

Matthew A. Dyer & Heather L. Chadwick
Two-Lot Subdivision
617 East Main Street, Richmond, Vermont
September 14, 2026

Project Description

Matthew A. Dyer & Heather L. Chadwick are proposing a two-lot subdivision of their 6.0± acre property (Lot 5A) located at 617 East Main Street in Richmond in order to create one (1) new developable parcel of land. This is a new subdivision, but the lot numbering is remaining sequential with previous permits to avoid confusion with existing town and state permits. As a result of this subdivision, the following parcels will be created:

Lot 5A will be 3.7± acres and will contain the existing 3-bedroom single-family residence with an attached 1-bedroom accessory dwelling unit (ADU) that will continue to be provided water by the existing drilled well and served by the existing mound system (all permitted under WW-4-5205-1). Lot 5A will be accessed via a 30' wide right of way over the existing gravel drive across Lot 6.

Lot 6 will be 2.3± acres and will be improved with a 4-bedroom single-family residence that will be provided water by a proposed drilled well and served by a proposed mound system. Lot 6 will be accessed by the existing gravel drive.

Town of Richmond Subdivision Regulations

In accordance with **Section 420 – Final Subdivision Application Submission Requirements** of the Town of Richmond Subdivision Regulations, the applicant shall submit to the Administrative Officer the following information:

- **420.1 Copies** – Three (3) full-size and eight (8) reduced-size copies of the plat & plans and supporting documentation are included.
- **420.2 Final Subdivision Plat** – The Final Subdivision Plat drawings include the following information:
 - (1) Subdivision name, town, owner of record name & address, surveyor license number, boundaries, general location, scale, date and north arrow.
 - (2) Road names, trails, lots and easements.
 - (3) Location, bearing and length of every road and lot/boundary line.
 - (4) Line and curve data.
 - (5) N/A – No public open space is proposed as part of this project.
 - (6) Proposed Parcel 6 is numbered sequentially after existing Parcel 5A, with acreages and Parcel ID #'s listed on the plans within the lot boundaries.
 - (7) N/A – No zoning overlay districts apply to the subject property.
 - (8) Well shields.
 - (9) Existing and proposed easements.
 - (10) Locations of all improvements.
 - (11) Existing and proposed monuments.
 - (12) Adjoining property owners.
 - (13) Subdivision location map.

- **420.3 Final Subdivision Plat and Plan and Supporting Documents** – The Final Subdivision Site Plans include the following information:

- (1) The proposed wastewater disposal systems and wastewater isolation zones are identified on the site plans.
- (2) The proposed drilled well sites and drilled well isolation zones are identified on the Site Plan drawings.
- (3) All improvements referred to in Articles V & VI are included on the Site Plan drawings.
- (4) All natural features/resources are identified on the Site Plan drawings. By utilizing the existing driveway and existing cleared areas, there will be negligible impact to any natural features.
- (5) The existing drive will continue to be used as-is, therefore there is no proposed grading.
- (6) There is one 18" HDPE culvert proposed under the existing drive on the north side of Lot 6. This culvert will transport water into a grassy swale.
- (7) a. N/A – No new roads are proposed.
b) N/A – No public open spaces are proposed.
- (8) Existing and proposed grade contours are included on the Site Plan drawings.
- (9) N/A – No additional information is requested at this time.
- (10) No public infrastructure is proposed; the proposed private infrastructure has been engineered in accordance with the Subdivision Regulations, Zoning Regulations and Rural Road Specifications.
- (11) N/A – The Final Plat application includes the required information; no additional documents requested.

In accordance with **Section 500 – General Planning Standards** of the Town of Richmond Subdivision Regulations, the Development Review Board (DRB) shall evaluate any application for subdivision in accordance with the following considerations:

- (1) **Safety, Health and General Welfare** – The proposed improvements are not located in areas that are subject to periodic flooding, improper drainage, steep slopes, exposed rock formations or topography. There are no easements or other features that would be harmful to the safety, health and general welfare of the present or future inhabitants of the subdivision and/or its surrounding area.
- (2) **Historical Resources or Natural Features** – The proposed subdivision is designed to avoid and protect the property's natural resources.
- (3) **Runoff and Erosion** – Since this project proposes to utilize existing impervious infrastructure, there will be minimal impact to runoff and erosion.
- (4) **Compliance with Other Regulations** – The proposed subdivision is in compliance with all applicable regulations.
- (5) **Density** – The site is suitable to accommodate the two proposed dwelling units on a total of 6± acres, at a density of approximately 1 DU/ 3± AC.
- (6) **Municipal/Government Services and Facilities** – The proposed subdivision will not unduly burden the municipal facilities and services.
- (7) **Potable Water Supply and Wastewater Disposal** – As shown on the site plan, there is adequate area for wastewater disposal and a potable water supply on the proposed Lot 6. Lot 5A will continue to utilize its existing water and wastewater infrastructure.
- (8) **Surface Water and Groundwater** – The potable water supply and wastewater disposal systems have been designed in accordance with state requirements to ensure that the systems will not impair or pollute surface water or groundwater.

- (9) **Roads and Highways** – The proposed subdivision will create one new developable parcel of land (Lot 6), which will not cause unreasonable congestion or unsafe conditions along East Main Street. The existing driveway will be utilized as a shared drive so there are no new curb cuts proposed.
- (10) **Large Animal Habitat** – The property contains a small amount of deer wintering area and habitat block located in the northwest corner. The proposed subdivision improvements are located on the opposite side of the parcel and will have no impact on the deer wintering area or habitat block.
- (11) **Air, Water, Noise or Light Pollution** – No air, water, noise or light pollution is anticipated beyond that of customary single-family residential use in keeping with the surrounding area.

