

Balance due (if applicable): _____

Parcel Code: _____

**Town of Richmond
Subdivision Application
Final Plan Checklist**

This form must be filled out and signed prior to the Final Plan meeting.

Landowner: _____
Mailing Address _____
Phone Number (Day): _____
Email Address: _____

Subdivision Name: _____
Nearest Town Highway: _____

Professional Advisor: _____
Mailing Address: _____
Phone Number (Day): _____
Email Address: _____

**Application deemed complete and ready for Final
Hearing by : _____ on: _____**

- ___ Sketch and Preliminary Plan Checklists Completed
- ___ All conditions and modification required by prior approvals and recommendations have been addressed.
- ___ Three copies of a complete final subdivision application that includes, three prints of plat, at a sheet size acceptable to the Town Clerk’s office, scale not to exceed 1” = 200’, for the files of the DRB, 3 full size (24”x36”) and 3 reduced copies (11”x 17”) are recommended.
- ___ A certificate signed and sealed by the land surveyor making such survey and plan, that it is made from the actual land survey and survey is substantially correct.
- ___ The subdivider shall submit one set of stamped envelopes addressed to all owners of contiguous property, including properties directly across any road or right-of-way from the proposed subdivision.

The final subdivision plat shall be consistent in all respects to the layout as approved by the DRB for Preliminary Subdivision and shall show:

- (1) SUBDIVISION name or identifying title, the name of the municipality, the name and address of the owner of record and of the SUBDIVIDER (if different), the name, registration number and seal of the registered land surveyor, the boundaries of the SUBDIVISION and its general location in relation to existing roads or other landmarks, scale, date, magnetic north, with true north declination and legend;
- (2) road names and lines, pedestrian ways, recreational trails, LOTS, reservations, easements and areas to be dedicated to public use, if any;
- (3) the location, bearing and length of every road line, LOT line and boundary line. All locations should be tied to known reference points such as road intersections;
- (4) the length of all straight lines, the deflection angles, radii, length of curves, tangent distances and bearings for each road;
- (5) all public open space for which offers of dedication are made by the SUBDIVIDER, and those spaces for which title is reserved by the SUBDIVIDER;
- (6) LOTS within the SUBDIVISION numbered sequentially (any reserved land shall have the highest number). Below each LOT number, within the LOT boundaries, the following shall be listed: the acreage, new parcel ID number, and building envelope to contain all proposed primary structures.
- (7) the location of any zoning overlay district(s) applicable to the proposed SUBDIVISION;
- (8) location of well shields on all LOTS;
- (9) location of any existing or proposed easements on all LOTS;
- (10) location of all of the improvements referred to in ARTICLE VI, landscaping, utility poles, and rough grading and other devices for draining the area within the SUBDIVISION;
- (11) locations of proposed MONUMENTS at all right-of-way intersections and at all points of curvature (P proposed.C.) and points of tangency (PT) on both sides of any road lines, and at any other critical points in the road lines as will enable a land surveyor to correctly stake out any LOT in the SUBDIVISION.;

- (12) names of all SUBDIVISIONS immediately adjacent and the names of ADJOINING PROPERTY OWNERS; and,
- (13) SUBDIVISION location map.

Along with the FINAL SUBDIVISION PLAT, the SUBDIVIDER shall submit to the Town a set of materials that constitute a FINAL SUBDIVISION plan, which shall include the following information:

- (1) location and envelope area of wastewater disposal system(s) including primary and any required replacement areas, and a letter from the wastewater disposal system designer stating that all such systems will be designed and constructed in conformance with all applicable state regulations and standards;
- (2) For lots that require a State Wastewater or Subdivision permit, a copy of any permit for on-site sewage systems from the Vermont Agency of Natural Resources
- (3) location of and envelope area of all existing and proposed sources of potable water and wastewater system(s);
- (4) location and design of all of the considerations and improvements referred to in Article V (Planning Standards) and Article VI (Required Improvements and Design Standards);
- (5) identification and methods of protection of natural features or site elements (i.e., streams, ponds, wetlands, flood plain, forest stands, established LARGE ANIMAL HABITAT, rock outcroppings, etc.);
- (6) typical cross sections and proposed grading of roadways;
- (7) designs of any bridges or culverts which may be required on the SUBDIVISION;
- (7) A signed statement reciting:
 - a) the location, type and length of any proposed road or roads. All roads shall be designed to the specifications in SECTION 600 of the Subdivision Regulations;
 - b) the nature and extent of any recreational features, open spaces, parks, or playgrounds to be provided, if any, and whether or not and under what conditions they are intended to be dedicated to the Town.
- (8) contours of finish grades at five (5) foot intervals if finished grade varies from existing grade by five (5) feet or more, except that contours at two (2) foot intervals shall be shown in areas where wastewater disposal systems are to be located;
- (9) At the discretion of the DRB, letters from the Chittenden East School District Superintendent, the Richmond Police Chief, the head of Richmond Rescue, and the Richmond Fire Chief indicating their assessment of the impact of the proposed SUBDIVISION on the provision of school, police, rescue or fire protection services, or letters from others on relevant issues;
- (10) Any other documents required by the DRB as a result of SKETCH PLAN, PRELIMINARY SUBDIVISION, or FINAL SUBDIVISION review and these Subdivision Regulations.

The DRB may vote to waive any of these application requirements in accordance with Section 704, if it finds that the information waived is not necessary to determine whether the FINAL SUBDIVISION plan is in conformance with the standards and requirements of these Subdivision Regulations and the ZONING REGULATIONS.

The fee for this subdivision is based on the DRB's decision regarding number of lots and engineering required. The fee will be assessed at the Preliminary Plan review and adjusted for the Final Plan, if needed.

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

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

Date _____