

TOWN OF MARSHFIELD

SUBDIVISION REGULATIONS

March 2, 2010

Town of Marshfield

SUBDIVISION REGULATIONS

Includes Planned Residential Development and Planned Unit Development Review Criteria

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Town of Marshfield, Vermont

Subdivision Regulations

Article I. Enactment, Purpose, Authorization, Waivers, Definitions

(Most sections of Article I were amended on March 2, 2010. The required sketch plan review was deleted and replaced with an optional informal information meeting.)

1010 Enactment

In accordance with the Vermont Planning and Development Act, 24 V.S.A. Chapter 117, and the Town of Marshfield Zoning Ordinance, hereinafter referred to as the Zoning Ordinance, there are hereby enacted Subdivision, and Planned Unit Development regulations for the Town of Marshfield. No Subdivision of land or Planned Unit Development shall occur in Marshfield unless in conformity with these regulations.

1020 Purpose

It is the purpose of these regulations to provide for the orderly growth and development of the Town. It is the further purpose of these regulations to provide specific standards of administration for subdivisions.

1030 Authorization

The Development Review Board, hereinafter referred to as the DRB, is authorized and empowered to administer these subdivision regulations.

1040 Waivers

(A) Each and every request for a waiver of these regulations sought by an applicant, shall be specifically applied for in writing at the time of presenting the Preliminary or Final Plans.

(B) The DRB may waive or vary such provisions and requirements of these regulations where the applicant demonstrates that unique circumstances affecting a particular plan do not require compliance with such provisions and requirements in the interest of the public health, safety and general welfare; and providing that all such modifications are justified by such physical circumstances in which the modification will enable the subdivider to better achieve the purpose and standards of these regulations and provide an overall better subdivision design; and providing that all such modifications have the purpose of implementing the municipal plan in accordance with the policies set forth therein and shall comply with the requirements of the zoning bylaw.

(C) The DRB may waive or modify, subject to appropriate conditions, the submission requirements of these regulations where it finds that such modification or waiver will not nullify the intent or purpose of the regulations and are not in conflict with any state statutes, and provided further that such modification, or waiver, and the reasons therefore, shall be entered upon the minutes of the DRB.

(D) In granting waivers, the Development Review Board may attach such other reasonable conditions as will, in its judgment, justify such waivers and still maintain substantially the objectives of these Regulations.

1050 Reserved for future use (Previous section titled Exemptions was deleted March 2, 1010)

1060 Severability

The invalidity of any provision of these Regulations shall not invalidate any other part.

1070 Definitions

As used in these Regulations, all words shall have the same meaning as given in the Zoning Ordinance and the Act unless otherwise defined herein.

The Act: 24 VSA, Chapter 117.

Applicant: The party applying for the subdivision or PUD review.

DRB: the Development Review Board of the Town of Marshfield

Lot Line Adjustment: The alteration, reconfiguration or relocation of existing property lines between existing parcels in a manner that does not result in any additional lots, plots, or parcels of land.

PUD: Planned Unit Development

PUD Developer: the owner or agent of the owner of a Planned Unit Development

Plan, Preliminary: a Subdivision or PUD plan, clearly marked "Preliminary Plan," showing in lesser detail than a final plan, the approximate proposed PUD or Subdivision.

Plan, Final: a complete and exact PUD or Subdivision Plan prepared in accordance with Section 3030.

Plan, Recordable: A final plan on a Mylar, acceptable for recording in accordance with 27 V.S.A. Chapter 17, and signed by the two DRB members.

Subdivider: the owner, or authorized agent of the owner, of a subdivision.

Subdivision: 1) A division of any part, parcel or area of land by the owner or agent into lots or parcels two or more in number for the purpose of conveyance, transfer, improvement, platting or sale. 2) A lot line adjustment, 3) A re-subdivision of land.

1080 Minor and Major Subdivisions

For the purposes of these regulations, subdivisions shall be classified as minor or major subdivisions in accordance with the following:

- (1) Minor Subdivisions shall include any subdivision with fewer than four (4) lots; lot line adjustments; or amendments to an approved subdivision plan that will not substantially change the nature of any previous subdivision or conditions of approval.
- (2) Major subdivisions shall include any subdivision containing 4 or more lots; any subdivision requiring any new (public or private) road greater than 800 feet in length; any planned unit or planned residential development that meets the definition of a subdivision; or any other subdivision that does not otherwise qualify as a minor subdivision.

