



Planning & Zoning Office  
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### **Preliminary Subdivision Checklist:**

**This checklist is intended to help you provide the necessary information for your Preliminary Subdivision Review. Please consult the Richmond Zoning regulations for a complete list of regulations. If you have any questions, please contact the Richmond Zoning Department.**

<b>Preliminary Subdivision Plat Information</b>	
<b>Application requirements for preliminary subdivision review per section 310.1 1-11 of the Richmond Subdivision Regulations</b>	<b>Check if Complete</b>
Subdivision name or title (310.1.1)	
Tax map number (310.1.1)	
Name of the town (310.1.1)	
Name and address of owner or record of the property (310.1.2)	
Name and address of subdivider if different from the owner of record (310.1.2)	
A location map showing the relationship of the proposed subdivision to adjacent properties and surrounding area within 2000 feet of any property line (310.1.3)	
Location map should be a USGS map at scale of 1inch equals 2,000 feet (310.1.3)	
Boundaries of the proposed subdivision (310.1.4)	
Names of the owners of record of all the surrounding properties to the proposed subdivision (310.1.4)	
Existing easements within proposed subdivision (if applicable) (310.1.5 & 7)	
Date prepared (310.1.11)	
True north arrow and scale (310.1.11)	

<b>Preliminary Subdivision Plan information</b>	
<b>Application requirements for Preliminary Subdivision Review per Section 310.2 1-14 of the Richmond Subdivision Regulations</b>	<b>Check if Complete</b>
Name of the designer of the subdivision (310.2.1)	
Number of acres within the proposed subdivision (310.2.1)	
Location of natural features streams, ponds, wetlands large animal habitat etc.(310.2.3)	
Designation of each segment of adjoining property boundaries for all adjoining properties(310.2.4)	
The location of known archeological sites old cellar holes, foundations, wells, old stone fences Etc. (310.2.5)	
Location and dimensions of existing wastewater disposal system (310.2.6)	
Location and dimensions of existing water supplies (310.2.6)	
Location and dimensions of existing culverts, drains and drainage ways(310.2.7)	
Location name and widths of parks, public open spaces, trails (310.2.7)	
Location name and widths of parks, public open spaces and trails on adjacent properties (310.2.7)	
Contour lines at intervals of 20 feet of existing grades (310.2.8)	
Master Development Plan Per section 610.1 (310.2.12)	
Conceptually show future roads (610.1)	
Conceptually show future stormwater infrastructure (610.1)	
Conceptually show future building areas (610.1)	
Conceptually show future open areas ( 610.1 )	
Conceptually show future uses (610.1)	
Storm water plan (610.1)	
Landscape plan (610.1)	

<b>Supporting Documents</b>	
<b>The following documents need to be provided for the application</b>	<b>Check if Complete</b>
Preliminary subdivision application form	
Narrative	
Overlay district the property is located in if applicable	
Letters of support if applicable	
Draft legals	
ANR atlas maps for wildlife habitat/ suspected wetlands if applicable	
Signed statements if applicable	
HOA documents if applicable	
Building elevations	