



FINAL SUBDIVISION APPLICATION

Permit # SB 2026-001
Parcel ID: BC0030

Please review the Richmond Zoning & Subdivision Regulations and provide all the information requested in this application. 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: 03/31/2026 Physical Address of Property: 30 Browns Court, Richmond, VT 05477

Total acreage of Subdivision: 0.47 Subdivision Name: Subdivision Plat of Trunk Beach, LLC.

Number of lots: New 1 Existing 1 Total lots 2

Advisor Name (if applicable): _____ Property Owner Name: Trunk Beach, LLC

Advisor Mailing Address: _____ Owner Mailing Address: 68 Randall Street
South Burlington, VT 05403

Phone: _____ Phone: (802) 488-3496

Email: _____ Email: nate@themalleygroup.com

The final subdivision plat shall be consistent in all respects to the layout as approved by the DRB for Preliminary Subdivision. The final plat shall be drawn to a scale of not more than two-hundred (200) feet to the inch, and shall show:

- SUBDIVISION name or identifying title, the name of the municipality, the name and address of the owner of record of the property, and of the SUBDIVIDER (if different), the name, registration number and seal of the registered land surveyor, the boundaries of the SUBDIVISION and its general location in relation to existing roads or other landmarks, scale, date, magnetic north, with true north declination and legend;
- Road names and lines, pedestrian ways, recreational trails, LOTS, reservations, easements and areas to be dedicated to public use, if any;
- The location, bearing length of every road line, LOT line and boundary line. All locations should be tied to known reference points such as road intersections;
- The length of all straight lines, the deflection angles, radii, length of curves, tangent distances and bearings for each road;
- All public open space for which offers of dedication are made by the SUBDIVIDER, and those spaces for which title is reserved by the SUBDIVIDER;
- LOTS within the SUBDIVISION numbered sequentially (any reserved land shall have the highest number). Below each LOT number, with the LOT boundaries, the following shall be listed: the acreage, new parcel ID number, and building envelope to contain all proposed primary structures.
- The location of any zoning overlay district(s) applicable to the proposed SUBDIVISION;
- Location of well shields on all LOTS;
- Location of all improvements referred to in ARTICLE VI, landscaping, utility poles, and rough grading and other devices for draining the area within the SUBDIVISION;
- Locations of proposed MONUMENTS at all right-of-way intersections and at all points of curvature (P.C) and points of tangency (PT) on both sides of any road lines, and at any other critical points in the road lines as will enable a land surveyor to correctly stake out any LOT in the SUBDIVISION;
- Names of all SUBDIVISIONS immediately adjacent and the names of ADJOINING PROPERTY OWNERS; and
- SUBDIVISION location map.

Along with the FINAL SUBDIVISION PLAT, the SUBDIVIDER shall submit to the Town a set of materials that constitute a FINAL SUBDIVISION PLAN, which shall include the following information:

- Location and envelope area of wastewater disposal system(s) including primary and any required replacement areas, and a letter from the wastewater disposal system designer stating that all such systems will be designed and constructed in conformance with all applicable state regulations and standards;
- For lots that require a State Wastewater or Subdivision permit, a copy of any permit for on-site sewage systems from the Vermont Agency of Natural Resources;
- Location of and envelope area of all existing and proposed sources of potable water and wastewater system(s);
- Location and design of all of the considerations and improvements referred to in Article V (Planning Standards) and Article VI (Required Improvements and Design Standards);
- Identification and methods of protection of natural features or site elements (i.e., streams, ponds, wetlands, flood plain, forest stands, established LARGE ANIMAL HABITAT, rock outcroppings, etc.);
- Typical cross sections and proposed grading of roadways;
- Designs of any bridges or culverts which may be required on the SUBDIVISION;
- A signed statement reciting:
 - A) the location, type and length of any proposed road or roads. All roads shall be designed to the specification in SECTION 600 of these Subdivision Regulations;
 - B) the nature and extent of any recreational features, open spaces, parks, or playgrounds to be provided, if any, and intended to be dedicated to the Town.
- Contour of finish grades at five (5) foot intervals if finished grade varies from existing grade by five (5) feet or more, except that contours at two (2) foot intervals shall be shown in areas where wastewater disposal systems are to be located;
- At the discretion of the DRB, letters from the Chittenden East School District Superintendent, the Richmond Police Chief, the head of Richmond Rescue, and the Richmond Fire Chief indicating their assessment of the impact of the proposed SUBDIVISION on the provision of school, police, rescue or fire protection services, or letters from others on relevant issues;
- Any other documents required by the DRB as a result of SKETCH PLAN, PRELIMINARY SUBDIVISION OR FINAL SUBDIVISION ;

