

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): _____

Subdivision Name: _____
Nearest Town Highway: _____

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

**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.
- ___ Four copies of a complete final subdivision application that includes, Four prints of plat, at a sheet size acceptable to the Town Clerk's office, scale not to exceed 1" to 200", for the files of the DRB, 3 full size and 8 reduced copies (11x17) 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 final subdivision plat shall show the following:

- ___ 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,
- ___ Road names and lines, pedestrian ways, recreational trails, lots, reservations, easements and areas to be dedicated to public use, if any,
- ___ 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)
- ___ Length of all straight lines, the deflection angles, radii, length of curves, tangent distances and bearings for each road
- ___ Location of 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)
- ___ Lots within the subdivision numbered sequentially (any reserved land shall have the highest number)
- ___ Location of all improvements referred to in Article VI, landscaping, utility poles, and rough grading and other devices of draining the area within the subdivision
- ___ Locations of monuments at all right of way intersections and at all points of curvature (P.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)
- ___ Names of all subdivisions immediately adjacent and the names of owners of record of contiguous property, including those directly across any road adjoining the proposed subdivision
- ___ 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 subdivider shall also submit four (4) copies of documents providing the following information:

- ___ Location and design of sewage system including primary and replacement areas, prepared and certified by a professional civil engineer or site technician certified by the State of Vermont
- ___ A statement that all such systems will be designed and constructed in conformance with all applicable regulations and standards, and will not cause pollution
- ___ Location of all existing and proposed sources of potable water, along with evidence that they will not be contaminated by any proposed or existing sewage disposal system
- ___ 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.)
- ___ Typical cross sections and proposed grading of roadways
- ___ Designs of any bridges or culverts which may be required on the subdivision

- ___ A signed statement reciting:
 - a) the location, type and length of any proposed road or roads. All roads shall be built to the specifications in Section 600 of these 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
 - c) the way in which the proposed subdivision complies with the Town Plan
- ___ Contours of finished 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 sewage treatment systems are to be located
- ___ Assurance that the required improvements will be installed and maintained
- ___ At the discretion of the DRB, letters from the Chittenden East School District Superintendent, the Richmond Police Chief, the Richmond Fire Chief, and the head of Richmond Rescue indicating their assessment of the impact of the proposed subdivision on the provision of school, police, rescue or fire protection services, or letters from other relevant issues
- ___ 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
- ___ A letter form the Richmond Highway Department, approved by the Selectboard, stating whether there is adequate bonding or other assurance that all roads will be built as proposed, that all plans for road construction are in compliance with these regulations and other road standards established by the Town of Richmond, and that the proposed roads are in all respects satisfactory to the Town
- ___ Any other documents required by the DRB as a result of Sketch Plan, Preliminary Plan, or Final Plan review

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 _____