

Review Checklist TO BE COMPLETED BY THE APPLICANT:

Type of Project (check one): New Construction Change in Use Addition/Alteration Sign

Digsafe #: _____ Related Prior Approvals (Subdivision, Conditional Use, Site Plan) # _____

Total new square footage: _____ Length x Width x Height (ft): _____

Project setbacks: Distance of project from the property boundaries (ft): Right: _____

Left: _____ Rear: _____ Front: _____

Lot Coverage _____% Estimated Cost of Construction: _____

➔ With this completed application form please submit: A Diagram The Permit Fee ←

Does the property have any of the following conditions or is within particular protection areas:

- Floodplain
- Wetlands (Class I or II)
- Steep Slopes (20% or greater)
- 50 feet from a shoreline
- Water Source Protection Area

Permit Fee Schedule Pertaining to Zoning Permits:

Description	Permit Fee for projects which do not involve the construction of new square footage, such as fences, parking areas, signs and etc.	New Residential and Commercial Construction Projects (includes all square footage of house, garage, porch, deck, etc.)	Boundary Line Adjustment	Administrative Subdivision Review	Fire Impact Fee (applied for the development of new residential units or commercial space.)	Town Clerk Recording Fee (applies to all permits)
Fee	\$50	Total square foot x \$0.40 or \$50 whichever is greater	\$100	\$85	Single-Family = \$218.70 Multi Family (per unit) = \$153.09 Mobile Home = \$153.09 Commercial = \$0.11 per sq. ft.	\$15

See Town website for [full fee schedule](#)

— STAFF ACTION (TO BE COMPLETED BY TOWN OF RICHMOND STAFF)—

Date the Application was received by Staff: _____ Fee: \$ _____ Check #: _____

Zoning Administrator's Comments: _____

Certificate of Occupancy Required: YES / NO

To be completed by Water Resource Department Staff

Comments: _____

Water Resources Department signature: _____ Date: _____

To be completed by Additional Department Staff: Highways / Fire (Circle one)

Comments: _____

Department Head signature: _____ Date: _____

