

NO FEE REQUIRED

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

**Town of Richmond
Subdivision Application
Sketch Plan Checklist**

This form must be filled out and signed prior to the Sketch Plan meeting.

Landowner: _____
Mailing Address _____
Phone Number (Day): _____

Subdivision Name: _____
Nearest Town Highway: _____

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

Mail:
Planning and Zoning Office
Bridge Street, P.O. Box 285, Richmond, VT 05477
Phone: 802-434-2430 Fax: 434-5570

(Tables I and II) 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 Zoning Administrator's Office.

- ___ License number and seal of professional advisors
- ___ Full names and addresses of all contiguous property owners, including Parcel Codes (separate sheet of paper).
- ___ Total acreage of landowner: _____ Adjacent acreage of landowner: _____
- ___ Number of lots proposed: New _____ Existing _____ TOTAL Lots _____
- ___ Are there any existing restrictions on the use of the land? (These may include easements or covenants for water supplies, rights-of-way, powerlines, etc.) Yes _____ No _____
If Yes, provide copies of restrictions and locations on map.
- ___ Information attached: (Please list and identify all attached documents on a separate piece of paper)
- ___ Three copies of the sketch map showing:
 - ___ Scale
 - ___ North Point
 - ___ Date
 - ___ Subdivision boundaries
 - ___ Names of contiguous property owners
 - ___ Existing and proposed streets with proposed names
 - ___ Existing and proposed structures
 - ___ Location of utility lines and poles
 - ___ Water courses, natural drainage ways
 - ___ Drainage systems
 - ___ Existing natural features, large trees, scenic points
 - ___ Any public use shown in the Town Plan on the property
 - ___ Sewerage and water supply
- ___ Any proposed public building planned on an adjoining property
- ___ Waivers of subdivision regulations requested, if known
- ___ Waivers of Public Works Specifications requested, if known
- ___ Statement of proposed timing (subdivision, sale, development)
- ___ Site location map
- ___ Topographic map
- ___ NO FEE for sketch plan review.

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 signing on behalf of landowner(s))

Date Signed: _____