Submittal Materials:

- Three copies of a complete Final Subdivision Application that includes: One 24"x36" and three reduced (11"x17") prints of plat and plan.
- Submit fee based on the Richmond Fee Schedule and made payable to the Town of Richmond.
- The Subdivider shall submit one set of stamped envelopes addressed to all owners of contiguous property, including properties directly across any road or right-of-way from the proposed subdivision.

I hereby give my assurance that the above information is complete, accurate, and included in this submittal.

Steve Malley 4-14-26
Signed by Landowner or agent (a letter of authorization must accompany submittal if agent signs) 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): 5/20/26 DRB Hearing Date: 6/10/26

Comments: _____ Zoning Fee: 560

Zoning Administrative Officer signature: Darrell DeHault Date: 5/20/26



O'Leary-Burke Civil Associates, PLC

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

April 16th, 2025

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

RE: Browns Court Duplex (c/o Nate Malley)
Final 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 final 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 (0.25 acres) and proposed Lot-2 (0.22 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 6th, 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 26th, 2025 (see attached).

Following approval conditions outlined by the DRB, the proposed boundary line for the subdivision has been adjusted such that the resulting setback for Lot 1 falls just beyond the existing bulkhead door. This change is reflected in the attached plans, plat, and updated draft warranty deed.

Due to the adjusted proposed boundary line, we have moved the proposed duplex footprint west to remain within the setbacks. With the footprint further west, we have additionally adjusted the proposed clearing limits to terminate in the backyard of the proposed duplex (see plan). A proposed landscaping plan has been included in the plan set to remediate the additional tree clearing.

Following Section 630 of the Richmond Zoning Regulations conforming specifically to Section 4.10.2 – General Requirements of the Zoning Regulations, section F reads, *“Lighting associated with normal and customary residential activities and holiday lighting, displayed within 45 days of the State recognized date of the holiday, shall be exempt from this standard.”*

Because we are not planning to stray from typical residential lighting conditions, we will utilize this exemption.

Regarding the requested drainage practice, this project proposes 0.03 acres of impervious, therefore, it is not subject to a state stormwater permit and there is no structural stormwater treatment practice included in our proposal. Without a structural stormwater treatment practice required to be proposed by the state, we don't see the applicability of a 25-year storm conveyance standard for our project that, consequently, does not propose a treatment practice, or the connection to any existing stormwater conveyance system.

While it is acknowledged that drainage designs are required for any subdivision application presented before the DRB, there are no definitions provided for "drainage", "drainage system", or "drainage facility" to provide additional insight beyond the requirement that a design must be included. Therefore, we are requesting a waiver for the following requirements listed in Section 650 of the Richmond Subdivision Regulations:

- Waiver to RSR Section 650.1, Design of Drainage System
- Waiver to RSR Section 650.2, Accommodation of Anticipated Flows
- Waiver to RSR Section 650.3, Downstream Drainage Facilities
- Waiver to RSR Section 650.4, Twenty-Five Year Storm

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. Project narrative;
3. SIGNED Final Subdivision Application;
4. One set of stamped envelopes addressed to each adjoining property owner;
5. A list of abutting properties;
6. A copy of the updated DRAFT warranty deed;
7. A copy of DRAFT building architectural drawings;
8. Submission fee of \$560.00 payable to the Town of Richmond:
 - \$400 base fee + \$50 per lot created (2) + document recording fees \$60 = \$560.00

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

Sincerely,



Brendan Phalen

DOCUMENTS FOR RECORDING



State of Vermont
Department of Environmental Conservation

Agency of Natural Resources
Drinking Water and Groundwater Protection Division

WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT

LAWS/REGULATIONS INVOLVED

10 V.S.A. Chapter 64, Potable Water Supply and Wastewater System Permit
Wastewater System and Potable Water Supply Rules, Effective November 6, 2023

Permittee(s): Trunk Beach, LLC
68 Randall Street
South Burlington, VT 05403

Permit Number: WW-4-6504

This permit affects the following properties in Richmond, Vermont:

Lot	Parcel	SPAN	Acres	Book(s)/Page(s)#
1			0.23	
2			0.24	
BC0030	BC0030	519-163-11428	0.47	Book:24 Page(s):332

This application consists of the subdivision of an existing +/-0.47-acre lot with an existing 3-bedroom single-family residence served by municipal water and sewer services, into two lots. Lot 1 (0.23 acres) will retain the existing 3-bedroom single-family residence and Lot 2 (0.24 acres) will contain a new 6-bedroom duplex (3-bedrooms/unit), served by municipal water and sewer services, located at 30 Browns Court in Richmond, Vermont, is hereby approved under the requirements of the regulations named above subject to the following conditions. Any person aggrieved by this permit may appeal to the Environmental Court within 30 days of the date of issuance of this permit in accordance with 10 V.S.A. Chapter 220 and the Vermont Rules of Environmental Court Proceedings.

1. GENERAL

- 1.1. The permittee is responsible for recording this permit in the Richmond Land Records within 30 days of issuance of this permit and prior to the conveyance of any lot subject to the jurisdiction of this permit.
- 1.2. The permittee is responsible for recording the design and installation certifications and other documents that are required to be filed under these Rules or under a permit condition in the Richmond Land Records.
- 1.3. Each assign or successor in interest shall be shown a copy of the Wastewater System and Potable Water Supply Permit and the stamped plan(s) prior to the conveyance of a lot.
- 1.4. By acceptance of this permit, the permittee agrees to allow representatives of the State of Vermont access to the property covered by the permit, at reasonable times, for the purpose of ascertaining compliance with the Vermont environmental and health statutes and regulations, and permit conditions.
- 1.5. The Drinking Water and Groundwater Protection Division relied upon the Vermont Licensed Designer's certification that the design-related information submitted is true and correct and complies with the Wastewater System and Potable Water Supply Rules. This permit may be revoked if it is determined the design of the wastewater system or potable water supply does not comply with these rules.



DOCUMENTS FOR RECORDING

Wastewater System and Potable Water Supply Permit
WW-4-6504

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1.6. This permit does not relieve the landowner from obtaining all other approvals and permits from other State Agencies or Departments or local officials prior to construction.

2. SUBDIVISION AND CONSTRUCTION

2.1. Subdivision and construction shall be completed as shown on the plans and/or documents prepared by Bryan Currier P.E., with the stamped plans listed as follows:

Title	Sheet #	Plan Date	Revision
SITE PLAN	1	11/20/2025	N/A
CONSTRUCTION DETAILS	2	11/20/2025	N/A

2.2. Construction of wastewater systems or potable water supplies, or buildings or structures (as defined by the Wastewater System and Potable Water Supply Rules), or campgrounds, not depicted on the stamped plans, or identified in this permit, is not allowed without prior approval by the Drinking Water and Groundwater Protection Division.

3. INSPECTIONS

3.1. No permit issued by the Secretary shall be valid for a substantially completed potable water supply and wastewater system until the Secretary receives a signed and dated certification from a qualified Vermont Licensed Designer (or where allowed, the installer) on a Secretary-approved form that states:

"I hereby certify that, in the exercise of my reasonable professional judgment, the installation-related information submitted is true and correct and the potable water supply and wastewater system were installed in accordance with the permitted design and all permit conditions, were inspected, were properly tested, and have successfully met those performance tests."

or which satisfies the requirements of §1-311 of the referenced rules.

4. DESIGN FLOW

4.1. The following table provides the flows that the wastewater system and potable water supply are designed to accept based on existing and proposed lot and building uses. The design flows in gallons per day (gpd) in the following table are derived from section 1-803 of the Rules:

Lot	Building	Building Use / Design Flow Basis	Wastewater (gpd)	Water (gpd)
1	Existing	Residential Living Unit with 3-bedrooms (based on 6-person occupancy)	210	360
2	Proposed	Duplex Residential Living Unit with 3-bedrooms/Unit (based on 6-person occupancy/Unit)	420	720

4.2. The table above reflects the designed capacity for wastewater systems and potable water supplies derived from the uses documented in the permit application. If additional capacities are needed, a permit amendment will be required for the total design flows.