1090 Professional Advice

The DRB may seek professional advice to review various aspects of an application. For major subdivisions only the professional fees associated with this shall be paid for by the Developer or Subdivider.

1100 Coordination with Planned Unit Development Review

Subdivision applications for a PUD shall be reviewed as major subdivisions. Conditional use review may occur concurrently with subdivision review if all application and procedural requirements pertaining to each respective review process are met. PUDs shall meet the review standards set forth in the Marshfield Town Zoning Regulations, as well as subdivision standards defined in these regulations.

Article II. Review and Approval Procedures

Review Procedure	Table 1 Subdivision Review At A Glance	Responsibility
Minor Subdivision [residential < 4 lots]:		
1.	Submission of application, fees, and final subdivision plan, including any waiver requests and supporting documentation	Applicant; DRB will set hearing date and warn hearing
2.	Property is posted and abutters notified of hearing	Applicant must notify abutters and post property at least 15 days prior to hearing. Town will supply poster and abutter notice to the applicant.
3.	Development Review Board public hearing(s)	Development Review Board;
4.	Subdivision/plan decision	Development Review Board; within 45 days of the hearing adjournment date, Town will record decision
5.	Final plan recording in the town records	Applicant; within 180 days of the date of subdivision approval two DRB members must sign the Mylar before recording.

Major Subdivision [other than minor]:		
6.	Submission of application, fees, and preliminary subdivision plan including any waiver requests and supporting documentation	Applicant; DRB will set hearing date and warn hearing
7.	Property is posted and abutters notified of hearing	Applicant must notify abutters and post property at least 15 days prior to hearing. Town will supply poster and abutter notice to the applicant
1.	Development Review Board public hearing(s)	Development Review Board; DRB will set hearing date and warn hearing
2.	Preliminary subdivision/plan decision	Development Review Board; within 45 days of the hearing adjournment date
8.	Submission of final subdivision plan, including supporting documentation	Applicant; within 12 months of the date of preliminary plan approval
9.	Final Development Review Board public hearing (s)	Development Review Board; DRB will set hearing date and warn hearing. Abutters must be re-notified and re-post property.
3.	Final subdivision/plan decision	Development Review Board must issue a decision within 45 days of the hearing adjournment date. Town will then record decision
4.	Final plan recording	Applicant; within 180 days of the date of final subdivision and plan approval. Two DRB members must sign before recording.

2010 Informal Information Meeting (Optional)

Prior to submission of a formal application, a potential applicant and/or an authorized representative may attend an informal information meeting with the Development Review Board, to be held at a regularly scheduled meeting of the Board, to discuss the subdivision application process and general requirements for submission. No testimony regarding a potential application shall be taken and no findings shall be made. No DRB decision will be prepared or issued based upon an information meeting. The applicant shall have no vested rights of approval based upon an informal meeting.

2020 Preliminary Plan Review [applying to MAJOR subdivisions only]

(A) **Application Requirements.** The applicant shall submit a Preliminary Plan that shall include, unless otherwise specified or waived by the Development Review Board, one full size copy, 6 copies no smaller than 11" x 17" inches of the information required for preliminary plan review, the original application, and 6 copies of the application.

(B) **Public Hearing.** The Development Review Board shall warn and hold a public hearing on the preliminary plan in accordance with Section 2031 and the Act.

(C) **Preliminary Plan Approval.** Within 45 days of the date of adjournment of the public hearing, the Development Review Board shall approve, approve with modifications, or disapprove the preliminary plan based on a determination of whether or not the preliminary plan conforms to applicable subdivision review standards, or would be in conflict with the Town Plan and Zoning Regulations. The DRB may grant or deny requested waiver provisions at this time. The DRB may also require, as a condition of approval, the submission of proposed changes or modifications resulting from further study. Approval, conditions of approval, or grounds for

disapproval shall be set forth in a written notice of decision. The approval of a preliminary plan shall be effective for a period of 12 months from the date of written notice of approval, unless otherwise approved or extended by the Development Review Board in the written notice of decision.

