



SITE PLAN APPLICATION

Permit # SP2026-002
Parcel ID: W0085
WI0036

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: _____ Physical Address of Property: 95 Willis Farm Road, Richmond, VT

Applicant Name: Robert + Joy Reap Property Owner Name: Robert + Joy Reap

Applicant Mailing Address: PO Box 442 Owner Mailing Address: PO Box 442
Richmond, VT 05477 Richmond, VT 05477

Phone: 802-434-4993 Phone: 802-434-4993

Email: Joyreap@VermontContractor.com Email: Joyreap@VermontContractor.com

Brief description of Project: Proposed expansion of warehouse units w/ indoor storage

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.
- 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] 3/3/26 [Signature] 3/3/26
Applicant Signature Date 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: 3/23/26 DRB Referral Letter Issued (date): 3/23/26 DRB Hearing Date: 4/8/26
Comments: _____ Zoning Fee: \$150 Check #: 21047
Zoning Administrative Officer signature: Danille Desroault Date: 3/23/26

+ Recording Fee: \$60; Check #: 1051

Robert and Joy Reap
PO Box 442
Richmond, VT 05477

Zoning Department and DRB
Town of Richmond
PO Box 285
Richmond, VT 05477

Re: Revision to SUB2023-16

March 3, 2026

Dear Tyler and DRB Members;

Attached you will find the required documentation for a revision to the site plan for 98 Willis Farm Rd. and below descriptions and information per the application instructions.

Narrative description:

Our plans demonstrate adding warehouse buildings and deleting the office building originally on the plans. This new development consists of three structures totaling 13,050 SF, the largest of which is 5,250 SF. The use we are applying for is warehouse. We plan to start the project as soon as we have permits in line and finish it this year.

General Standards, Bylaws and Standards

This use is known as the "quiet neighbor" and does not produce loud noise, noxious smells, dust, glare, or traffic, nor will it drain community resources or cause safety concerns (hazardous and explosive items are not allowed in the units). All materials will be stored inside buildings. The buildings are designed with metal siding like the siding on the other warehouses on this site and our metal shop next to this site. The development will have landscaping on the side facing route 2 and lighting with the use of LED downcast fixtures on motion sensors. The lights will be installed at a height at or below 8'-4". Trees and stumps will be removed from the site to clear for the new development.

These buildings do not require town water and sewer resources. Power will be underground and within the easement shown on the plans. Power for all buildings will be supplemented by the solar generated on our shop roof next door. Stormwater will be dealt with on site.

The permits required outside of town would be a state building permit, state stormwater permit, construction general permit and a state WW permit amendment associated with the boundary line adjustment.

We are requesting the following waivers for buildings A-G:

- 1) Parking
- 2) Loading space
- 3) Pavement (already waived in previous PUD)
- 4) Pedestrian pathways

Name and Address of Abutters

- WM0920 Rodney West and Kristin Hayden-West, PO Box 1001, Richmond, Vt 05477
- SV0433 John and Pamela Scott, 433 Southview Dr., Richmond, VT 05477
- WM0650, Richmond Land Trust, PO Box 605, Richmond, VT 05477
- WI0063, Willow Barn, LLC, 191 Handy Road, Huntington, VT, 05462

Best,

Handwritten signatures of Robert and Joy Reap. The first signature is a cursive 'JR', the second is a cursive 'R', the third is a stylized 'R', and the fourth is a cursive 'R'.

Robert and Joy Reap

Applicant:

Robert and Joy Reap
PO Box 442
Richmond, VT
05477

Warehouse Units with Indoor Storage – Phase 2
Lot 4 of Willis Farm Road Subdivision

95 Willis Farm Road
Richmond, VT
05477

Abutter's List:

Donahue Brook, LLC
PO Box 442
Richmond, VT
05477

Richmond Land Trust Inc.
PO Box 605
Richmond, VT
05477

Willow Barn, LLC
191 Handy Road
Huntington, VT
05462

Rodney West
PO Box 1077
Richmond, VT
05477



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

Site Plan Review Checklist:

This checklist is intended to help you provide the necessary information for your site plan review. Please ensure that you submit all of the information listed below. If you have any questions, please contact the Richmond Zoning Department.

Site Plan Checklist	
Application requirements for Site Plan Review per Section 5.5 of the Richmond Zoning Regulations	Check if Complete
Plans were prepared by a professional planner, engineer, architect, landscape planner or applicant submitted a waiver from this requirement (5.5.2.c)	✓
Existing features of the sight including, contours, structures, utility easements, rights of way, deed restrictions, significant landscape features, roads and highways, survey boundaries dimensions and total lot size (5.5.2.c)	✓
Proposed land development land use areas including 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 (5.5.2.c)	✓
Phasing plan for the project (5.5.2.d)	N/A
Traffic plan for the project (5.5.3.a)	N/A
Landscaping plan for the project (5.5.3.b)	✓
Lighting plan for the project (5.5.3.b.xi)	✓
Stormwater and erosion control plan for project (6.1.6.6.c)	✓
Narrative for the project	
Letter from an engineer noting the stormwater infrastructure complies with the Richmond Public Works and Zoning regulations	✓



O'Leary-Burke Civil Associates, PLC

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

March 2, 2026

Keith Osborne, Director
Town of Richmond Planning & Zoning
203 Bridge Street
Richmond, VT 05477

RE: Lot 4 Willis Farm Road Phase 2 Compliance Letter

Dear Keith,

It is the opinion of O'Leary Burke Civil Associates, PLC the stormwater infrastructure proposed as part of the Site Plan Application for Lot 4 Willis Farm Road – Phase 2 at 95 Willis Farm Road is in significant accordance and intent of the Richmond Subdivision and Zoning Regulations. While this opinion is held by O'Leary Burke Civil Associates, PLC, the Town of Richmond Development Review Board holds the ultimate authority on whether the development proposed on Lot 4 of Willis Farm Road meets all rules and regulations as established by the Town of Richmond.

Sincerely,

Bryan Currier, P.E.