



# PRELIMINARY SUBDIVISION APPLICATION

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

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

Please review the Richmond Zoning & Subdivision Regulations and provide all the information requested in this application. For information contact the Zoning Administrative Officer at 802-434-2430. 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 802-477-2241.

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

Total acreage of Subdivision: \_\_\_\_\_

Number of lots: New \_\_\_\_\_ Existing \_\_\_\_\_ Total lots \_\_\_\_\_

Advisor Name (if applicable): \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Advisor Mailing Address: \_\_\_\_\_ Owner Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

**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 Zoning Administrator's Office.**

The PRELIMINARY SUBDIVISION **PLAT** shall include the following information:

- -Proposed SUBDIVISION name or identifying title, tax map number and the name of the Town;
- -Name and address of the owner of record of the property, and of the SUBDIVIDER (if different);
- -A location map showing the relationship of the proposed subdivision to adjacent property and surrounding areas within two-thousand (2,00) 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;
- -Boundaries of the proposed SUBDIVISION and the names of the owners of record of all adjoining properties, to the proposed SUBDIVISION;
- -Existing easements within the proposed SUBDIVISION;
- -The Zoning District, including overlay districts, in which the property is located and the relevant ZONING REGULATION provisions applicable to the site;
- -The location, names and widths of existing roads, easements, and building setbacks;
- -The location of any bridges, drains, drainage ways or culverts which are proposed in the SUBDIVISION;
- -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;
- -Potential layouts for the SUBDIVISION showing all roads, pedestrian ways, recreational trails, Utilities, and all proposed access to the SUBDIVISION; AND
- -Date, true north arrow and scale.

The PRELIMINARY SUBDIVISION **PLAN** shall include the following information:

- Name of the designer of the SUBDIVISION;
- Number of acres within the proposed SUBDIVISION, buildings, water courses and other noteworthy physical features;
- 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;
- Designation of each segment of adjoining property boundaries of all adjoining properties common with the proposed SUBDIVISION;
- The location of known archaeological sites such as cellar holes, building foundations, wells, or known fences;
- The location and dimensions of any existing wastewater disposal systems, water supplies, culverts, drains, drainage ways, or underground cables on the site;
- The location, names and widths of parks, public open space, trails, etc. on the site as well as similar information regarding adjacent properties;
- Contour lines, at intervals of twenty (20) feet, of existing grades;
- Means of providing water supply to the proposed SUBDIVISION;
- General information regarding the location(s) of potential wastewater systems and potable water supplies in the proposed SUBDIVISION;
- Proposals for maintaining open spaces, natural features and resources on the site;
- As specified in Section 6.10.1, a master development plan prepared by an engineer, land us planner, or other professional acceptable to the DRB;
- A list of waivers, if any, which the SUBDIVIDER requests from the requirements of these Subdivision Regulations, and the justification for the request; and

**Submittal Materials:**

-**Three** copies of a complete Preliminary Subdivision Application that includes: One 24"x36" and three 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.

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

---

Signed by Landowner or agent (a letter of authorization must accompany submittal if agent signs) Date

— 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 —

Notices sent to adjoining landowners (date): \_\_\_\_\_ DRB Hearing Date: \_\_\_\_\_

Comments: \_\_\_\_\_ Zoning Fee: \_\_\_\_\_

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