5. WASTEWATER SYSTEM

5.1. Lot 1 is approved with the existing connection to the Town of Richmond wastewater treatment facility.

DOCUMENTS FOR RECORDING

Wastewater System and Potable Water Supply Permit
WW-4-6504


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- 5.2. Lot 1 is approved with an existing sanitary sewer service line. The Drinking Water and Groundwater Protection Division assumes no liability for the adequacy of this service line. Should the line fail and not qualify for the minor repair or replacement exemption, the landowner shall engage a Licensed Designer to evaluate the cause of the failure and to submit an amendment application to this office, and obtain approval thereof, prior to correcting the failure.
- 5.3. Lot 2 is approved for connection to the Town of Richmond wastewater treatment facility as depicted on the plan(s) stamped by the Drinking Water and Groundwater Protection Division.
- 5.4. This permit is based, in part, on a determination by the municipality that sufficient capacity exists in the wastewater treatment facility and associated sanitary sewer collection line to accommodate the design flow of this project. This permit does not imply the municipality will grant allocation to the building.

6. POTABLE WATER SUPPLY

- 6.1. Lot 1 is approved with the existing connection to the water supply system owned by the Town of Richmond.
- 6.2. Lot 1 is approved with an existing water service line. The Drinking Water and Groundwater Protection Division assumes no liability for the adequacy of this service line. Should the line fail and not qualify for the minor repair or replacement exemption, the landowner shall engage a Licensed Designer to evaluate the cause of the failure and to submit an amendment application to this office, and obtain approval thereof, prior to correcting the failure.
- 6.3. Lot 2 is approved for connection to the water supply system owned by the Town of Richmond as depicted on the plan(s) stamped by the Drinking Water and Groundwater Protection Division.
- 6.4. This permit is based, in part, on a determination by the municipality that sufficient capacity exists in the municipal public water system to accommodate the design flow approved by this permit. This permit does not imply that the municipality will grant allocation to the building.
- 6.5. The landowner shall install and maintain backflow prevention devices that conform to Vermont Department of Public Safety standards and NFPA 13 for any connection of a sprinkler fire suppression system to a public drinking water system.

Julia S. Moore, Secretary
Agency of Natural Resources

By 
Denise Johnson-Terk
Environmental Analyst VI
Essex Junction Regional Office
Drinking Water and Groundwater Protection Division

Dated December 26, 2025

cc: Bryan Currier P.E.

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS that, **Trunk Beach LLC**, Grantor, in consideration of ten dollars and other good and valuable consideration paid to our full satisfaction by **Peter Bay LLC**, Grantee, by these presents do freely GIVE, GRANT, SELL, CONVEY AND CONFIRM unto the said Grantee, **Peter Bay LLC**, and its successors and assigns, forever, a certain parcel of land in the Town of Richmond, County of Chittenden and State of Vermont, described as follows, viz:

Being a portion of the lands and premises conveyed to Trunk Beach LLC by Warranty Deed of Amy J. Shea and Laura L. Murray dated May 21, 2025 and recorded in Book 277, Page 88 of the Town of Richmond Land Records.

Being Lot 2 as shown on a Subdivision Plat entitled "*30 Browns Court Richmond, Vermont – Subdivision Plat of Trunk Beach, LLC*", prepared by O'Leary-Burke Civil Associates, PLC, Joseph R. Flynn, L.S. #714, dated November 21, 2025, and recorded in the Town of Richmond Land Records.

Said lands containing 0.22 acres, more or less, and being more particularly described as follows:

Beginning at a placed monument marking the northeasterly corner of Lot 2 and the northwesterly corner of Lot 1; thence running along the common boundary line of Lot 1 South 0° 29' 30" East, 107.67 feet to a set rebar;

Thence running along town highway 42, also known as Browns Court, South 87° 57' 48" West, 90.56 feet to a found rebar monument;

Thence running along land now or formerly of the Town of Richmond (Browns Court Athletic Field) North 04° 17" West, 110.13 feet to a found monument;

Thence running along land now or formerly of Elizabeth Hardy, North 89° 30' 53" East, 89.71 feet to the Point of Beginning.

Said lands and premises are subject to State of Vermont Wastewater Permit Number WW-4-6504 dated December 26, 2025.

Reference is hereby made to the above-mentioned instruments, the records thereof, the references therein made, and their respective records and references, in further aid of this description.

TO HAVE AND TO HOLD said granted premises, with all the privileges and appurtenances thereof, to the said Grantee **Peter Bay LLC** and its successors and assigns, to its own use and behoof forever;

And the said Grantor, for itself and its successors and assigns, does covenant with the said Grantee, and its successors and assigns, that until the ensembling of these presents it is the sole owner of the premises, and has good right and title to convey the same in manner aforesaid, and that they are FREE FROM EVERY ENCUMBRANCE; except as aforesaid.

