



Planning & Zoning Office
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Final Subdivision Checklist:

This checklist is intended to help you provide the necessary information for your final subdivision review. Please ensure that you submit all of the information listed below. If you have any questions, please contact the Richmond Zoning Department.

Final Subdivision Plat Information	
Application requirements for final subdivision review per section 420.2 1-13 of the Richmond Subdivision Regulations	Check if Complete
All of the information required for a Preliminary Subdivision plat (420.2)	
Subdivision name or identifying title (420.2.1)	
Name of the municipality (420.2.1)	
Name and address of the owner of record (420.2.1)	
Name of the subdivider if different from the owner of record (420.2.1)	
Map scale shall be 1inch equals 200 feet or less (420.2.1)	
True north declination and legend (420.2.1)	
The name, location and widths of existing roads (420.2.2)	
The length of all straight lines, deflection angles, radii, length of curves, tangent distances and bearing of each road (420.2.3-4)	
All public open spaces for which an offer of dedication have been made (420.2.5)	
Lots within the subdivision require sequential numbering, any remaining land must be given the higher number (420.2.6)	
Lots listed on plat need to note lot number, acreage, and parcel ID number (420.2.6)	
Building envelope containing all proposed structures(420.2.6)	

Location of easements on all lots if applicable(420.2.9)	
Names of property owners adjacent to the proposed subdivision (420.2.12)	
Subdivision location map using a USGS map (420.2.13)	

Supporting Plan Set	
Application requirements for final subdivision review per section 420.3 1-11 of the Richmond Subdvsnion Regulations	Check if Complete
Location and envelope area of wastewater disposal system (420.3.1)	
Location of envelope area for proposed sources of potable water (420.3.2)	
Locations of bridges, drains, drainage ways or culverts (420.3.2)	
Location of building setbacks (420.3.)	
Name of subdivider if different (420.3.2)	
Proposed lot lines with dimensions (420.3.2)	
Planned location of buildings	
Stream and wetland buffer zones, if applicable	
Overlay district applicable to the subdivision	
Layout of the subdivision showing roads pedestrian rights of way and recreational trails	
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. if applicable) (420.3.7.b)	
Typical cross sections and proposed grading of roadways (420.3.8)	
Designs of any bridges or culverts which may be required on the Subdivision (420.3.10)	

Supporting Documents

Applications for final subdivision review need the following supporting documents	Check if Complete
Final subdivision application	
Narrative	
Letter from wastewater system engineer	
Overlay district the property is located in if applicable	
Wastewater/ water plan	
Utilities plan	
A signed statement reciting noting that all roads shall be designed to the specifications in Section 600 of the Subdivision Regulations	
A signed statement reciting 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	
A letter from a professional engineer stating that all proposed public and private infrastructure is in compliance with these subdivision regulations and other standards established by the town of Richmond such as zoning regulations, public works specifications or other standards	
1 full size 24 x36 plans	
3 copies 11 x17 of subdivision application, final subdivision plat, final subdivision plan, supporting documentation listed above	