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From: Carl H. Lisman
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To: Scott Gustin
Burlington Planning & Zoning Department

Date: November 5, 2019

Subject: Claire Pointe

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The Claire Pointe planned community is the subject of Zoning Permit No. 99-633, dated July 22, 1999. The permit authorized four multi-family buildings with associated infrastructure and amenities. A subsequent permit (Zoning Permit/Certificate of Appropriateness No. ZP01-462/COA 980009G, dated May 24, 2001) was issued to allow for modification of Building D.

All four buildings (identified as Buildings A, B, C and D) have been constructed and are occupied. All infrastructure (including the access road) and amenities have been completed and are in use.

The developer is John Larkin, Inc. The owners of units are members of the Claire Pointe Owners Association. The developer and the Association have agreed that their respective best interests will be better served by subdividing the property into six parcels. Four of the parcels will be slightly larger than the footprints of the buildings, the fifth parcel is the swimming pool previously deeded to the Northshore Association and the sixth is the remaining lands of the planned community, including the access road.

No construction or change in use is contemplated.

I am enclosing an application to subdivide the lands. When final approval is given, the developer and the Association will enter into an agreement relating to a number of matters, including responsibility for maintaining the common lands, including the access road.

Based on our prior conversation, we understand that a hearing will be scheduled for preliminary plat approval, following by the next available hearing date for final plat approval.

**LAW OFFICES OF
LISMAN LECKERLING, P.C.**

Scott Gustin
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I am also enclosing 10 24" x 36" paper copies of site plan and one 11" x 17" paper copy of the site plan. A digital version of the plan can be found at <https://lisman.sharefile.com/d-s44562743c014151b>.

Our check, in the amount of \$1,810 (\$10 plus \$300 x six) in payment of the fee for both preliminary and final approval, is enclosed.

Let me know if addition information is required. Most of the information on the checklists seems inapplicable given the nature of the application for subdivision approval.

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