



State of Vermont  
 Highway Division, Right-of-Way,  
 Utilities & Permits Unit  
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 Montpelier, VT 05633-5001

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Agency of Transportation

<http://vtrans.vermont.gov/>

August 11, 2014

Town of Warren  
 Reta Goss  
 PO Box 337  
 Warren, VT 05674

Re: Site Plan Review

Dear Town Clerk:

This is a reminder that 24 V.S.A. Section 4416, as amended by Section 29 of Act No. 167 of 2014 (effective July 1, 2014), provides that "Whenever a proposed site plan involves access to a State highway, the application for site plan approval shall include a letter of intent from the Agency of Transportation confirming that the Agency has reviewed the proposed site plan and is prepared to issue an access permit under 19 V.S.A. Section 1111, and setting out any conditions that the Agency proposes to attach to the Section 1111 permit."

To obtain a letter of intent, applicants must submit a 19 V.S.A. Section 1111 Permit application to the VTrans Utilities & Permits Unit, along with a cover letter requesting a letter of intent for use in the local development review process. The permit application form can be requested by contacting Sabine Frost at [AOT.HWYUtilitiesAndPermits@state.vt.us](mailto:AOT.HWYUtilitiesAndPermits@state.vt.us). Applicants should review the General Highway Permit Application Information document available on the VTrans website which describes the type of information required with the permit application forms.

Additionally, we would appreciate your assistance in reminding landowners who may be contemplating subdivision of lands abutting State highways that 19 V.S.A. Section 1111 (k), states "No deed purporting to subdivide land abutting a state highway or a class 1 town highway can be recorded unless all the abutting lots so created are in accord with the standards of this section, including but not limited to the requirement to provide a frontage road or roads".

Please do not hesitate to contact this office with any questions or inquiries on these issues. Thank you.

Sincerely,

Craig S. Keller, P.E.  
 Chief of Utilities and Permits  
[craig.keller@state.vt.us](mailto:craig.keller@state.vt.us)  
 or [AOT.HWYUtilitiesAndPermits@state.vt.us](mailto:AOT.HWYUtilitiesAndPermits@state.vt.us)

cc: Vermont League of Cities and Towns

