



PLANNING & ZONING

43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-6655 option 4
miltonvt.gov

Contact your Zoning Administrator to determine the path forward for your project. Below is a general outline of the steps needed.

How to Subdivide

Step 1 – Sketch

1. Submit a sketch plan application, drawing, and fee to the Zoning Administrator for review.
2. The Zoning Administrator will provide a Sketch Determination within 60 days of receipt.
3. The Sketch Determination will provide information on whether the proposal is in compliance with the Unified Development Regulations and the path forward for approval.

Step 2 – Preliminary

1. For subdivisions classified as Minor, you can skip this step.
2. For Subdivisions that are classified as Major, you will have a Preliminary hearing with the DRB and a Final Hearing.
3. Submit the preliminary plan application, drawings (1 full size to scale set and 3 reduced size 8.5"x11"), project narrative, mailing addresses of abutters, and applicable fee to the Planning & Zoning department.
4. Staff Review
 - a. Statutory requirements (warning, abutters notices, agendas, staff report) are prepared.
 - b. A Notice of Public Hearing sign will be mailed to you. You must post this visible from a public right of way.
 - c. The Technical Advisory Committee reviews the application and provides comments to be included in the staff report.
 - d. A staff report is prepared approximately 5 days prior to hearing date and provided to the applicant, engineer, consultants, and any interested parties that request it. The staff report outlines compliance with the regulations.
5. DRB Hearing
 - a. Applications are scheduled for the next available Development Review Board (DRB) hearing.
 - b. The DRB meets the 2nd and 4th Thursday of each month.
 - c. The applicant and/or representative must attend hearing.
 - d. If the hearing is closed, DRB has 45 days to issue a Notice of Decision.
6. Notice of Decision
 - a. A Notice of Decision will be emailed and/or mailed to you.

- b. A Notice of Decision has an appeal period of 30 days from signature date. Any interested parties can appeal during this time to Environmental Court
- c. If approved, you can now apply for the Final plan hearing. You must submit that application within 6 months of Preliminary plan approval.

Step 3 – Final Plan Hearing

1. Submit the final plan application, drawings (1 full size to scale set and 3 reduced size 8.5"x11"), project narrative, mailing addresses of abutters, and applicable fee to the Planning & Zoning department.
2. You will repeat Step 2 #4-5.
3. Notice of Decision
 - a. A Notice of Decision will be emailed and/or mailed to you.
 - b. A Notice of Decision has an appeal period of 30 days from signature date. Any interested parties can appeal during this time to Environmental Court.
 - c. If approved, proceed with Step 4.

Step 4 – Conditions of Approval

1. You must meet all conditions of approval required in the Notice of Decision.
 - a. Provide P&Z Staff with final plans for review (electronic).
 - b. Staff reviews final plans and provides comments.
 - c. Print a hardcopy of final plans for town files.
 - d. If any public infrastructure is proposed, see our flowchart for that process.
2. Recording a survey plat
 - a. Pay the Legal Escrow amount determined in Notice of Decision (typical is \$500).
 - b. Your attorney drafts legal documents.
 - c. Provide P&Z Staff with the final survey plat for review (electronic).
 - d. Staff sends drafts to Town Attorney who reviews the plat and draft legal documents and sends any comments/edits back
 - e. Print survey plat on mylar paper for recording in Land Records (\$25) and hardcopies of final plat.
 - f. DRB chair signs "mylar" and bring to Clerk's Office for recording and Staff will provide a Slide# for the legal documents.
 - g. Record legal documents associated with subdivision that has been reviewed/approved by Town Attorney.
 - h. Staff will return any remaining funds from legal review to applicant.

Step 5 – Town Permits for Construction and Land Development

If your subdivision will result in further land development, you will need additional approvals from the Town to build.

1. Connecting to Town Water/Sewer

1. Apply for Allocation with applicable fee to the Department of Public Works:
2. Obtain a State W/WW permit.
3. Apply for a Connection Permit.
 - i. Submit Application and applicable fees.
 - ii. Read through all conditions of approval and contact DPW with any questions/concerns.
 - iii. Request and pay for water meter, if applicable.
 1. Staff orders/provides water meter.
 2. Staff creates Town account for applicable utility.
4. Notify DPW when work is completed and/or the meter is installed.
 - i. DPW inspects installation and provides comments, if applicable
2. Constructing a driveway on public road and/or connecting to water/sewer on public road
 1. Apply for a Highway Access Permit with applicable fee to DPW
 - i. Read through all conditions of approval and contact DPW with any questions/concerns.
 2. Notify DPW when construction is completed.
 - i. DPW inspects and provides any comments to applicant.
 - ii. Release deposit to applicant.
3. Zoning Permit
 1. Provide all applicable State permits to Zoning Administrator
 2. Apply for Zoning Permit and pay applicable fee
 - i. Provide all applicable State permits to Zoning Administrator
 - ii. Zoning Administrator has 30 days to review
 - iii. Once approved, there is a 15-day appeal period.
 3. After construction is completed, you must obtain a Certificate of Compliance to “close out” your project.
 - i. If this is a new residential dwelling unit, you will pay the applicable impact fee at this time.
 - ii. Perform inspection to close out permit and provides copy of approved certificate of compliance to applicant.

Resources:

Applications that may be applicable to a subdivision application:

General Information Form: <http://miltonvt.gov/DocumentCenter/View/273/General-Information-Form-PDF?bidId=>

Sketch: <http://miltonvt.gov/DocumentCenter/View/263/Subdivision-Sketch-Form-PDF>

Preliminary: <http://miltonvt.gov/DocumentCenter/View/262/Subdivision-Preliminary-Plan-Form-PDF>

Final: <http://miltonvt.gov/DocumentCenter/View/261/Subdivision-Final-Plan-Form-PDF>

Zoning Permit: <http://miltonvt.gov/DocumentCenter/View/1206/Zoning-Permit-Application-PDF>

Certificate of Compliance: <http://miltonvt.gov/DocumentCenter/View/268/Certificate-Of-Compliance-Application-PDF>

Water/Wastewater Allocation: <http://miltonvt.gov/DocumentCenter/View/117/Allocation-Application-October-2020-PDF>

Water/Wastewater Connection: <http://miltonvt.gov/DocumentCenter/View/115/Water-Wastewater-Connection-Permit2020-PDF>

Highway Access: <http://miltonvt.gov/DocumentCenter/View/56/Highway-Access-Permit-Application-PDF>

State Information:

ANR Permit Specialist:

Permit Specialist, Districts 4 and 6

[Jeff McMahan](#) | Permit Specialist

Essex Regional Office ([map](#))

111 West Street

Essex, VT 05452

Telephone: 802-477-2241

Email: jeff.mcmahan@vermont.gov

Water/Wastewater: <https://dec.vermont.gov/water/ww-systems>

Physical/Mailing Address

Environmental Conservation:

111 West Street

Essex Junction, Vermont 05452

Phone: 802- 879-5656

Fax: 802-879-3871

Hours: Monday through Friday, 7:45 a.m. to 4:30 p.m.