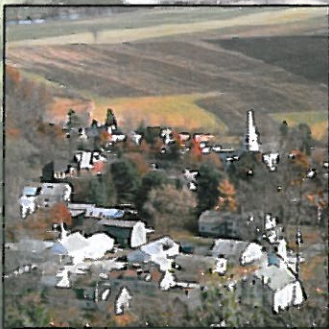




Neighborhood Development Areas

Application and Design Guidelines [Interim]



**Division of Community
Planning + Revitalization**
July 2013



VERMONT

AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT



Neighborhood Development Areas Application Guidelines

Introduction

Overview

The Neighborhood Development Area designation encourages municipalities and/or developers to plan for new and infill housing in the area within walking distance of its designated downtown, village center, new town center, or within its designated growth center and incentivizes needed housing, further supporting the commercial establishments in the designated centers. These guidelines provide instructions for communities preparing applications for the Neighborhood Development Area designation.

Eligibility and Benefits

Areas eligible for designation must be within a neighborhood planning area defined as an area surrounding an existing designated area, extending a 1/4 mile from Village Centers and New Town Centers, a 1/2 mile from Downtowns and encompasses the areas contained within a designated Growth Centers). Mapped neighborhood planning areas may be viewed at <http://smartgrowth.vermont.gov>

Within the neighborhood planning areas, applicants may use these application guidelines to help identify areas most suitable for residential development (infill, redevelopment and new) –where approved areas will receive the following benefits:

- Qualified “mixed income” projects are exempt from Act 250 regulations;
- Act 250 projects not qualifying for the exemption receive a 50% discount on application fees;
- Agency of Natural Resources fees for wastewater review are capped at \$50.00 for projects that have received sewer allocation from an approved municipal system;
- Exemption from the land gains tax.

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Neighborhood Development Areas Application Guidelines

Neighborhood Planning Areas

Overview

Neighborhood planning areas are delineated eligibility areas encircling designated centers depicted at <http://smartgrowth.vermont.gov> and described below. They are generally intended to represent areas within walking distance from commercial cores. Within these areas, using the guidance of this document, communities identify areas most suitable for infill and new housing development.

Downtowns

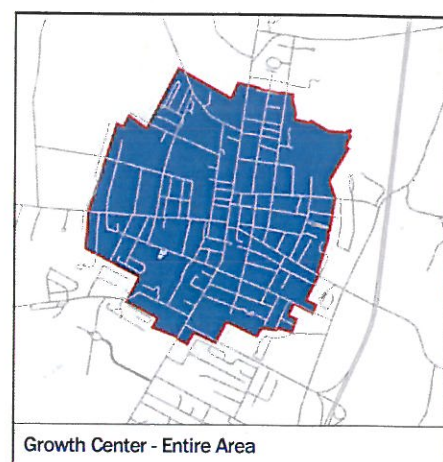
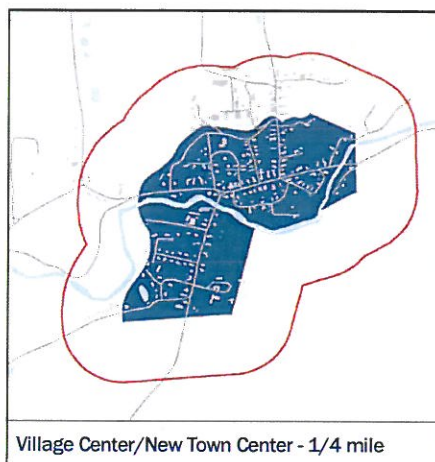
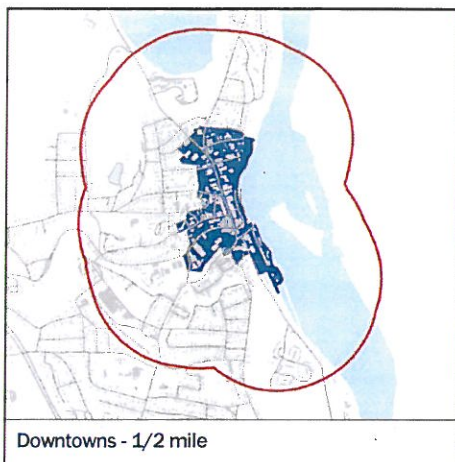
1/2 mile from approved boundary

Village Centers and New Town Centers

1/4 mile from approved boundary

Growth Centers

The Neighborhood Planning Area encompasses the areas contained within the growth center.