(D) **Effect of Preliminary Plan Approval.** Approval of the preliminary plan shall not constitute approval of the final subdivision plan. Subsequent to the approval of the preliminary plan, the Development Review Board may require the submission of reviews by applicable municipal or state officials and/or agencies (e.g. Select Board, Fire Department). Upon receipt of evidence of review of the preliminary plan by said agencies, if required, and the expiration of all relevant appeal periods, the applicant may apply to the Development Review Board for final plan approval.

2030 Final Plan Approval [applying to ALL subdivision applications]

(A) **Application Requirements.** The applicant shall submit a Final Plan that shall include, unless otherwise specified or waived by the Development Review Board, one full size copy, 6 copies no smaller than 11" x 17" inches of the information required for final plan review, the original application, and 6 copies of the application. If a discrepancy should exist between the Preliminary and the Final Plan, the data contained in the Final Plan shall take precedence. Within 12 months of the date of preliminary plan approval for major subdivisions, unless otherwise waived by the Development Review Board, the applicant shall submit a Final Plan for approval. If the applicant fails to do so, s/he will be required to resubmit a new preliminary plan, with associated fees, for approval subject to any new zoning and subdivision regulations.

(B) **Public Hearing.** The Development Review Board shall warn and hold a public hearing on the plan in accordance with Section 2031

(C) **Final Plan Approval.** The Development Review Board shall approve, approve with conditions, or disapprove the final subdivision plan, based on a determination of whether or not the plan conforms to subdivision review standards, or would be in conflict with the Town Plan and Zoning Regulations, within 45 days of the date of adjournment of the public hearing. Failure to act within such 45-day period shall be deemed approval, as certified by the Town Clerk. Approval, conditions of approval, or grounds for disapproval, and provisions for appeal shall be set forth in a written notice of decision. Copies of the notice of decision shall be sent to the applicant and any other interested parties appearing at the public hearing within the 45-day period.

(D) **Effect of Final Plan Approval.** Each approval for a final plan shall contain a time limit within which all public improvements shall be completed, as per Section 4050. The approval by the Development Review Board of a final subdivision plan shall not be construed to constitute acceptance by the town of any street, easement, utility, park, recreation area, or other open space shown on the final plan. Such acceptance may be accomplished only by a formal resolution of the Select Board, in accordance with state statute.

Section 2031 Public Hearing Requirements

(A) Public Notice: A warned public hearing shall be required for preliminary and final subdivision review. Any public notice for a warned public hearing shall be given not less than fifteen (15) days prior to the date of the public hearing by all of the following:

1. Publication of the date, place and purpose of the hearing in a newspaper of general circulation in the municipality.
2. Posting of the same information in three (3) or more public places within the municipality, including the posting of a notice within view from the public right-of-way nearest to the property for which the application is being made.
3. Written notification to the applicant and to owners of all properties adjoining the property subject to development, without regard to public rights-of-way, which includes a description of the proposed project, information that clearly informs the recipient where additional information may be obtained, and that participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.
4. For hearings on subdivision plans located within 500 feet of a municipal boundary, written notification to the clerk of the adjoining municipality.

(B) Applicant's Responsibilities: The applicant shall be responsible for the posting of the notice within view from the public right-of-way and notifying adjoining landowners as required above, as determined from the current municipal grand list. The applicant is required to submit to the DRB evidence that notice was provided to the abutters either by certified mail, return receipt requested, or by a signed statement that written notice was hand delivered or mailed to the last known address.

(C) Defect in Notice: No defect in the form or substance of any required public notice under this section shall invalidate the action of the DRB where reasonable efforts have been made to provide adequate posting and notice. However, the action shall be invalid when the defective posting or notice was materially misleading in content.

(D) Recesses of Hearing: The DRB may recess a hearing on any application pending the submission of additional information or to allow for a site visit, provided that the next hearing date and place is announced at the hearing. No additional warning or notice is required for a recessed hearing.

2040 Plan Recording Requirements (applying to ALL approved subdivisions)

(A) Within 180 days of the date of receipt of final plan approval, the applicant shall file three copies of the final subdivision plan, one mylar copy and two full-size paper copies (one for the Listers and one for the zoning files), for recording with the town in conformance with the requirements of 27 V.S.A., Chapter 17. An electronic copy of the plan in a format acceptable to

the town must also be submitted. Approved plans not filed and recorded within this 180-day period shall expire.