In accordance with **Article VI – Required Improvements and Design Standards** of the Town of Richmond Subdivision Regulations, subdivisions shall comply with the following improvements and design standards:

- **600 Roads and Other Facilities:**

- 600.1 Construction – The existing drive was constructed in accordance with the Town of Richmond Public Works Specifications.
- 600.2 Arrangement – The proposed shared drive is the same as the existing drive.
- 600.3 Topography – The drive was designed responsively to the natural topography to minimize disturbance and avoid undue adverse impact to natural features.
- 600.4 Curb Cuts – No new curb cuts are proposed; the existing shared drive curb cut will be utilized.
- 600.5 Reserved Strips – N/A – no reserved strips are proposed.
- 600.6 Dead End Roads – There is an existing hammerhead turn-around at the site near the Lot 6 house.
- 600.7 Intersections – The existing shared drive access intersects East Main Street/US Route 2 at a right angle. The access is currently safe and will remain as-is.
- 600.8 Accessibility – The shared drive will provide suitable access for emergency vehicles. A hammerhead “T” turn-around area is provided by the house on Lot 5A and there are pull off areas along the drive.
- 600.9 Sight Distances – Sight in both directions along East Main Street for the existing drive access is adequate.
- 600.10 Drainage – The proposed subdivision is designed with suitable drainage for stormwater management.
- 600.11 Road Names – N/A – no road names are required.
- 600.12 Dedication for Road Realignment or Widening – N/A – no dedication for future road realignment or widening is required as a result of the proposed subdivision.
- 600.13 Construction or Structures in the Absence of Security – No action is required at this time.
- 600.14 Sidewalks – N/A – No sidewalks are proposed.

- **610 Lot Layout:**

- 610.1 Zoning Regulations – The proposed parcels are configured to comply with the lot size and setback requirements of the Agricultural/Residential (AR) zoning district. Lot 6 includes sufficient frontage along East Main Street; Lot 5A will be accessed by a 30' wide right-of-way.

- 610.2 Other Considerations – The proposed lots, building envelopes and drives have been designed responsively to all natural resources/features and existing conditions.
- **620 Pedestrian and Bicycle Access:**
 - No dedicated pedestrian/bicycle easements are proposed.
- **630 Outdoor Lighting:**
 - Outdoor lighting shall comply with Richmond Zoning Regulations Section 4.11 Exterior Lighting. Prior to issuing a Zoning Permit for each proposed structure, a site plan and supporting information shall be submitted to the Administrative Officer that identifies the exterior light fixture locations, mounting heights not to exceed fifteen (15) feet, and the required illumination specifications for each fixture.
- **640 Trees, Shrubs and Landscaping:**
 - 640.1 New Trees or Shrubs – No new trees or shrubs are proposed.
 - 640.2 Landscaping – The proposed clearing is limited to the extent necessary to accommodate the residential sites and their associated infrastructure. Given the existing vegetation to remain, no new landscaping is proposed.
- **650 Drainage and Fill:**
 - 650.1 Design of Drainage System – Stormwater on the site will be managed by a series of culverts along the driveway and grassy swales which leads to the 36” culvert underneath East Main Street. Stormwater will also be treated by sheet flow across grassy areas. The existing drainage on site has been performing adequately, and minimal changes are proposed as part of this project, so it is believed that this drainage system will continue performing.
 - 650.2 Accommodation of Anticipated Flows – The anticipated increase in surface water flows is minimal, as the new impervious area being created is only the size of the new single family residence. Therefore, the existing stormwater management system will accommodate all existing plus anticipated run-off.
 - 650.3 Downstream Drainage Facilities – The on-site stormwater management system has been designed to direct runoff to the 36” culvert underneath East Main Street. This culvert and the existing drainage facilities below the grade of the subdivision will accommodate the minimal amount of additional anticipated run-off.
 - 650.4 Twenty-Five Year Storm – The stormwater management system is sized to accommodate water from a twenty-five (25) year storm. The 36” culvert underneath East Main Street was properly sized to handle the floods in 2023 and 2024, so there are no concerns about the existing stormwater treatment capabilities.
 - 650.5 Erosion Control – The contractor and landowner shall adhere to the guidelines set forth in the State of Vermont Low-Risk Site Handbook for Erosion Prevention and Sediment Control. It is the responsibility of the contractor or landowner to ensure that these guidelines are followed and erosion/sediment control measures are maintained throughout the course of the project. This project is considered a low-risk site.
 - 650.6 Fill – All fill placed shall be suitable for its intended use and in accordance with engineering specifications, where applicable. No stumps, wood, roots or other fibrous materials or refuse shall be used as fill except in areas stipulated for no development.

- **660 Water Supply and Wastewater Disposal Systems:**
 - The potable water supply and wastewater disposal systems have been designed in accordance with the State of Vermont, Agency of Natural Resources, Environmental Protection Rules, Chapter 1, “Wastewater System and Potable Water Supply Rules” effective November 6, 2023. Lot 5A is currently subject to State of Vermont Wastewater System and Potable Water Supply Permit WW-4-5205-1. A permit amendment is being applied for to allow the construction of a drilled well and a mound system to serve Lot 6.

- **670 Utilities:**
 - 670.1 General – The existing and proposed utility systems are included on the final project plans.
 - 670.2 Underground Installation – All utilities serving Lot 5A are existing. All utilities serving Lot 6 are proposed to be underground within the proposed rights-of-way.
 - 670.3 Easements – All proposed easements are of sufficient width to accommodate the development, including access, utilities, and stormwater management.

- **680 Phasing:**
 - N/A - No phasing is proposed.

State Permits Required:

1. **State of Vermont Wastewater System and Potable Water Supply Permit.**
 - For water supply & wastewater disposal systems.