

May 17, 2023

Tyler Machia
Zoning Administrative Officer
Town of Richmond
203 Bridge Street
Richmond, VT 05477

RE: 22 Depot Street Mixed Use Addition – Final Subdivision Application

Dear Tyler,

Please find attached a Final Subdivision application for the mixed use addition project at 22 Depot Street. The applicant, Jameson Partners LLC is proposing an addition to the west side of the existing structure to include two commercial or retail spaces on the lowest level and 4 new residential dwellings on the second and third floors. A new 12 space formalized parking lot with landscaping, stormwater treatment, and lighting will be constructed at the rear of the building.

We have attached 3 full size plan sets and 8 reduced (11"x17") plan sets with the supporting application material. We have coordinated the design with the Water & Sewer Commission, the Town Manager, the Highway Foreman, and the town's engineer and received approvals and endorsements. We have sent plans to the Fire Chief and are awaiting any final review comments.

Button Land Surveyors is currently working on the Final Plat. They were the survey firm who completed the boundary survey for the Richmond Block in 2000, which includes this parcel. The plan will include all the required elements for both Preliminary and Final Plat. Most of this information is already provided on the Overall Site Plan but we recognize a plan must be submitted that is signed by a Licensed Land Surveyor. While the plat may be ready in time for our DRB hearing, in the event that it's not, we are requesting the project be reviewed with a condition that the plat be prepared to your satisfaction.

Finally, as part of the subdivision checklist requirements, please consider this letter confirmation that to the best of our knowledge the public and private infrastructure has been designed in conformance with the Richmond Subdivision Regulations and other standards established by the Town of Richmond such as Zoning Regulations and Public Works Specifications.

Please contact us if you have any questions or comments regarding this application.

Sincerely,



Derick M. Read, P.E.

Enclosure