

FEES: Based on number of units  
(See Fee Schedule)

File No.: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Parcel Code: \_\_\_\_\_

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

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

Landowner: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone Number (Day): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_  
Nearest Town Highway: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

Professional Advisor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number (Day): \_\_\_\_\_

Total acreage of Subdivision: \_\_\_\_\_  
Number of lots: New      Existing      Total lots  
Total Contiguous Acreage of Landowner \_\_\_\_\_

***The below items must be included on the site plan or responded to on attached documents. The applicant shall checkoff all items and submit this application to the Town Administrator's Office.***

The PRELIMINARY SUBDIVISION plat shall include the following information:

- (1) proposed SUBDIVISION name or identifying title, tax map number and the name of the Town;
- (2) name and address of the owner of record of the property, and of the SUBDIVIDER if different;
- (3) a location map showing the relationship of the proposed SUBDIVISION to adjacent property and surrounding areas within two thousand (2,000) feet of any property line of the proposed project. Such location map may be shown on a USGS map at a scale of 1 inch equals 2,000 feet;
- (4) boundaries of the proposed SUBDIVISION and the names of the owners of record of all adjoining properties, to the proposed SUBDIVISION;
- (5) existing easements within the proposed SUBDIVISION;
- (6) the zoning district, including overlay districts, in which the property is located and the relevant ZONING REGULATION provisions applicable to the site;
- (7) the location, names and widths of existing roads, easements, and building setbacks;
- (8) the location of any bridges, drains, drainage ways or culverts which are proposed in the SUBDIVISION;
- (9) proposed LOT lines with dimensions and planned locations and uses for buildings, any stream and wetland buffer zones, and any overlay district(s) applicable to the proposed SUBDIVISION;
- (10) potential layouts for the SUBDIVISION showing all roads, pedestrian ways, recreational trails, utilities, and all proposed access to the SUBDIVISION; and
- (11) date, true north arrow and scale.

The PRELIMINARY SUBDIVISION plan shall include the following information:

- (1) name of the designer of the SUBDIVISION;
- (2) number of acres within the proposed SUBDIVISION, buildings, water courses and other noteworthy physical features;
- (3) the location of all natural features or resources on the site such as streams, ponds, wetlands, flood plain, floodway, forest stands, established LARGE ANIMAL HABITAT;
- (4) designation of each segment of adjoining property boundaries of all adjoining properties common with the proposed SUBDIVISION ;
- (5) the location of known archaeological sites such as cellar holes, building foundations, wells, or known fences;

- (6) the location and dimensions of any existing wastewater disposal systems, water supplies, culverts, drains, drainage ways, or underground cables on the site;
- (7) the location of any bridges, drains, drainage ways or culverts which are proposed in the SUBDIVISION;
- (8) the location, names and widths of parks, public open space, trails, etc. on the site as well as similar information regarding adjacent properties;
- (9) contour lines, at intervals of twenty (20) feet, of existing grades;
- (10) means of providing water supply to the proposed SUBDIVISION or written confirmation from the Richmond Water Department of the availability of adequate service if municipal sewer and/or water area are to be installed;
- (11) general information regarding the location(s) of potential wastewater systems and potable water supplies in the proposed SUBDIVISION;
- (12) proposals for maintaining open spaces, natural features and resources on the site;
- (13) as specified in Section 6.10.1, a master development plan prepared by an engineer, land use planner, or other professional acceptable to the DRB.
- (14) a list of waivers, if any, which the SUBDIVIDER requests from the requirements of these Subdivision Regulations, and the justification for the request; and,
- (15) written authorization appointing a representative, if appropriate.

\_\_\_\_\_ Three (3) copies of a complete preliminary subdivision application that includes: three 24"x36" and 3 reduced (11"x17") prints of plat and plan.

\_\_\_\_\_ Submit fee based on the Richmond Fee Schedule and made payable to the Town of Richmond.

\_\_\_\_\_ 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.

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 \_\_\_\_\_