



Planning & Zoning Office
 Town of Richmond P.O. Box 285
 Richmond, VT 05477
 (802) 434-2430
 tmachia@richmondvt.gov
 www.richmondvt.gov

Site Plan Review Checklist:

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

Site Plan Checklist	
Application requirements for Site Plan Review per Section 5.5 of the Richmond Zoning Regulations	Check if Complete
Plans were prepared by a professional planner, engineer, architect, landscape planner or applicant submitted a waiver from this requirement (5.5.2.c)	
Existing features of the sight including, contours, structures, utility easements, rights of way, deed restrictions, significant landscape features, roads and highways, survey boundaries dimensions and total lot size (5.5.2.c)	
Proposed land development land use areas including structures, driveways, curb cuts, parking and loading areas, traffic circulation, pedestrian walkways, outside display areas, signs, site grading, landscaping, plantings and screening, setbacks and buffer strips, outside lighting, equipment and waste storage areas and sewage disposal areas (5.5.2.c)	
Phasing plan for the project (5.5.2.d)	
Traffic plan for the project (5.5.3.a)	
Landscaping plan for the project (5.5.3.b)	
Lighting plan for the project (5.5.3.b.xi)	
Stormwater and erosion control plan for project (6.1.6.6.c)	
Narrative for the project	
Letter from an engineer noting the stormwater infrastructure complies with the Richmond Public Works and Zoning regulations	