Extending the Neighborhood Planning Area

In certain circumstances, due to existing development and physical constraints, the availability of land for future development within the existing neighborhood planning area may be highly constrained. A neighborhood development area may include one or more areas of land extending beyond the delineated neighborhood planning area if the following conditions are met:

- (A.) Including the extended area beyond the neighborhood planning area is consistent with the goals of section 4302 of this title;
- (B.) Residential development opportunities within the neighborhood planning area are limited due to natural constraints and existing development;
- (C.) The extended area represents a logical extension of an existing compact settlement pattern and is consistent with smart growth principles; and
- (D.) The extended area is adjacent to existing development.

In order to have a neighborhood development area designated beyond the delineated planning area, at least 80 percent but no fewer than seven of the members of the Downtown Board present find that all four of the above conditions are met.

Application Process

A municipality or land owner/developer with property within a neighborhood planning area may submit an application to have neighborhood development areas designated. If a municipality does not already have a designated center, it may apply for one simultaneously with a neighborhood development area application. All applicants must contact John E. Adams at john.e.adams@state.vt.us or at (802) 828 - 0162 with the Vermont Downtown Program in advance for a pre-application meeting to discuss the proposed application and clarify requirements. The applicant must fill out and submit the application checklist on page 6 that lists the application requirements.



Application Requirements

A municipality should submit 1 electronic copy of the full application to the Vermont Downtown Program via e-mail or by other electronic media. Maps and photos should be in color. The applications are due no later than 4:30 p.m. on the first Monday of any month in order to be considered for that month's meeting. Applications will be considered by the Vermont Downtown Board, which meets on the fourth Monday of each month. A neighborhood development area must receive its designation before any application for benefits may be accepted.

Representatives of the municipality should attend the Downtown Board meeting when their application is considered. A meeting agenda and a copy of the staff review will be sent to the contact person identified in the application about a week before the Downtown Board meeting.

Application materials must be submitted to:

Division of Community Planning and Revitalization
Department of Housing and Community Development
One National Life Drive, 6th Floor
Montpelier, VT 05620

Applications are due
on the first Monday
of the month by
4:30 p.m.

Community Planning + Revitalization

John Adams Phone: 802-828-0162

email: john.e.adams@state.vt.us

Wendy Tudor Phone: 802-828-5249

email: wendy.tudor@state.vt.us

Neighborhood Development Areas Application Guidelines

7 Step Process

1

Contact John E. Adams with Vermont Downtown Program to discuss the application process and set up a time for the pre-application meeting.

2

Meet in your town to go over program requirements and begin to identify areas that qualify for the neighborhood designation.

3

Gather application documents for the application. We strongly recommend you contact your Regional Planning Commission to assist you.

4

Complete application checklists to ensure you have all the materials gathered.

