

FEE: \$50.00

**TOWN OF RICHMOND, VERMONT  
REQUEST FOR PERMIT INFORMATION**

The Request for Permit Information form requests that the Zoning Administrative Officer researches whether a property has all its required permits (building permits, certificates of occupancy, etc.). This search is frequently required by mortgage lenders when a property is sold or re-financed.

*We respectfully request your patience in this request and note that we will attempt to complete this form as soon as possible. A site visit to the property is required and applicants are encouraged to submit this application with adequate time for the requisite site visit.*

**To be completed by title searcher/property owner/person making request:**

**Subject Property:**

Street Address: \_\_\_\_\_  
Richmond, Vermont

Parcel Code #: (example "WM0003") \_\_\_\_\_

Since March 1969 ( Richmond Zoning Regulations were first adopted in March 1969), the following persons were owners of the property:

<u>Name:</u>	<u>Dates of Ownership:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: \_\_\_\_\_  
Person Making Request

Request Date: \_\_\_\_\_  
Day Phone Number: \_\_\_\_\_

*Please indicate preferred method of delivery for approved Request for Permit Information:*

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

CLOSING DATE, IF ANY: \_\_\_\_\_

**Property Address:**

**Parcel Code #:**

The Town of Richmond's Zoning Regulations require a zoning and construction permit for any type of new construction, replacement construction, additions, site alterations, and alterations of any buildings, any changes in the use of an existing structure, and signs.

I, \_\_\_\_\_, Zoning Administrative Officer of the Town of Richmond, have reviewed the Town of Richmond Zoning and Planning files and conducted a parcel site visit as of the undersigned date for information on \_\_\_\_\_, 20\_\_\_\_.

Based upon the review:

- The Town of Richmond is not currently, as of the date indicated above, pursuing any action to enforce its land development bylaws on the property described above.
- The foregoing is based upon my review of the Town of Richmond Zoning and Planning records and an inspection of the above referenced property. The foregoing is based only upon my personal knowledge and is not based upon the knowledge of any other past or present municipal office holders of the Town of Richmond.
- The foregoing does not preclude the Town's right to enforcement action of its land development bylaws.
- The responsibility for understanding how the Town's bylaws affect the future use of a property rests entirely with the purchaser/owner of that property.

Signature:

\_\_\_\_\_ Date: \_\_\_\_\_  
Zoning Administrative Officer