And Grantor hereby engages to WARRANT AND DEFEND the same against all lawful claims whatever, except as aforesaid.

IN WITNESS WHEREOF, said Grantor hereunto sets its hand and seal this _____ day of _____, 2026.

TRUNK BEACH LLC

Nathaniel Malley, Member

STATE OF VERMONT
COUNTY OF _____, SS.

At _____, this _____ day of _____, 2026, Nathaniel Malley personally appeared, and acknowledged this instrument, by him sealed and subscribed, to be his free act and deed, and the free act and deed of Trunk Beach LLC.

Before me: _____
Notary Public
Commission Expires:



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



November 6, 2025

Nate Malley
30 Browns Ct.
Richmond, VT 05477

Brendan Phalen
O'Leary-Burke Civil Associates, PLC
13 Corporate Drive
Essex Junction, VT 05452
email: bphalen@olearyburke.com

Bryan Currier, PE
O'Leary-Burke Civil Associates
13 Corporate Drive | Essex Jct., VT 05452
p: (802)878-9990
bcurrier@olearyburke.com

RE: Preliminary Water and Sewer Allocation for 30 Browns Ct.

Dear Mr. Malley, Mr. Phalen, and Mr. Currier,

This letter is to inform you that at their meeting on November 3, 2025 the Water and Sewer Commission approved the preliminary allocation requests for water and sewer for 30 Browns Ct. Please see the attached signed Preliminary Allocation Request forms. The Commission extended the timeframe to submit for final allocation to 6 months from the approval date of the preliminary allocation. This is noted on the approval forms.

Mr. Phalen and Mr. Currier, please forward this letter and attachments to Mr. Malley as I do not have his email address. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Arneson".

Josh Arneson
Town Manager

CC: Richmond Water Resources Department
Richmond Finance
Property File

**WATER SERVICE ALLOCATION REQUEST
PRELIMINARY APPROVAL APPLICATION**

Landowner Nate Malley
Road Name Browns Court
Mailing Address 20 Browns Court,
Richmond, VT 05472

Parcel Code BC0030
Acreage 0.44

PLEASE FILL IN ALL BLANKS, THANK YOU.

A. Service is requested for Proposed Duplex
(Describe use of land proposed to be serviced, i.e. Single family 4 bedroom, 30 seat restaurant, etc.)

B. Allocation requested: 720 gallons per day based on the State of Vermont Allocation Formula or other officially adopted formula.

C. Number of units to be served 2 based on one unit equal to 450 gallons per day. (Less than one unit is considered to be one unit, i.e. 300 gallons per day is one unit.)

D. Plans for new improvements must be attached for application to be deemed complete.

Preliminary approval is hereby requested for the above purpose and in the amount listed above. By signing and submitting this Preliminary Application Request it is further understood by the landowner that occupancy and use can not occur until FINAL APPLICATION APPROVAL is received.

No fee is required for preliminary application and approval.

Nate Malley
Landowner Signature

10-30-25
Date

(For office use only)

The Richmond Water and Sewer Commission has reviewed the above preliminary allocation request for 720 gallons per day and hereby approves such request based on the application and applicable ordinances, rules and regulations. Conditions applied to decision: Proceed to final within 6 months of approval of preliminary

[Signature]
Water and Sewer Commission Chairperson

Date 11/3/25

If Denied: 1. An appeal may be taken within 15 days to the Chittenden County Superior Court.

If Approved: 1. An appeal may be taken within 15 days to the Chittenden county Superior Court.
2. A Final Allocation Approval Request must be submitted within 60 days of preliminary approval.
3. A Town Treasurer receipt of all applicable fees in the amount of \$ _____ must be attached to the Final Approval Request. (Multiple checks may be requested)

Trunk Beach, LLC
68 Randall Street
South Burlington, VT 05403

Abutters List

Mary Jane Le Harvey
297 Jericho Road
Richmond, VT 05477

Gillian Grefe & Brett Stokes
14 Browns Court
Richmond, VT 05477

Elizabeth C. Hardy
P.O. Box 209
Richmond, VT 05477

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

Alan Oliver & Mary Carroll
P.O. Box 67
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Kristen Bednar
63 Browns Court
Richmond, VT 05477

Mary A. Barnes & Martha E. Nye
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