5

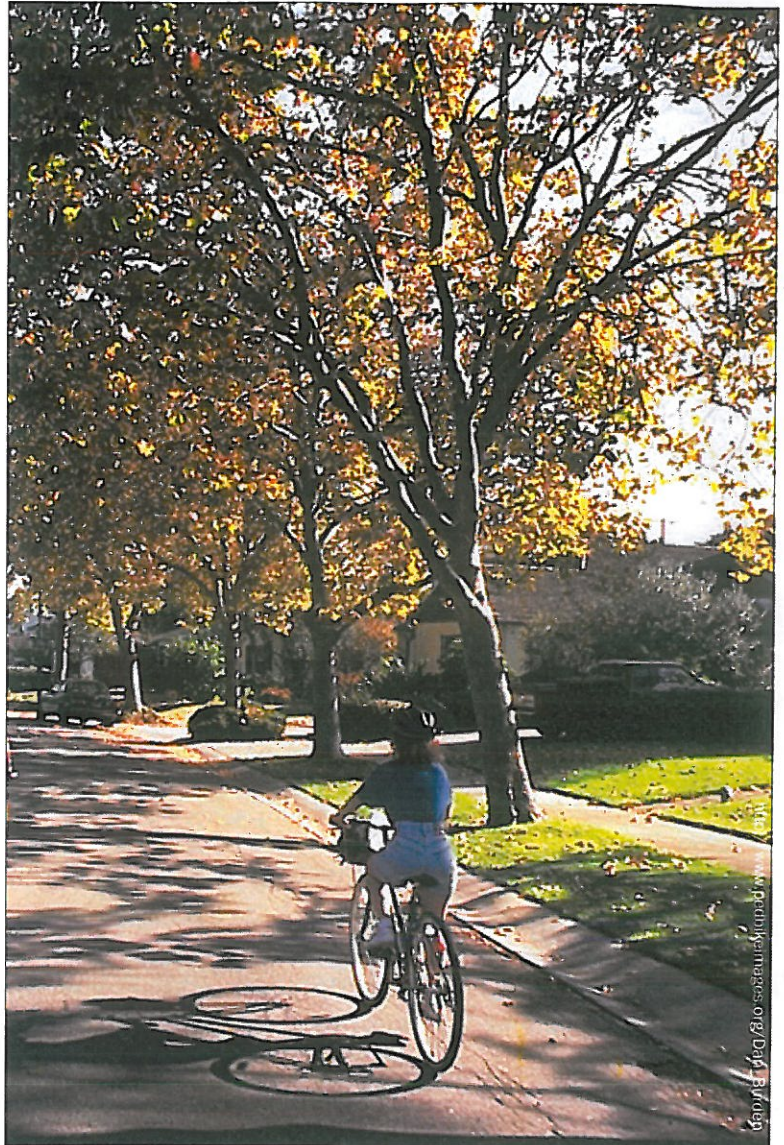
Submit documents and application checklist by e-mail.

6

John E. Adams will contact you to discuss application and Downtown Board process.

7

Attend Downtown Board meeting on the fourth Monday of the month.



Neighborhood Development Areas Application Guidelines

Checklist

1. Cover Letter, including:

- ☐ Name of Town or Incorporated Village.
- ☐ Brief narrative of why you seek Neighborhood Development Area Designation.
- ☐ Name, address, daytime phone number and email address of the primary contact person for application.
- ☐ A list of all documents included in application.

2. Notification to City/Town or Village Selectboard or Trustees (for Property Owner Application)

- ☐ The application must include a copy of the letter/email to the municipality notifying them of the intent to apply.

3. Municipal Wastewater System or Community Alternative Wastewater System approved by ANR

- ☐ Municipal wastewater system or community alternative wastewater system approved by ANR

4. Confirmed Planning Process

- ☐ A letter from the municipality's regional planning commission must be included in the application, stating that its planning process is "confirmed" under 24 V.S.A. §4350 by the commission. Confirmation means that the adopted municipal land use plan and planning process, have been reviewed and approved by that regional commission.

5. Flood Hazard Areas

- ☐ Development area is not located in flood hazard or fluvial erosion hazard areas

6. Complete Streets

- ☐ Development area conforms to Complete Streets Statute 19 V.S.A. § 309d and establishes pedestrian access to designated center.

7. Net Neighborhood Residential Density Requirements

- ☐ Municipal Bylaws allowing minimum net residential densities greater than or equal to four single-family detached dwelling units per an acre, exclusive of accessory dwelling units, or no fewer than the average existing density of the surrounding neighborhood, whichever is greater.

8. Neighborhood Development Area compatible with Historic Register Historic Districts

- ☐ Development Area is compatible with and reinforces the character of adjacent National Register Historic Districts, national or state register historic sites, and other significant cultural resources.

9. Energy Saving devices

- ☐ Bylaws and regulations do not prohibit energy saving devices.

10. Important Natural Resources

- ☐ Identify important natural resources impacted and describe anticipated disturbances and explain why the disturbance cannot be avoided or minimized.

11. Mapping Requirements

- ☐ Met mapping requirements as stated in these application guidelines.

12. Neighborhood Design Guidelines Requirements

- ☐ Neighborhood Design Guidelines met for walkable neighborhoods, complete streets and residential lot patterns.