

Subdivision Amendment (DRB) Fee: \$200.00
Recording Fees are paid separately by the applicant

Amendment Request # _____
Original Permit # _____

Town of Richmond
Development Review Board
**Request Form for
Subdivision Amendment Approval**

A complete application including this form and all proposed amendments to the original subdivision, must be filled out and submitted prior to the scheduling of the amendment hearing.

Subdivider's Name at Time of Approval

Recorded Subdivision Name

Name of nearest town highway

/ Type of Lots
(ex.8 / residential)

Current permit holder

Name of person requesting amendment
Phone # (day): _____

Current Holder Address

Please list and briefly describe all proposed amendment(s):

(Examples: 1. Move cul-de-sac 50' south, 2. Remove condition #4 from previous approval dated 6/6/86, 3. Revise property boundary lines, etc.)

Attach all proposed revisions and modifications to the recorded plans, documents and materials or any new materials you wish to have considered. If any changes to the plat are proposed, the applicant must also provide: three (3) 24" by 36" and eight (8) 11" by 17" copies of the proposed plans.

One public hearing is required, unless the DRB requires additional hearings. **The applicant is responsible for providing, with this application, the current names, mailing addresses, and a stamped, addressed envelope for all abutting properties to the ORIGINAL SUBDIVISION boundary.** The Town will mail a notice to all parties after a date is scheduled by the Development Review Board.

I hereby give my assurance that the above information is complete, accurate and included in this submittal.

Signed by Landowner or agent _____ **Date** _____
(A letter of authorization must accompany submittal if agent signs.)

(For Town Use, Do Not Write Below)

Application Deemed Complete By: _____
Fee Received: \$ _____

Hearing Date: _____
Decision made on: _____