

REGIONAL PLANNING COMMISSION APPLICATION

APPLICANT INFORMATION

Regional Planning Commission	RPC08: Northwest Regional Planning Commission
Primary Contact:	Click or tap here to enter text.
Name	Greta Brunswick
Title	Senior Planner
Email address	gbrunswick@nrpcvt.com
Phone number	802-524-5958
Street address or P.O. Box	75 Fairfield St.
City	St. Albans
State	Vermont
Zip code	05478

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

Tier 1B

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

Application for Determination:

Adopted Regional Plan Application

- 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)

Tier 1B

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

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 (attach one)
 - 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 a 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)

QUESTIONNAIRE

Instructions: Complete only those questions that apply to the application type.

Preapplication Review: Draft Regional Plan

1. Estimated/Scheduled date of first public hearing for the draft regional plan: **12/11/2025**
2. How many public hearings are required in the Regional Planning Commission Bylaws when making a change to the Regional Plan? **2**
3. If neighborhood designation is sought, list the municipality and confirm that the municipality has a duly adopted municipal plan and a confirmed planning process (add additional sheets if necessary):

Municipality	Neighborhood Designation	Confirmation
Bakersfield	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Berkshire	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Enosburgh	Planned Growth Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Fairfax	Both Planned Growth Area & Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Fairfield	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Fletcher	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Franklin	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Georgia	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Highgate	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Richford	Planned Growth Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Sheldon	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Saint Albans City	Planned Growth Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process

Preapplication Review: Tier 1B Status Request

1. If this is a separate Tier 1B request, date adopted regional plan received an affirmative determination issued by the Board: [Click or tap to enter a date.](#)

Application: Adopted Regional Plan or New Determination

1. Date regional plan was adopted: [Click or tap to enter a date.](#)
2. Was the voting percentage of the RPC 60% or greater in favor of adoption? (24 V.S.A. §4348) [Choose an item.](#)
3. By checking yes, the applicant certifies that at least 30 days prior to the first public hearing the following entities were sent a copy of the proposed plan, the checklist, and a description of any of the changes to the FLU map with a request for general comments. Proof of mailing may be requested.
 - a. Municipal, Regional, and State Parties:

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

- b. Businesses, conservation groups, low-income advocacy groups and other community or interest groups that have requested notice in writing (add additional sheets if necessary):

Name	Type of Party	Yes/No	Date
Vermont Natural Resources Council	Conservation group	Choose an item.	Click or tap to enter a date.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap to enter a date.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap to enter a date.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap to enter a date.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap to enter a date.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap to enter a date.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap to enter a date.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap to enter a 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	Choose an item.	Click or tap to enter a date.
A municipality-wide map showing old versus new areas with labels	Choose an item.	Click or tap to enter a date.
Information about the Tier structure under 10 V.S.A. Chapter 151, including how to obtain Tier 1A or 1B status	Choose an item.	Click or tap to enter a date.
The process for updating designated area boundaries	Choose an item.	Click or tap to enter a date.

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

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)) **Choose an item.**

6. Date of first public hearing for the proposed regional plan: **Click or tap to enter a date.**

7. How many public hearings are required in the Regional Planning Commission bylaws before adopting or amending the Regional Plan? [Click or tap here to enter text.](#)

Please list the following information about each public hearing held.

Hearing Date	Hearing Location	Hearing Notice Date	Was notice issued in a newspaper? If yes, specify which one.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.	Choose an item.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.	Choose an item.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.	Choose an item.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.	Choose an item.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.	Choose an item.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap to enter a date.	Choose an item.

Minor FLU Map Amendment(s):

1. List the municipalities affected by the minor map amendment:

Choose an item. Choose an item. Choose an item. Choose an item. Choose an item.

2. What is the land area of the minor map amendment in acres? Please explain how this figure was calculated.

[Click or tap here to enter text.](#)

APPLICATION CERTIFICATION

By checking the "I Accept" box below, I certify that I am authorized to submit this application for the above-named RPC. Also, by checking the "I Accept" box below, I authorize the Land Use Review Board staff to send all notices related to this application to the primary contact listed on page 1 of this application. By checking this certification box, I am signing this application electronically and I further agree that my use of a keypad, mouse, or other device to check the certification box constitutes my signature, acceptance, and agreement, as if actually signed by me in writing. I also agree that no certification authority or third-party verification is necessary to validate my signature.

I Accept

Name of Authorized RPC Agent: Catherine Dimitruk, Executive Director

Continuation of Table from Page 3

Municipality	Neighborhood Designation	Confirmation
St. Albans Town	Both Planned Growth Area and Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Swanton Town and Village	Planned Growth Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
South Hero	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process
Grand Isle	Village Area	<input checked="" type="checkbox"/> Has a duly adopted municipal plan <input checked="" type="checkbox"/> Has a confirmed planning process