



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

October 10, 2025

Jay McCormack
P.O. Box 698
Richmond, Vermont 05477

Re: Zoning Permit # 2025-61 for decreasing width of as-built driveway from 24' to 12-24' (Parcel ID: JR1330)

Dear Applicant,

Enclosed please find your **approved** Zoning Permit application. This decision may be appealed within 15 days of the approval date.¹ Work under this Permit may start after the 15-day appeal period has run,² which is October 26, 2025. This Permit shall expire 24-months after the effective date if the use does not commence. A 12-month extension may be available upon timely request.³

Before use or occupancy of the land or structure commences, you must obtain a Town *Certificate of Occupancy*.⁴ Please note that you must apply for a Certificate of Occupancy before this Permit expires.⁵ The total fee to apply for and record the Certificate of Occupancy is \$40.⁶ As commented on the approved Zoning Permit Application, a letter from a contractor or engineer is required prior to receiving the Certificate of Occupancy. The letter will certify that the driveway grade is below 12% for the entire length of the driveway as required under Richmond Zoning Regulations § 6.2.1(f).

Enclosed you will also find a *Notice of Permit* sign. You must post this sign within view from the public right-of-way most near or adjacent to your land. It must remain posted until work is complete. You must provide evidence that the sign has been posted in the correct location. This can be done by sending a photo of the properly posted sign to ddenault@richmondvt.gov or my work cellphone at 802-556-4959. Alternatively, instead of sending proof, you may request a site visit.

As always, please get in touch with the Planning & Zoning Office if you have any questions.

Respectfully,

Danté DeNault
Zoning Administrative Officer
Town of Richmond, Vermont

¹ Richmond Zoning Regulations § 8.4.1.

² Richmond Zoning Regulations § 5.3.2(a).

³ Richmond Zoning Regulations § 5.3.2(b).

⁴ Richmond Zoning Regulations §§ 5.3.5–5.3.5.7.

⁵ Richmond Zoning Regulations § 5.3.5.6.

⁶ See Richmond, Development Permit Fees (amended July 1, 2021) (Certificate of Occupancy).



ZONING PERMIT APPLICATION

A Zoning Permit is required prior to any land development, as defined in the Zoning Regulations. All Applicants must account for how stormwater from any land development will be managed. Please use the Vermont Low Risk Site Handbook, this can be found at this [link](#) or at the Vermont Department of Environmental Conservation website. Additional local permits and approvals, such as Conditional Use Review and Site Plan Review, may be required in order to file the

Site Information:

Physical Address of Property: 1330 Jericho Rd Parcel ID: JR1330
Zoning District: HDR Overlay District(s): _____ Lot size (acres): 92

Property Owner Information:

Property Owner Name: JAY McCormack
Owner Mailing Address: P.O. Box 698
Richmond, VT 05477

Phone: 802-598-2953
Email: JAYTMccormack@Gmail.com

Applicant Information:

Applicant Name: Jay McCormack
Applicant Mailing Address: P.O. Box 698
Richmond, VT 05477

Phone: 802-598-2953
Email: JAYTMccormack@Gmail.com

Project Information:

Description of Project: As Built driveway width to be 12'-24' wide.
This application is functioning as an amendment to Permit#
2024-02 pursuant to 5.3.4 in the Richmond Zoning Regs.

ACKNOWLEDGEMENTS:

- The Administrative Officer has 30 days to act on a complete permit application. Permit approvals will be effective at the end of the 15-day appeal period. **No construction is allowed during the appeal period.** The applicant or an interested party has the right to appeal this permit decision within 15-days of issuance to the Richmond Development Review Board. Local, state, and federal regulations may apply to projects and additional local, state and federal permits may be required. **It is the applicant's responsibility to acquire additional local, state, and federal permits.** If those regulations are not as restrictive as the Richmond Zoning Regulations, the Richmond Zoning Regulations applies. Please contact the State of Vermont Permit Specialist (ph: 802-477-2241) for more information on state permits. Please contact Pete Gosselin (ph: 802-434-2631) regarding Right-of-Way and Access permits. All residential projects must comply with the Vermont Residential Building Energy Standards. For more information, contact the Energy Code Assistance Center at 855-887-0673. All representations made on application forms, drawings and attachments are binding. Failure to build according to the approved zoning permit application is a violation of the Richmond Zoning Regulations. The Administrative Officer shall have the right to conduct inspections at any time during construction.

Signatures: The undersigned hereby certifies the information within this application to be true and accurate, and accepts the acknowledgements as enumerated above and in the Richmond Zoning Regulations.

