



Planning & Zoning Office
 Town of Richmond P.O. Box 285
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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. This list is meant to be a guide. Please consult the Richmond Zoning regulations for a complete list of regulations. If you have any questions, please contact the Richmond Zoning Department.

Final Subdivision Plat Information	
Requirement	Check the Box if this information is included on your Plat
All of the information required for a Preliminary Subdivision plat	
Subdivision name or identifying title	
Name of the municipality	
Name and address of the owner of record	
Name of the Subdivider if different from owner of record	
Scale shall be 1 inch equals 200 feet	
True North declination and Legend	
Length of all straight lines, deflection angles, radii, length of curves, tangent distances and bearing of each road	
All public open spaces for which an offer of dedication has been made	
Lots within the subdivision require sequential numbering (any remaining land must be given the higher number)	
Lots listed on plat need to note lot number, acreage, and parcel ID number	
Building envelope containing all proposed structures	
Location of easements on all lots (if applicable)	
Location of proposed monuments at all right of way intersections both sides of any road lines	
Names of property owners adjacent to the proposed subdivision	

Subdivision location map using a USGS map	
The name, location and widths of existing roads	

Supporting Plan Set	
Requirements	Check the Box if this information is included on your plan set
Location and envelope area of wastewater disposal system	
Location and envelope of replacement wastewater disposal system.	
Location of envelope area for proposed sources off potable water	
Locations of bridges, drains, drainage ways or culverts	
Location of building setbacks	
Name of subdivider (if different)	
Proposed lot lines with dimensions	
Planned location of buildings	
Stream and wetland buffer zones (if applicable)	
Overlay district applicable to the subdivision	
Layout of 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)	
Typical cross sections and proposed grading of roadways	
Designs of any bridges or culverts which may be required on the subdivision	

Supporting Documents	
Requirements	Check the Box if this information is included in your supporting documentation
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 the location, type and length of any proposed road or roads. 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 retained by the subdivider 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	
3 full size 24 x36 plans	
8 copies 11 x17 of subdivision application, final subdivision plat, final subdivision plan, supporting documentation listed above,	