 240: Major Subdivision Application and Procedure
 - Section 250: Minor Subdivision Application and Procedure
- Application Requirements may be found in the following sections of the Cornwall Subdivision Regulations:
 - Section 310: Sketch Plan Review
 - Section 320: Major Subdivision – Preliminary Plan
 - Section 330: Major Subdivision – Final Application
 - Section 340: Minor Subdivision

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(Please type or print legibly)**

1. Applicant _____

Address _____

Phone No. _____ Email Address _____

If Corporation, name of Representative _____

Is this a Corporation registered in Vermont? _____

2. Name of Record Owner _____

Address _____

Phone No _____ Email Address _____

If Corporation, name of Representative _____

Is this Corporation registered in Vermont? _____

3. Names of Advisors and their professional area:

4. Name of Subdivision _____

5. Location of Subdivision _____

6. Acreage of Subdivision _____

Acreage of Owner's adjoining property _____

Acreage of Owner's Cornwall property not adjoining _____

Acreage of property under option _____

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7. Property deeds recorded in Town of Cornwall records. (May be found at Town Clerk's office. Contact Clerk for assistance.)

Date _____ Book _____ Page _____

Date _____ Book _____ Page _____

Date _____ Book _____ Page _____

8. Brief description of size and type of Subdivision:

9. What other local, state, or regional approvals are being applied for?

10. Signature of Applicant _____

Date _____

Please attach:

- **Deed.**
- **A copy of any survey of the property.**
- **A copy of the Tax Map marking the subject parcel and the parcels of adjacent owners.**
- **A complete list of the names and addresses of adjacent landowners.**
- **Any and all additional materials and information required by the applicable regulations.**

Reminder – Only complete applications will be forwarded to the DRB for scheduling.

Please note: The DRB may ask for additional information.

Form updated November 2022