



## O'Leary-Burke Civil Associates, PLC

CIVIL ENGINEERING | REGULATORY AND PERMIT PREPARATION | LAND SURVEYING | CONSTRUCTION SERVICES | LAND USE PLANNING

January 14<sup>th</sup>, 2025

Dante DeNault  
Zoning Administrator  
203 Bridge St.  
P.O. Box 285  
Richmond, VT 05477

RE: Browns Court Duplex (c/o Nate Malley)  
Preliminary Subdivision Application  
30 Browns Court, Richmond, VT 05477

Dear Dante:

We are writing on behalf of Trunk Beach, LLC (c/o Nate Malley) to request scheduling for a meeting with the development review board for the attached preliminary subdivision application at 30 Browns Court. The site is located on a 0.47-acre parcel within the Village Residential Neighborhoods North (VRNN) district. The project includes a two-lot subdivision creating proposed Lot-1 (0.23 acres) and proposed Lot-2 (0.24 acres) (see attached plan).

Lot-1 will retain the existing 3-bedroom single-family home with the addition of a proposed 12'-wide driveway towards the easterly corner. Lot-2 will contain a 6-bedroom duplex (3-bedrooms/unit) with a 30'-wide access driveway from Browns Court served by municipal water and sewer and both lots are show with 10' front, side, and rear setbacks.

The proposed duplex has been approved of preliminary wastewater and water service allocation by the Richmond Water and Sewer Commission on November 6<sup>th</sup>, 2025 (see attached). Additionally, the duplex has been approved of a Wastewater System and Potable Water Supply Permit issued by the State of Vermont on December 26<sup>th</sup>, 2025 (see attached).

Please find the following information attached:

1. Three (3) copies of a complete Preliminary Subdivision Application that includes:
  - One (1) 24" x 36" site plan & one (1) 24" x 36" plat
  - Three (3) 11" x 17" site plans & three (3) 11" x 17" plats
2. One set of stamped envelopes addressed to each adjoining property owner;
3. Fee of \$460.00 made out to the town of Richmond;
4. A copy of a DRAFT warranty deed;
5. A copy of DRAFT building architectural drawings;

If you have any question or need additional information, please don't hesitate to let me know.

Sincerely,

Brendan Phalen