[Signature] 10/10/2025 [Signature] 10/10/2025
Applicant Signature Date Property Owner Signature Date

— STAFF ACTION (TO BE COMPLETED BY TOWN OF RICHMOND STAFF) —

Zoning Administrative Officer Decision:

Decision: DENIED / APPROVED / APPROVED WITH CONDITIONS LISTED ON PAGE 2

Zoning Administrative Officer signature: Danielle DeNault

Date of Signature: 10/10/25 Date Zoning Permit takes effect: 10/26/25 Permit Expiration Date: 10/25/27

TOWN CLERK'S OFFICE Received for Record: _____ A.D. _____ At _____ o'clock _____ minutes _____ M
And Recorded in Book: _____ page _____ Attest: _____

Review Checklist **TO BE COMPLETED BY THE APPLICANT:**

Type of Project (check one): ☐ New Construction ☐ Change in Use ☒ Addition/Alteration ☐ Sign

Digsafe #: N/A Related Prior Approvals (Subdivision, Conditional Use, Site Plan) # 2024-02

Total new square footage: ↓ Length x Width x Height (ft): _____

Project setbacks: Distance of project from the property boundaries (ft): Right: _____

Left: _____ Rear: _____ Front: _____

Lot Coverage ↓ % Estimated Cost of Construction: _____

➔ With this completed application form please submit: ☐ A Diagram ☐ The Permit Fee ←

Does the property have any of the following conditions or is within particular protection areas:

- ☐ Floodplain
- ☐ Wetlands (Class I or II)
- ☒ Steep Slopes (20% or greater)
- ☐ 50 feet from a shoreline
- ☐ Water Source Protection Area

Permit Fee Schedule Pertaining to Zoning Permits:

Description	Permit Fee for projects which do not involve the construction of new square footage, such as fences, parking areas, signs and etc.	New Residential and Commercial Construction Projects (includes all square footage of house, garage, porch, deck, etc.)	Boundary Line Adjustment	Administrative Subdivision Review	Fire Impact Fee (applied for the development of new residential units or commercial space.)	Town Clerk Recording Fee (applies to all permits)
Fee	\$50	Total square foot x \$0.40 or \$50 whichever is greater <u>x2 for as-built</u>	\$100	\$85	Single-Family = \$218.70 Multi Family (per unit) = \$153.09 Mobile Home = \$153.09 Commercial = \$0.11 per sq. ft.	\$15 <u>= \$115</u>

See Town website for [full fee schedule](#)

— STAFF ACTION (TO BE COMPLETED BY TOWN OF RICHMOND STAFF)—

Date the Application was received by Staff: 10/10/25 Fee: \$ 115 Check #: 91

Zoning Administrator's Comments: ~~CO Needed to Close out driveway permit.~~ CO Needed to Close out driveway permit.

Certificate of Occupancy Required: YES / NO ② A letter from Contractor/Engineer needed prior to CO to confirm driveway grade is below 12% for entire grade

To be completed by Water Resource Department Staff

Comments: _____

Water Resources Department signature: _____ Date: _____

To be completed by Additional Department Staff: Highways / Fire (Circle one)

Comments: _____

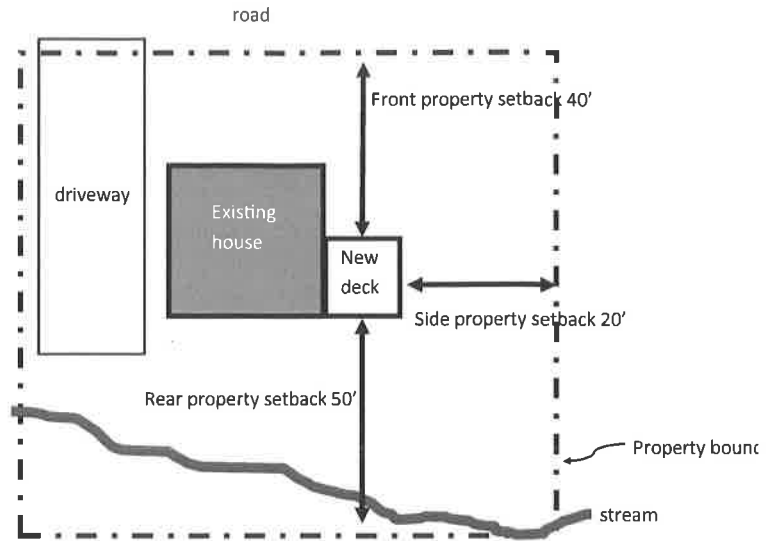
Department Head signature: _____ Date: _____

Diagram:

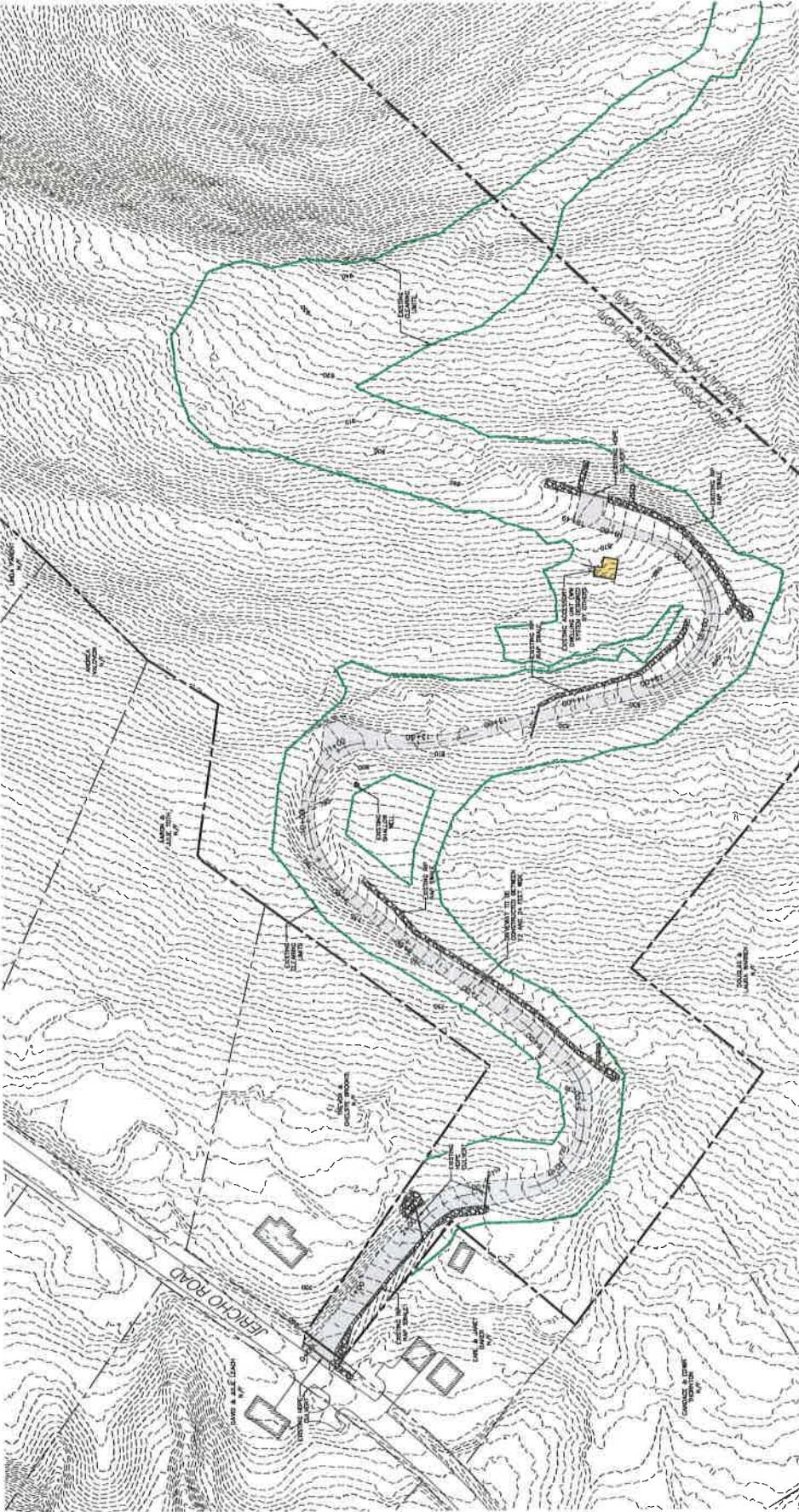
Please include a sketch of the proposed development. You may use the space below to sketch your plan or provide a professional prepared plan no larger than 11"x17". Include the following property information: boundary lines and rights-of-ways, setbacks, surface waters and wetlands, dimensions of existing and proposed structures, existing /proposed accesses (curb cuts) driveways and parking areas, existing /proposed utilities, existing /proposed water and wastewater systems. Additional information may be required depending on the nature of the project.

Diagram:

Diagram example:



See
Attached



NOTES:
 1) THIS PLAN IS NOT TO BE USED FOR PROPERTY CONVEYANCE.
 2) DRIVEWAY TO BE CONSTRUCTED BETWEEN 12 AND 24 FEET WIDE.

LEGEND

---	EXISTING PROJECT BOUNDARY
---	ADJACENT PROPERTY BOUNDARY
---	BUILDING SETBACK
---	EXISTING MAJOR CONTOUR (U.S.C.S. DATUM)
---	EXISTING MINOR CONTOUR (U.S.C.S. DATUM)
---	EXISTING PROPERTY BOUNDARY
---	EXISTING CLEARING LIMITS

ZONING INFORMATION

PANEL ID:	81300
PANEL AREA:	82 ACRES
ZONED:	HIGH DENSITY RESIDENTIAL (HDS)
ADJACENT ZONING:	AGRICULTURAL/RESIDENTIAL (AR)
MINIMUM LOT AREA:	1 ACRE
MINIMUM LOT FRONTAGE:	100 FT
MINIMUM LOT DEPTH:	100 FT
MINIMUM LOT AREA:	1 ACRE
MINIMUM LOT FRONTAGE:	100 FT
MINIMUM LOT DEPTH:	100 FT
MINIMUM ALLOWED COVERAGE:	30%
MAX. SETBACKS:	REQUIRED
FRONT:	20
SIDE:	10
REAR:	15



GRAVEL DRIVEWAY DETAIL



PROJECT NO.	81300	DATE	10/1/2010
CLIENT	MCCORMACK RESIDENCE	DESIGNED BY	O'LEARY-BURKE CIVIL ASSOCIATES, INC.
PROJECT NAME	DRIVEWAY PLAN	CHECKED BY	
SCALE	1" = 60'	DATE	10/1/2010
SHEET NO.	2	TOTAL SHEETS	2