



Planning and Zoning Office  
Town of Richmond  
P.O. Box 285  
Richmond, VT 05477  
(802) 434-2430 phone

***Development Review Board  
Conditional Use & Site Plan Application***

Application

1. In accordance with Section 5.5, 5.6, and Section 6.8 of the Town of Richmond Zoning Regulations, Site Plan Review or Conditional Use Review is required for certain Land Development by the Development Review Board. [*Conditional Use Review includes Site Plan Review.*]
2. The applicant may contact the Planning & Zoning Office at 434-2430 with any questions.

Application Deadline

3. To be scheduled for a public hearing with the Development Review Board, a complete application must be submitted at least 21 days prior to the following public hearing date with the Development Review Board. The number of hearings before the Development Review Board is limited and will be assigned on a first-come basis. A Conditional Use for Sec. 6.8 application may require state or federal permit approvals prior to being deemed complete, for consideration by the Development Review Board. ALL APPLICATIONS PERTAINING TO SECTION 6.8 MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE OF THE SCHEDULED DRB MEETING.

Action

4. The Board shall hold a public hearing on the conditional use application and, after consideration of the testimony presented, the Board shall render a decision.
5. The written decision to approve or disapprove shall be mailed to the applicant within forty-five (45) days of the date the public hearing was closed.
6. A decision may be appealed to the Vermont Environmental Court within thirty days of issuance of the decision under Chapter 117, Title 24 of Vermont Statutes Annotated, in accordance with the governing rules of procedure and rules of the Vermont Environmental Court.

**Town of Richmond**  
**Conditional Use and Site Plan Application Checklist**

- Completed application form signed by the property owner(s) and seven (7) copies
- Payment for application fee made payable to the "Town of Richmond"
- Stamped, addressed plain envelopes (no return address) for each adjoining landowner
- Name and address of owner(s) of parcel, including Zoning District
- Name and addresses of all abutting properties, including roads and highways
- A site plan prepared by a registered surveyor, unless waived by the Development Review Board, shall show the following:
  - Seven (7) copies at 11" by 17"
  - Three (3) copies at 24" by 36"
  - Existing features: contours, structures, utility easements, rights-of-way, deed restrictions, significant landscape features, roads and highways, surveyed boundaries, dimensions, total lot size
  - Description of current land use
  - Proposed Land Development: land use areas, structures, driveways, curb cuts, parking and loading areas, traffic circulation, pedestrian walkways, outside display areas, signs, site grading, landscaping, plantings and screening, setbacks and buffer strips, outside lighting, equipment and waste storage areas and sewage disposal areas.
- Time period or phasing for completion of the project.
- The Development Review Board may also require information on Security as well a Formal Traffic Study.
- The Development Review Board may impose conditions and safeguards to be completed upon the approval of a site plan. Conditions for approval include, but are not limited to:
  - Traffic conditions and safeguards: lanes, curb cuts, pedestrians, roads, parking, trails and lighting
  - Landscape and screening: provisions for landscaping, buffer zones, requirements for vegetation, retention, interim fencing, provisions for the care of landscaping, front yards, buffer strips, additional screening, exterior lighting, site restoration, renewable energy resources and signs.

**DRB Hearing Fee: \$150.00 for conditional use or appeal application or \$100 for site plan review only application**  
Payable to "Town of Richmond" [Recording fee paid separately]

Parcel Code: \_\_\_\_\_  
Application Number: \_\_\_\_\_

**Conditional Use & Site Plan Application  
to the Town of Richmond Development Review Board**

**[Please complete all sections of the form.]**

**Applicant Information**

Landowner(s): \_\_\_\_\_ Appellant: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # (Day): \_\_\_\_\_ Phone # (Day): \_\_\_\_\_  
Location of Property: \_\_\_\_\_

**Type of Application (Check One):**

- Appeal from a decision of the Administrative Officer. A copy of this appeal must be filed with the Administrative Officer. *(Please attach a copy of the Zoning Administrator's decision.)*  
**Reason for appeal (briefly explain):** \_\_\_\_\_
- Application for a Conditional Use Permit (Section 5.6) – Site Plan Review is included in Conditional Use review.
- Application for Site Plan Review Only (Section 5.5) – When Conditional Use approval is not required.
- Application for Flood Hazard Overlay District Conditional Use Permit (Section 6.8)  
ALL APPLICATIONS PERTAINING TO SECTION 6.8 MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE OF THE SCHEDULED DRB MEETING.
- Application for a Variance. (Must meet the conditions set forth in Richmond Zoning Regulations Section 8.4.5 before approval may be granted.)  
**Provision of Zoning Ordinance in question:** \_\_\_\_\_
- Application for Amended Subdivision for additional vehicular easement under Richmond Zoning Regulations, Section 4.3

**IMPORTANT:**

See *Conditional Use and Site Plan Application Checklist* for application submittal requirements. The applicant is required to **submit all** information to completely advise the Board with regard to the application or appeal.

**Landowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Landowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*[Must have written authorization of landowner to represent owner.]*

[Form updated February 1, 2010]

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**FOR USE BY DRB**

Application Number: \_\_\_\_\_ Notice of Hearing: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_  
Date Complete Application Received: \_\_\_\_\_ Date(s) of Continuance: \_\_\_\_\_  
\_\_\_\_\_ Date of Decision: \_\_\_\_\_ Decision: \_\_\_\_\_  
*(Initialed by Town Planner/DRB Staff)* (Approved, Denied, Approved with conditions)

***DRB Conditional Use & Site Plan Application (continued)***

Zoning District of subject property \_\_\_\_\_

State nature of request in detail (What are you proposing for the property?):

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**Please describe the proposed site plan characteristics or proposed amendments to an existing site plan.**

Building \_\_\_\_\_

Landscaping \_\_\_\_\_

Parking / Access \_\_\_\_\_

Signs / Lighting \_\_\_\_\_

**What is the estimated number of vehicle trip ends generated per average weekday and average PM peak hour for the proposed land use? (A trip end is defined as a vehicle entering or leaving the site, thus a vehicle entering and leaving the site between 5 PM and 6PM would generate 2 trip ends for that hour)**

Average weekday \_\_\_\_\_

Average PM peak hour \_\_\_\_\_

**Pursuant to Section 5.6 of the Town of Richmond Zoning Regulations, you should be prepared to discuss the following issues by explaining how the proposed conditional use will not adversely affect: 1) the capacity of planned or existing community facilities, 2) the character of the area, 3) traffic on roads and highways in the vicinity, 4) Town Plan and bylaws then in effect, and 5) the utilization of renewable energy resources. In addition to the above general standards, the Town of Richmond Zoning Regulations outlines specific and performance standards to which the applicant must comply (see attached). It is the applicant's responsibility to verify that the proposal complies with the Town of Richmond Zoning Regulations. A copy of these regulations is available from [www.richmondvt.com](http://www.richmondvt.com).**