

**Section 330 SPECIAL ADMINISTRATIVE REVIEW BY ZONING ADMINISTRATOR**

These regulations grant the Zoning Administrator the ability to conduct administrative reviews, as authorized pursuant to 24V.S.A. sect 446 c, and, if conformance with the applicable requirements of these Regulations is determined, to issue zoning permits authorizing the following actions:

1. Boundary line adjustments
2. Single-lot subdivisions
3. Alterations to nonconforming structures not increasing the degree of nonconformity with respect to dimensional requirements.

Applicants for these actions shall be responsible for providing the Zoning Administrator with a complete zoning permit application as described in Section 311 of these Regulations and the additional information necessary for each type of special administrative permit and its review (please find below).

**Review Requirements for Boundary Line Adjustments**

In addition to a fully completed application the applicant shall provide a sketch plan based on a professionally prepared survey. The Zoning Administrator may administratively approve boundary line adjustments that meet all the criteria listed below:

1. No additional lots will be created;
2. No more than two lots are involved;
3. The adjustment will not make complying lots nonconforming;
4. The adjustment will not increase the nonconformance of any existing lot.

A plot plan must be signed and stamped by the Zoning Administrator and then filed in the Town of Leicester’s land records in accordance with State Statutes by one of the applicants within 180 days of the issuance of the permit, otherwise the permit shall be rescinded.

**Review Requirements of Single-Lot Subdivisions**

In addition to a fully completed application, the applicant shall provide a sketch plan based on a professionally prepared survey. The Zoning Administrator may administratively approve single-lot subdivisions that meet all the criteria listed below:

1. No other lots have been subdivided from the existing parcel, regardless of ownership, for the previous ten years;
2. Both new lots will comply with the dimensional requirements of the zoning districts(s) in which they may be located;
3. The applicant has secured a State and/or Town access permit if required;
4. This subdivision is in conformity with any State waste water permits previously granted.

A plot plan must be signed and stamped by the Zoning Administrator and then filed in the Town of Leicester’s land records in accordance with State Statutes by one of the applicants within 180 days of the issuance of the permit, otherwise the permit shall be rescinded.

**Review Requirements for Alterations/Additions to Nonconforming Structures**

An applicant may apply for a standard permit to make an alteration to an existing nonconforming structure provided that the following conditions are met:

1. There is no change in use;
2. The proposed structural change does not increase the degree of nonconformity with respect to any dimensional requirements;
3. All abutting property owners have been provided with a copy of the application and have given their written agreement.

If any of these conditions have not been met, the application shall be forwarded to the ZBA for review as an application for a setback waiver.

p. 7 (Definitions) Insert the following between “Boarding House” and “Building”

**BOUNDARY LINE ADJUSTMENT:** Any revision to a plat legally filed with the municipality which creates no new building lots and which will have no impact on roads, rights of way, or other public facilities. A boundary adjustment shall not be considered as subdivision under these regulations.

p. 12 Insert the following between “Single Family Residence” and Solar Collector”

**SINGLE LOT SUBDIVISION:** The division by recorded deed of a parcel of land into two lots, plots, or other legal division of land for purposes of transfer of ownership, building development or sale.

#### **INTERIM REVISION TO SUBDIVISION REGULATIONS**

Deletion of “Boundary Adjustment” from Article IV: Definitions (p. 20).

Revision of the definition of “Subdivision” as follows:

**Subdivision:** The division by recorded deed of a parcel of land with or without roads into three or more lots, plots, or other legal division of land for purposes of transfer of ownership, building development, or sale. Subdivision includes resubdivision.