

Property Inclusion Procedure

APPLICATION TO ST. JOHNSBURY BROWNFIELDS PROGRAM

The property's owner(s), other representative(s) or nominating parties shall complete and submit the Site Application Form to the St. Johnsbury Brownfield Program Coordinator. The Site Application Form should identify the type of site work assistance requested. The Program Coordinator can provide assistance with filling out the Site Application Form.

OWNER PARTICIPATION AGREEMENT

The property owner, or municipality, for instances involving a tax sale/potential purchaser, must sign and submit the required Owner Participation Agreement prior to presentation of the application before the St. Johnsbury Planning Commission.

PROPERTY REVIEW

Following the submittal of a Site Application Form, the St. Johnsbury Program Coordinator will review the property, proposed reuse, and the potential site work for how well they meet the St. Johnsbury Brownfield Program Criteria, as illustrated in the coordinating St. Johnsbury Brownfield Program Nominated Site Review document. Property Reviews will be conducted by the Program Coordinator in the order that Application/Owner Agreement packages are received.

If additional information is required, the program coordinator will meet with the site nominator(s). The Property Review will make recommendations to the Planning Commission for inclusion or present relevant information needed for initial decision making prior to final approval.

PROPERTY APPROVAL

The Planning Commission shall vote on the inclusion of a nominated property at a regular meeting. To be approved, sites must receive a majority of the votes from the attending committee members. Award of funded site work to the nominated property is also contingent upon a Site Eligibility Determination from U.S. EPA Region 1.

Approval will identify the level of site work to be completed for each property. After property approval, the Planning Commission will designate the contracted firm to complete the necessary site work. The firm will be selected by evaluation of site work proposals and/or cost estimates, or by direct designation.

SITE WORK PLAN

The designated consulting firm for an approved property will develop a Site Work Plan outlining the specific approved activities to occur on site, in accordance with their Town of St. Johnsbury contract. Upon request, the Site Work Plan will be presented to the Planning Commission for approval prior to completing any site work. If required, the Site Work Plan must also be approved by the ANR Waste Management Division, and the U.S. EPA Region 1 staff. For Phase II Environmental Site Assessments or higher, a Quality Assurance Project Plan, must also be completed by the consultant and approved by U.S. EPA Region 1 prior to completing any site work.

CONTINUED SITE WORK

Sites may be approved for additional site assessment work than what was originally approved, following the same procedures outlined above.

The St. Johnsbury Planning Commission may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Adopted by the St. Johnsbury Planning Commission on: March 20, 2012