

File No.: _____
 Date Received: _____
 Received By: _____
 Parcel Code: _____

**Town of Richmond
 Development Review Board
 Request to Open Engineering Account**

This form must be filled out and submitted with the required engineering fees as part of the complete Sketch Plan Application or Preliminary Plan Application should the applicant choose to waive the Sketch Plan phase of review.

Landowner: _____

Subdivision Name: _____

Mailing Address _____

Nearest Town Highway: _____

Phone Number (Day): _____

A fee of \$ _____ is required based on the following schedule:

TYPE OF PROJECT	1-4 LOTS	5-9 LOTS	10-50 LOTS	51-120 LOTS
Residential Development	\$400	\$1,400	\$2,800	\$3,600
Residential development with mechanical and/or community disposal system and commercial/industrial sites	\$900	\$1,900	\$3,800	\$5,200

Source: Town of Richmond's Public Works Specifications, Appendix I, Number 6.

This fee will be submitted to the Town Clerk (checks made payable to the Town of Richmond) to pay for the Town's engineering costs related to review of this subdivision or project. You will receive a statement of this account and the return of any remaining funds at the completion of this project. It may be necessary to collect additional fees should it appear that engineering costs exceed the original deposit.

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