



## SITE PLAN APPLICATION

Permit # SP2025-02  
Parcel ID: BL0058

Please review the Richmond Zoning Regulations and provide all the information requested in this application. Additional local permits and approvals may also be required (such as access permits, water & sewer allocations, E911 address assignments.) For information contact the Zoning Administrative Officer at 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: 7/14/2025 Physical Address of Property: 58 BROWNS COURT  
Applicant Name: TOWN OF RICHMOND Property Owner Name: TOWN OF RICHMOND  
Applicant Mailing Address: PO BOX 285 Owner Mailing Address: PO BOX 285  
RICHMOND, VT 05477 RICHMOND, VT 05477

Phone: 802 434 2221 Phone: 802 434 2221  
Email: jarneson@richmondvt.gov Email: jarneson@richmondvt.gov

Brief description of Project: BROWNS COURT RECREATIONAL IMPROVEMENTS

Please review Section 5.5 of the Richmond Zoning Regulations and provide the follow information. Information may be presented within the form of a cover letter with associated plans and technical information.

- ☒ Narrative description of the project
- ☒ Names and addresses of all abutters, including those across contiguous roads or highways
- ☐ Stamped addressed envelopes for all abutters.
- ☒ A site plan prepared by a registered surveyor, professional planner, engineer, architect, or landscape planner. The site plan shall be drawn to scale, and submitted with written supporting data, showing the following:
  - ☐ Existing features: contours, structures, utility easements, rights-of-way, deed restrictions, significant landscape features, roads or highways, surveyed boundaries, dimensions, total lot size; and
  - ☒ Proposed land development: land use areas, 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.
- ☒ Information as to the time period or phasing for completion of the project.
- ☒ Three copies of the application packet (no larger than 11"x17"), one large format copy of all plans, one digital copy of all materials.

N/A Site Plan Application Fee— \$150.00 (An additional \$500 Technical Review Fee may apply—Staff shall determine) and \$60.00 Recording Fee

Please note, upon review of the application the DRB may also require the following submittals: > Security as provided in Section 8.2.5 >

Formal traffic study if a substantial alteration in public traffic flow is anticipated or a large-scale parking area is planned. This may include analyses of traffic volumes, average daily trips, turning movements, patterns of ingress and egress, levels of service on roadways and at intersections, and modes of traffic control.

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

[Signature] 4/4/2025  
Applicant Signature Date

[Signature] 4/4/2025  
Property Owner Signature Date

**NOTE:** Upon application review, the Zoning Administrative Officer shall issue a Development Review Board referral letter to the applicant confirming the date and time of the upcoming hearing before the Board as per 5.2.1. The referral letter shall also include a Notice Poster which will be required to be posted on the subject property within view of a public right of way, as per section 8.2.3. This information shall be sent directly to the Applicant unless otherwise directed.

— 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—

Application Complete Date: 7/25/25 DRB Referral Letter Issued (date): 7/29/25 DRB Hearing Date: 8/14/25

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

Zoning Administrative Officer signature: [Signature] Date: 7/29/25



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

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**Town of Richmond  
Development Review Board Agenda  
May 14, 2025, at 7:00 PM**

Location: 3<sup>rd</sup> floor meeting room Richmond Town Offices, 203 Bridge Street Richmond VT, 05477

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

Meeting ID: 890 5787 0483

Call-in: +1 929 205 6099 US (New York)

Application materials may be viewed at <http://www.richmondvt.gov/boards-minutes/development-review-board/> before the meeting. Please call Tyler Machia, Zoning Administrator, at 802-434-2430 or email [tmachia@richmondvt.gov](mailto:tmachia@richmondvt.gov) with any questions.

**Public Comment on Non-Agenda Items**

**Public Hearing**

**Item 1.**

<b>SP2025-02</b>	<b>Town of Richmond</b>	<b>Parcel ID#BC0058</b>
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**Project Location: 58 Browns Court**

1. **Project Description:** The Applicants, are seeking site plan review to amend the site plan for the preexisting outdoor recreation facility located at Browns Court. The Applicants are looking to update the landscaping plan for the project. The Applicants are also looking to provide a phasing plan for the project.
2. **Disclosure of potential conflicts of interest or ex parte communication.**

**Item 2.**

<b>SUB2025-04</b>	<b>David Sunshine &amp; Carol B. Jordan</b>	<b>Parcel ID#JR1582</b>
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**Project Location: 1582 Jericho Rd**

1. **Project Description:** The Applicants are seeking final approval for a proposed two lot subdivision that will create two new lots, Parcel 3 and Parcel 5. Parcel 3 of this proposed subdivision is 168.7 acres and will be improved with a single-family residence. Parcel 5 is 2.57 acres and will be improved with a single-family residence.
2. **Disclosure of potential conflicts of interest or ex parte communication.**



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

Date: 4/29/2025

Town of Richmond  
P.O. BOX 285  
Richmond, VT 05477

Re: SP2025-02

Your application for Site Plan Review, SP2025-02, has been received. Your public hearing has been scheduled for:

Date: Wednesday May 14th

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 must 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: 4/29/2025

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 May 14th 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:** *Site Plan Review*

**Parcel Code:** *B50058*

**Permit #(s):** *SP2025-02*

**Date of Hearing:** *5/14/25*

**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.