



## ADMINISTRATIVE SUBDIVISION APPLICATION

Permit # \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Please review the Richmond Zoning Regulations and provide all the information requested in this application. Additional local permits and approvals may also be required. For information contact the Zoning Administrative Officer at 434-2430. Other federal, state and local permits or approvals may additionally be required, it is the duty of the applicant to obtain all relevant and applicable approvals. To inquire about State permits contact the State Permit Specialist at 477-2241.

Application Date: \_\_\_\_\_ Physical Address Property: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ Property Owner Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Size of original lot before subdivision (acres) \_\_\_\_\_ Size of original lot after subdivision: \_\_\_\_\_ Size of new lot: \_\_\_\_\_

As per section 2.6, a Zoning Permit may be issued by the Administrative Officer for the division of one lot (the "original lot") which exceeds 25 acres into two lots without DRB review under the Richmond Subdivision Regulations as amended, provided neither lot shall be further subdivided within seven years without DRB approval under the Town of Richmond Subdivision Regulations. Each lot created shall comply with all pertinent state and local statutes, regulations and ordinances relating to water supply, sewage disposal, vehicular access, environmental impact and other provisions of the Zoning Regulations and with the standards of the Richmond Subdivision Regulations.

- ☐ Please include a clear and accurate plan of the lots showing all pertinent information to demonstrate conformance with the Zoning Regulations and with the standards of the Richmond Subdivision Regulations. The plan does not need to be a survey but must have accurate field measurements, except if the Administrative Officer deems such survey necessary.
- ☐ All state permits must be approved prior to submission of application, please include a copy of all state permits.
- ☐ Administrative Subdivision Application Fee— \$85.00

Signatures: The undersigned hereby certifies this information to be complete and true.

_____ Applicant Signature	date	_____ Property Owner Signature	date
------------------------------	------	-----------------------------------	------

**NOTE:** Once a decision is made, this permit will be effective after the end of the 15-day appeal period. The applicant or an interested party has the right to appeal this permit decision within 15-days of issuance to the Richmond Development Review Board. Upon approval the applicant is responsible for posting the provided "Z" poster within view of a public right-of-way. The approval for an administrative subdivision shall expire 180 days from the permit effective date, unless, within that 180 day period, the final plat showing the original and remainder lot are presented to the Zoning Administrative Officer for recording with the Richmond Town Clerk. After the approved plat is recorded, no expiration of the approval shall be applicable.

— DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY —

Application Complete Date: \_\_\_\_\_ Decision: APPROVED / DENIED / WITHDRAWN Zoning Fee: \_\_\_\_\_

Appeal Period End Date/ Permit Effective Date: \_\_\_\_\_ Final Plat /Deed recorded date: \_\_\_\_\_

Comments: \_\_\_\_\_

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

TOWN CLERK'S OFFICE Received for Record: \_\_\_\_\_ A.D. \_\_\_\_\_ At \_\_\_\_\_ o'clock \_\_\_\_\_ minutes \_\_\_\_\_ M

And Recorded in Book: \_\_\_\_\_ page \_\_\_\_\_ Attest: \_\_\_\_\_