

**TOWN OF RICHMOND  
2025 ANNUAL ZONING & DEVELOPMENT REVIEW BOARD REPORT**

The following report is submitted on behalf of the Town of Richmond Zoning Office.

**ZONING ADMINISTATOR**

In 2025, Staff issued one hundred and three (103) Zoning Permits. The number of Zoning Permits per type, in comparison to the past five years,<sup>1</sup> is as follows:

<b>Zoning Permits Issued by Type of Project</b>	<b>Permits Issued in 2025</b>	<b>Permits Issued in 2024</b>	<b>Permits Issued in 2023</b>	<b>Permits Issued in 2022</b>	<b>Permits Issued in 2021</b>
Accessory Dwelling	5	3	5	4	3
Accessory Structure	25	45	17	20	25
Addition & Renovation	24	18	30	24	27
Administratively Created Lot	1	2	2	2	0
Boundary Adjustment	4	2	0	2	5
Home Occupation & Cottage Industry	3	0	0	0	2
Mobile Home Replacement	1	1	2	2	0
New Construction Commercial	2	2	1	0	0
Sign	1	3	2	2	3
Single-Family Dwelling	5	6	14	11	14
Two-Family Dwelling	0	0	0	0	0
Multi-Family Dwelling	0	0	0	0	0
Right of Way & Access	27	N/A	N/A	N/A	N/A
Other	5	15	12	N/A	N/A

In addition, Staff issued thirty (30) Certificates of Occupancy in 2025. Certificates of Occupancy are issued after construction is complete for significant projects, including new homes, additions, and accessory apartments.

**DEVELOPMENT REVIEW BOARD**

The Town of Richmond Development Review Board (DRB) is responsible for reviewing all land development projects that require a public hearing, including Site Plan Review, Conditional Use

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<sup>1</sup> Historically (2024 and prior), some permits contained multiple categories. Starting in 2025, all permits were assigned one, primary category.

Review, Subdivision Review, and Appeals. Please review the Town’s website for a list of all current and alternate DRB members.

The DRB meets to consider applications on the second (and occasionally the fourth) Wednesday of any given month. Meetings are hybrid, with in-person and remote attendance options. Public participation in DRB hearings is highly encouraged and recommended for all residents.

As shown in the table below, the DRB reviewed the following applications and appeals:

<b>Applications Reviewed by the DRB</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Site Plan	2	3	1	0	3
Conditional Use Review	6	0	6	9	6
Subdivision Sketch Plan	2	3	3	3	1
Preliminary Subdivision Application	3	1	3	2	1
Final Subdivision Application	3	1	5	0	1
Subdivision Amendments	0	1	4	2	3
Appeals	1	1	N/A	N/A	N/A

Respectfully submitted by David Sunshine, Chair, Development Review Board; Danté DeNault, Zoning Administrator and E911 Coordinator.