



Planning & Zoning Office
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Preliminary Subdivision Checklist:

This checklist is intended to help you provide the necessary information for your Preliminary Subdivision Review. Please ensure that you submit all of the information listed below. This list is meant to be a guide. Please consult the Richmond Zoning regulations for a complete list of regulations. If you have any questions, please contact the Richmond Zoning Department.

Preliminary Subdivision Plat Information	
Requirement	Check the Box if this information is included on your Plat
Subdivision name or Title	
Tax map Number	
Name of the Town	
Name and address of owner or record of the property	
Name and address of subdivider (if different from the owner of record)	
A location map showing the relationship of the proposed subdivision to adjacent properties and surrounding area within 2000 feet of any property line	
Location map should be a USGS map at scale of 1inch equals 2,000 feet	
Boundaries of the proposed Subdivision	
Names of the owners of record of all the surrounding properties to the proposed subdivision	
Existing easements within proposed subdivision (if applicable)	
Date prepared	
True North arrow and scale	
Name of the municipality	
Name, registration number, and seal of the registered land surveyor	

Preliminary Subdivision Plan	
Requirements	Check the Box if this information is included on the Plan
Name of the designer of the subdivision	
Number of acres within the proposed subdivision	
Location of natural features (streams, ponds, wetlands large animal habitat etc.)	
Designation of each segment of adjoining property boundaries for all adjoining properties	
The location of known archeological sites (old cellar holes, foundations, wells, old stone fences Etc.)	
Location and dimensions of existing wastewater disposal system	
Location and dimensions of existing water supplies	
Location and dimensions of existing culverts, drains and drainage ways	
Location name and widths of parks, public open spaces, trails	
Location name and widths of parks, public open spaces and trails on adjacent properties	
Contour lines at intervals of 20 feet of existing grades	
Proposals for maintaining open spaces, natural features and resources on the site	
Master Development Plan Per section 610.1	
Conceptually show future roads	
Conceptually show future stormwater infrastructure	
Conceptually show future building areas	
Conceptually show future open areas (if applicable)	
Conceptually show future uses	
Storm water plan	
Landscape plan	

Supporting Documents	
Requirements	Check the Box if this information is included in Supporting Documentation
Preliminary Subdivision Application form	
Narrative	
Overlay district the property is located in (if applicable)	
Letters of support (if applicable)	
Draft legals	
ANR atlas maps for wildlife habitat/ suspected wetlands (if applicable)	
Signed statements (if applicable)	
HOA documents (if applicable)	
Building elevations	