



## SKETCH PLAN APPLICATION

Permit # SKP2025-03  
Parcel ID: COM 0167

Please review the Richmond Zoning & Subdivision Regulations and provide all the information requested in this application. **The purpose of the sketch plan review is to acquaint the Development Review Board with the intent of the subdivision at an early stage in the design process. SKETCH PLAN review is a voluntary, informal review, and is not binding on the DRB or the SUBDIVIDER.** For information contact the Zoning Administrative Officer at 802-434-2430. Other federal, state and local permits or approvals may additionally be required, it is the duty of the applicant to obtain all relevant and applicable approvals. To inquire about State permits contact the State Permit Specialist at 802-477-2241.

Application Date: 3/20/2025 Physical Address of Property: 1167 West Main St, Richmond  
Applicant Name: Lisa and John-Paul Lavoie Property Owner Name: \_\_\_\_\_  
Applicant Mailing Address: \_\_\_\_\_ Owner Mailing Address: \_\_\_\_\_  
1167a West Main St  
Richmond, VT 05477  
Phone: 802-434-8678 Phone: \_\_\_\_\_  
Email: johnpaul.lavoie@gmail.com Email: \_\_\_\_\_  
Brief description of Project: See attached narrative.

In addition to this completed application form please provide the following:

- Orthophoto map(s) or other referencing materials with the subject area defined;
- A sketch plan of the land to be subdivided that depicts the proposed development;
- One set of stamped envelopes addressed to each ADJOINING PROPERTY OWNER.
- Fee of \$100.

Signatures: The undersigned hereby certifies this information to be complete and true.

[Signature]  
Applicant Signature

3/20/2025  
Date

[Signature]  
Property Owner Signature

3/20/2025  
Date

— DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—

Notices sent to adjoining landowners (date): 3/24/25 DRB Hearing Date: 4/9/25

Comments: \_\_\_\_\_ Zoning Fee: \_\_\_\_\_ Check #: \_\_\_\_\_

Zoning Administrative Officer signature: [Signature] Date: 3/24/25



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

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Date: 3/24/2025

Lisa & John-Paul Lavoie  
167a. West Main Street  
Richmond, VT 05477

Re: SKP2025-03

Your application for a Sketch Plan Review, SKP2025-03, has been received. Your public hearing has been scheduled for:

Date: Wednesday April 9th

Time: 7:00 PM

Zoom Link: <https://us02web.zoom.us/j/89057870483>

Location: Richmond Town Center, Third Floor Meeting Room, 203 Bridge Street, Richmond, VT 05477

The enclosed *Permit Public Hearing Poster* must be posted on your property 15-days prior to the scheduled hearing date and remain posted until the Development Review Board renders its decision.

If you have any questions, please contact the Planning & Zoning Office.

Sincerely  
Tyler Machia  
Zoning Administrator



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

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Date: 3/24/2025

To: Whom It May Concern

From: Tyler Machia Zoning Administrator / Staff to the DRB

Re: Public Notice for Upcoming DRB Hearing

You are receiving this notice as an adjoining property owner to a property with a hearing before the Richmond Development Review Board. Item 1. abuts your property. The hearing will take place on April 9th at 7:00pm at the Richmond Town Office in the third-floor meeting room. The meeting will also be livestreamed via Zoom. The link to the Zoom meeting is located on the agenda provided.

Meeting materials are available to view upon request. Meeting materials will also be available to the public on the town website on the Friday prior to the hearing:

<http://www.richmondvt.gov/boards-minutes/development-review-board/>.

Sincerely  
Tyler Machia  
Zoning Administrator

# TOWN OF RICHMOND HEARING NOTICE

*This property is the subject of a  
Development Review Board hearing.*

**Purpose:** Sketch Plan  
Review

**Parcel Code:** WMO167

**Permit #(s):** SKP 2025-03

**Date of Hearing:** 4/9/25

**Time of Hearing:** 7:00PM

**At Town Center, 203 Bridge Street**

## **Information:**

***Richmond Zoning Administrator  
802-434-2430***

**Applicant:** This notice must be displayed immediately on your property, and shall be clearly visible from the public right-of-way, as required under RZR Section 8.2.3(a) from your receipt of this hearing notice and until your final decision's appeal period ends.