

**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 check off all items and submit this application to the Town Administrator's Office.**

- \_\_\_ Scale, and True North/North Point
- \_\_\_ All conditions and modification required by prior approvals and recommendations have been addressed.
- \_\_\_ Proposed Subdivision name or identifying title, tax map number and name of the Town.
- \_\_\_ Three (3) 24"x36" and eight (8) 11"x17" copies of a plan showing the project boundaries and proposed lot layout, and any other supporting materials showing the following:
  - \_\_\_ name of designer of the Subdivision
  - \_\_\_ Location map showing the relationship of the proposed subdivision to adjacent property and surrounding areas within 2,000' of any property line of the proposed project. Such location may be shown on a USGS map at a scale of one inch equals 2,000 feet
  - \_\_\_ boundaries of the proposed subdivision and the names of the owners of record of all contiguous properties, including properties directly across any road or right of way from the proposed subdivision
  - \_\_\_ contiguous properties belonging to the owner of record
  - \_\_\_ the location of all natural features or resources on the site such as streams, ponds, wetlands, flood plain, forest stands, established large animal habitat
  - \_\_\_ location of existing easements, buildings, water courses, and other noteworthy physical features
  - \_\_\_ location of known archaeological sites such as cellar holes, building foundations, wells, or known fences
  - \_\_\_ location and dimensions of any existing septic systems, water supplies, culverts, drains, drainage ways, or underground cables
  - \_\_\_ Topography at 20' contour intervals
  - \_\_\_ location, names and widths of existing roads, easements, building setbacks, parks, and other public open spaces, as well as similar information regarding adjacent properties
  - \_\_\_ location of any bridges, drains, drainage ways or culverts which are proposed
  - \_\_\_ proposed lot lines with dimensions and planned locations for buildings, and any stream and wetland buffer zones
  - \_\_\_ potential layouts for the subdivision showing all roads, pedestrian ways, recreational trails, utilities, and all proposed access to the subdivision
- \_\_\_ Information regarding the potential for on-site disposal of septic wastes in the proposed subdivision, including available information concerning soils and percolation tests
- \_\_\_ proposals for maintaining open spaces, natural features and resources on the site
- \_\_\_ Means of providing a 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.
- \_\_\_ Written requests for any waivers necessary for approval of the plan.
- \_\_\_ Submit fee based on the Richmond Fee Schedule and made payable to the Town of Richmond.

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 \_\_\_\_\_