(B) Prior to plan recording, the plan must be signed by at least two members of the Development Review Board who voted on the application.

(C) For any subdivision, which requires the construction of roads or other public improvements by the applicant, the DRB may require the subdivider to post a performance bond or comparable surety in accordance with Section 4050 to ensure completion of the improvements in accordance with approved specifications. Such a bond or surety is required before the plan is recorded.

(D) No person may sell, transfer, or enter into an agreement to sell any land in a subdivision until a final plan has been recorded. In addition, no structure can be erected on that land until a final plan has been recorded.

2050 Certificate of Compliance

The DRB may require certification by an appropriate official that an applicant has met the subdivision requirements and any conditions of approval.

2060 Revisions to an Approved Plan

No changes, modifications, or other revisions that alter the plan or conditions attached to an approved subdivision plan shall be made unless the proposed revisions are first resubmitted to the Development Review Board as a minor subdivision and the Board approves such revisions after public hearing. In the event that such subdivision plan revisions are recorded without complying with this requirement, the revisions shall be considered null and void.

Article III. Application Information Required

(This article was amended March 2, 2010. Chart of application requirements and subdivision application were removed. Remaining sections were also amended.)

3020 Applicant Information Required for PRELIMINARY PLAN for Major Subdivisions only (including PRD/PUD)

The following information is required on preliminary plans unless waived by the DRB:

1. Plans and Specifications:

- A) Contours of the land around buildings and the developed areas, before construction, drawn on a scale of 5 foot contour intervals, with any proposed modifications to existing contours
- B) The existing and proposed roads, paths, parking areas, associated rights-of-way or easements
- C) Existing and proposed utilities locations
- D) Existing and proposed lot lines
- E) Scale, north arrow, legend, location map, building envelopes

2. Optional information as requested by the DRB:

- A) Road profiles: road, intersection and parking area geometry and constructions schematics
 - B) Proposed landscaping and screening
 - C) Stormwater and erosion control plan
 - D) Grading plan (showing proposed areas of cut and fill)
 - E) Site reclamation plan (for subdivisions involving extraction)
 - F) Financing plan: total cost of the development, how this project will be funded, what financing has been obtained, what additional financing will be necessary
 - G) Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements)
 - H) Fiscal impact analysis (analysis of fiscal costs and benefits to the town)
 - I) Environmental impact assessment (analysis of potential environmental impacts, proposed mitigation measures)
 - J) Phasing plan
 - K) Where applicable, a copy of: restrictive covenants to be used in deeds, restrictive provisions set forth in leases, by-laws of condominium association, or any other restrictions, such as campground or mobile home park regulations, etc.
 - L) Any additional information requested by the DRB in their decision about the type of subdivision that followed the initial meeting
3. Additional Information specific to PRD/PUD applications:
- A) Any additional information requested by the DRB in their decision about the type of subdivision that followed the initial meeting

3030 Information Required for FINAL PLAN for ALL applications (unless otherwise noted below)

The following information is required on final plans unless waived by the DRB:

1. Plans and Specifications:
 - A) All information required on the preliminary plan if a Major Subdivision.
 - B) Recordable plan on paper in a format that will be acceptable for recording.
 - C) Project boundaries, property lines, existing and proposed lot lines, and metes and bounds, which shall be surveyed
 - D) Contours of the land around buildings and the developed areas, before construction, drawn on a scale of 5 foot contour intervals, with any proposed modifications to existing contours;
 - E) Existing and proposed roads, paths, parking areas, associated right-of-ways or easements
 - F) Proposed landscaping and screening
 - G) Existing and proposed utility locations
 - H) Scale, north arrow, legend, location map, and building envelopes
2. Optional information as requested by the DRB:
 - A) Where applicable, a copy of: restrictive covenants to be used in deeds, restrictive provisions set forth in leases, by-laws of condominium association, or any other restrictions, such as campground or mobile home park regulations, etc.
 - B) Any additional information requested by the DRB in their decision about the type of subdivision that followed the initial meeting

Article IV. Subdivision Review

4010 Requirements by the Development Review Board

The Development Review Board may require as a condition to the approval of any subdivision plan:

- 1) That all land designated for subdivision shall be of such character that it can be used for its intended purpose without danger to public health, the environment or neighboring properties. The land designated as flood hazard areas or characterized by poor drainage, inadequate capability to support structures, roads or utilities or subject to other hazardous conditions shall not ordinarily be subdivided.
- 2) That the subdivision plots will conform to all applicable requirements of these regulations, the Marshfield Zoning Ordinance and the Marshfield Town Plan.
- 3) That any new roads and streets shall be of sufficient width and suitable grade and shall be so located to facilitate fire protection, school bus circulation, summer and winter maintenance, and meet the requirements of Section 4032 below.

