

# Regional Planning Commission Application

## Applicant Information

Regional Planning Commission:

Primary Contact Name:

Email:

## Application Type

Instructions: Check all that apply.

### Preapplication Review

Regional Plan application

Tier 1B Status Request

### Application

Adopted Regional Plan application

Tier 1B Status Request

Minor Future Land Use (FLU) map amendment

Request for a new regional plan determination

## Supporting Attachments

Instructions: Submit attachments listed based on the application type applied for.

### Preapplication Review – Regional Plan

- Draft Regional Plan
- Draft Regional Plan Review Checklist
- Draft FLU Digital Data Layer

### Preapplication Review – Tier 1B

- Draft Tier 1B Digital Data Layer
- Draft Tier 1B Memorandum

### Application for Determination - Adopted Regional Plan

- Adopted Regional Plan
- Regional Plan Review Checklist
- Application Fee (\$295)
- Adopted FLU Digital Data Layer
- Municipal Confirmation Letters from the RPC (required for neighborhood designations)

### Application for Determination – Tier 1B

- Tier 1B Memorandum
- Tier 1B Digital Data Layer
- Municipal Confirmation Letters (required for neighborhood designations)
- Municipal Tier 1B Resolutions (for each municipality opting for Tier 1B)

### Application for Determination – Minor FLU Map Amendment

- Amended FLU Digital Data Layer
- Map highlighting change for minor FLU map amendment
- Letters of support from all municipalities affected by map amendment
- Affirmative vote by applicant (RPC Meeting Minutes reflecting vote, or RPC Resolution)
- Tier 1B Digital Data Layer, if applicable
- Municipal Tier 1B Resolutions, if applicable
- Tier 1B Memorandum, if applicable
- Municipal Confirmation Letter from the RPC (for modified neighborhood designations)

### Response to Negative Determination

- Adopted Regional Plan
- Regional Plan Review Checklist
- Adopted FLU Digital Data Layer
- Municipal Confirmation Letters from the RPC (for neighborhood designations)
- Tier 1B Memo, if applicable
- Tier 1B Digital Data Layer
- Municipal Tier 1B Resolutions (for each municipality opting for Tier 1B)
- Response to Negative Determination (summary of changes from negative determination)

## Preapplication Review: Draft Regional Plan

1. Estimated/Scheduled date of first public hearing for the draft regional plan:

2. Number of public hearings required in the Regional Planning Commission Bylaws when making a change to the Regional Plan:

3. Use the table below to list municipalities seeking neighborhood designation. Select each municipality from the dropdown list to ensure consistency with the Land Use Review Board database. Add additional rows or sheets if necessary.

Municipality	Neighborhood Designation	Confirmation
Select municipality	Enter neighborhood designation	<input type="checkbox"/> Has a duly adopted municipal plan <input type="checkbox"/> Has a confirmed planning process

Municipality	Neighborhood Designation	Confirmation

## Preapplication Review: Tier 1B Status Request

1. If this is a separate Tier 1B request, list the date the adopted regional plan received an affirmative determination issued by the Board.

## Application: Adopted Regional Plan or New Determination

1. Date Regional Plan was adopted:

2. Was the voting percentage of the RPC 60% or greater in favor of adoption? (24 V.S.A 4348)

3. Certify notice was sent to the following entities.

**Instructions:** For each party listed below, indicate whether the required materials were sent at least 30 days prior to the first public hearing and enter the date the materials were sent.

Party	Yes/No	Date
Chair of the legislative body or municipal manager of each municipality within the region		
Executive Director of each abutting Regional Planning Commission		
The Department of Housing and Community Development and the Community Investment Board		
Agency of Natural Resources		
Agency of Agriculture, Food and Markets		
Agency of Transportation		
Department of Public Service		
Department of Public Safety, Division of Emergency Management		

**Instructions:** List each business, conservation group, low-income advocacy group, or other community or interest group that requested notice in writing. For each entry, indicate whether the required materials were sent and enter the date sent.

Name	Type of Party	Yes/No	Date

4. The applicant certifies that the following information was sent to its member municipalities at least 30 days before the first public hearing

	Yes/No	Date
A description of map changes within the municipality		
A municipality-wide map showing old versus new areas with labels		
Information about the Tier structure under 10 V.S.A. Chapter 151, including how to obtain Tier 1A or 1B status		
The process for updating designated area boundaries		

5. Were any revisions made to the proposed regional plan less than 30 days prior to the final public hearing?

If yes, was a copy of the proposed change sent to the chair of each member municipality within the region, and to any individual or organization requesting a copy at least 30 days before the final public hearing? (24 V.S.A. §4348(f))

6. Date of first public hearing for the proposed regional plan.

7. How many public hearings are required in the Regional Planning Commission bylaws before adopting or amending the Regional Plan?

Hearing Date	Hearing Location	Hearing Notice Date	Notice issued in a newspaper? Specify which one.