4020 General Standards for Subdivision, PRD and PUD Review

4021 Lots

The layout of the lots shall conform to the ordinance and be appropriate for the intended construction. Corner lots should have extra width to permit a setback on each road. Side lot lines should generally be at right angles to roads. The DRB may require lower densities of development based on physical or other limitations of the site. Lots with irregular shapes such as curves, jogs or dog-legs should be avoided unless warranted by conditions of topography, the location of natural features or existing roads. All subdivided lots must include suitable permanent survey monuments placed at street intersections and other necessary points as may be required, and the location thereof must be shown on the map of such plan.

4022 Roads

All roadways and intersections with roads shall be designed to ensure the safe and efficient movement of vehicles. Roads shall be designed so as to be logically related to topography and to produce useable lots and reasonable road grades.

Intersections with existing roads shall be located as to provide a minimum sight stopping distance in accordance with the following:

Design Speed (MPH)	Sight Stopping Distance (Feet)
30	175
35	225
40	265

Projects that are determined to generate traffic that exceeds the existing capacity of adjacent roadways or intersections shall be phased in a manner that allows the improvement of the capacity. In a situation where a development, including subdivision, may require realignment, widening or otherwise improving the capacity of an existing road, the subdivider may be required to reserve land for such improvements. The subdivider may be required to contribute to any and all of the expense involved with road improvements necessitated by his or her project.

Cul de Sac

Permanent dead-end roads and cul-de-sacs shall be discouraged unless deemed necessary by the Board due to physical limitations or safety considerations. All dead end roads in excess of 800 feet shall terminate in a turn-around having a minimum inside radius of 30 feet and a travel lane width of 20 feet, unless otherwise required for emergency vehicles.

Maintenance

The maintenance of all roads not designated as Class 3 Town Highways or higher shall be the responsibility of the subdivider. The subdivider shall provide evidence and assurance that the roads will be adequately maintained by himself or by an owners association.

4023 Utilities

Water Supply

All water supply systems, both individual and community owned, shall be designed and built to meet all applicable state and federal requirements. The DRB may require evidence that adequate water supply is available prior to granting final approval.

Sewage Disposal

Where connection to a pre-existing community sewage disposal system is proposed, the subdivider shall provide evidence as to the adequacy and availability of such a system. Subsurface disposal of sewage and septage shall meet all state and local requirements. The DRB may require evidence that adequate sewage disposal is available prior to granting final approval.

Power and Telecommunications

The DRB may require the underground installation power and telecommunication lines of all types wherever it is appropriate to maintain and protect the visual character of an area or to maintain property values of adjacent property owners. A diagram showing the location of all utility lines shall be submitted with the final design drawings.

4024 Drainage and Erosion Control

The DRB may require such temporary and permanent drainage and erosion control techniques as may be necessary to control surface runoff. Factors to be considered in determining the types of

necessary controls include but not be limited to vegetation,, ground cover, slopes, soil types, percentage of land covered by impermeable surfaces, distances to streams and impact on adjacent property.

Subdivided land should be improved in reasonable conformity to existing topography to minimize grading, cutting and filling, and to retain where possible natural contours, ground cover and soils.

For effective stormwater management, improved land should minimize the length, width and paved areas of roads, driveways and parking areas, in accordance with approved standards, and should maximize the use of impervious materials, including natural vegetative cover within road rights of way where topography, soils and slopes permit.

Best Management Practices(BMP) as defined by the Vermont Agency of Natural Resources or US Natural Resource Conservation Service shall be used to implement the standards of this section.

The DRB may stipulate specific deadlines for the installation of erosion control or soil stabilization measures. For the purpose of calculating the amount of surface runoff, the minimum 25-year storm precipitation factor shall be used. The DRB may require the submission of data reflecting the effect of the subdivision on the existing downstream drainage capacity areas. The DRB may require the delay of construction where it is determined that the increased runoff may overload the capacity of the downstream system, and may request the subdivider to assist in the capacity improvements deemed necessary.

If a subdivision will result in changes in flow type, flow channel , increased stormwater discharge or flooding in areas not owned by the applicant, then the applicant must obtain easements for all areas of flow on affected properties.

4025 Fire Protection

The DRB may require the provision of facilities necessary for adequate fire protection. Such facilities shall be designed in consultation with the local fire department.

4030 Certification of Information Required

All technical information required to be submitted shall be certified as to its correctness by architectural, engineering, or surveying professionals unless waived by the DRB. The DRB may require the submission of certified copies of any computations, field notes, and supporting data used in the preparation of any plan.

4040 Acceptance of Data, Testimony, Decisions

The Development Review Board may, with respect to any application or plan, accept or reject, in whole or in part, testimony, data, or decisions by any other Town, State, or Federal regulatory agency, or any public or private agency concerned with the establishment of codes for health, safety, or welfare.

4050 Performance Bonding

(Amended March 2, 2010)

Conditions may require that no zoning permit, except for any permits that may be required for infrastructure construction, may be issued for an approved development unless the streets and other required public improvements have been satisfactorily installed in accordance with the approval decision and pertinent bylaws. In lieu of the completion of the required public improvements, the DRB may require from the owner for the benefit of the municipality a performance bond issued either by a bonding or surety company approved by the legislative body or by the owner with security acceptable to the legislative body in an amount sufficient to cover the full cost of those new streets and required improvements on or in those streets or highways and their maintenance for a period of two years after completion as is estimated by the appropriate municipal panel or such municipal departments or officials as the panel may designate. This bond or other security shall provide for, and secure to the public, the completion of any improvements that may be required within three years for that completion and for the maintenance of those improvements for a period of two years after completion.

The legislative body may enter into an agreement governing any combination of the timing, financing, and coordination of private or public facilities and improvements in accordance with the terms and conditions of a municipal land use permit, provided that agreement is in compliance with all applicable bylaws in effect.

The performance bond required by this section shall run for a three-year term. However, with the consent of the owner, the term of that bond may be extended for an additional period not to exceed three years. If any required improvements have not been installed or maintained as provided within the term of the performance bond, the bond shall be forfeited to the municipality and upon receipt of the proceeds of the bond, the municipality shall install or maintain such improvements as are covered by the performance bond.

4060 Penalties

(Amended March 2, 2010)

Any person who, being the owner or agent of the owner of any lot, tract, or parcel of land, lays out, constructs, opens, or dedicates any street, sanitary sewer, storm sewer, water main, or other improvements for public use, travel, or other purposes or for the common use of occupants of buildings abutting thereon, or sells, transfers, or agrees or enters into an agreement to sell any land in a subdivision or land development whether by reference to or by other use of a plat of that subdivision or land development or otherwise, or erects any structure on that land, unless a final plat has been prepared in full compliance with this chapter and the bylaws adopted under this chapter and has been recorded as provided in this chapter, shall be fined not more than \$100.00, and each lot or parcel so transferred or sold or agreed or included in a contract to be sold shall be deemed a separate violation. All fines collected for these violations shall be paid over to the municipality whose bylaw has been violated. The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the seller or transferor from these penalties or from the remedies provided in this chapter.

If any street, building, structure, or land is or is proposed to be erected, constructed, reconstructed, altered, converted, maintained, or used in violation of any bylaw adopted under this chapter, the administrative officer shall institute in the name of the municipality any appropriate action, injunction, or other proceeding to prevent, restrain, correct, or abate that construction or use, or to prevent, in or about those premises, any act, conduct, business, or use constituting a violation. A court action under this section may be initiated in environmental court, or as appropriate, before the judicial bureau, as provided under section 1974a of this title.

4070 Other Required Permits

(Amended March 2, 2010)

The issuance of any Planned Unit Development or Subdivision permit under these Regulations shall not relieve the applicant from responsibility for obtaining any other required Town, State, or Federal permits. It shall be the applicant's responsibility for determining and obtaining other required permits. Copies of said permits shall be filed with the Development Review Board for its records.

Appendix A: Review and Approval Procedures Summary

Note: This summary is a representation and does not include all the details, please refer to the text in previous sections for complete description.

