TOWN OF RICHMOND, NEW HAMPSHIRE
SUBDIVISION CHECKLIST

File #_____
Map/Lot

Note: This list is a guide only. Please review all current zoning and subdivision regulations.

		Submitted / Waived		
		Yes	Waived	Date
501.1. Name and address of property owner.	1.			
501.2. Names and addresses of all abutters and surveyor and other professionals with 3 sets of self-sticking mailing labels, and a check for mailing expenses (Certified mail with returned receipt).	2.			
501.3. Deed and plan reference with most recent recording from the Cheshire County Registry of Deeds.	3.			
501.4. Plans of proposed subdivision, including 4 copies of the plat and construction plans conforming to 504.2, grading plans Conforming to 504.3.	4.			
501.5. Soil Overlay	5.			
501.6. Subdivision approval from New Hampshire Water Supply and Pollution Control. (Septic)	6.			
501.7. Driveway Permit from Department of Transportation (DOT) or Town of Richmond.	7.			
501.8. Statement as to purpose of subdivision.	8.			
501.9. Fees as required by subdivision regulations 412, filing fee $100.00, lot fee $25.00 per lot. Full fee schedule located on last page of Regulations	9.			
501.10. Four (4) copies of plat, plus one Mylar due at final approval for recording. Application forms will be filed at a regularly scheduled Planning Board meeting.	10.			
501.11. Conditions on adjacent land; approximate direction and gradient of ground slope, and character and location of buildings within 50'.	11.			
501.12. Notarized Statement of authorization by owner if owner is not present.	12.			
501.13. Required National, State and Local laws conforming to Article 6 section 601.	13.			
501.14. Checklist in accordance with 504.1. Record Plat (Full list on next page to be completed)	14.			

NOTES ON NUMBERS 1-14 TO COMPLETE APPLICATION:

(Rev. 7/5/05) (Rev. 6/4/13) (Rev. 6/13/17) (Rev 8-02-2024) (Rev 9-15-2025)

TOWN OF RICHMOND, NEW HAMPSHIRE
SUBDIVISION CHECKLIST FOR RECORD PLAT

File #_____
Map/Lot

Note: This list is a guide only. Please review all current zoning and subdivision regulations.

Record Plat to contain the following per 504.1 A-V: (See 501.14 requirements)

			Submitted/Waived		
			Yes	Waived	Date
504.1.A	North arrow, scale, and date;	14.A			
504.1.B	Both written and graphic scale	14.B			
504.1.C	Title of subdivision in lower right-hand corner	14.C			
504.1.D	Certification of Surveyor and other professionals with seal and signature	14.D			
504.1.E	Owner's certification block	14.E			
504.1.F	Courses and distances on all lot lines, streets, right-of-way lines,	14.F			
504.1.G	Central angles, radius and length for all street line curves street centerline curves	14.G			
504.1.H	Area in acres to the nearest hundredth and square feet of each lot or parcel	14.H			
504.1.I	Error of closure see 504.1D	14.I			
504.1.J	Existing and proposed easements and set back lines shown by dashed lines	14.J			
504.1.K	Town Boundaries.	14.K			
504.1.L	Monuments, iron pins, and other survey markers, existing or proposed	14.L			
504.1.M	Street lines, existing or proposed streets	14.M			
504.1.N	Names of existing or proposed streets	14.N			
504.1.O	Deed and plan references	14.O			
504.1.P	All lines shown on the map which don't constitute part of subdivision itself	14.P			
504.1.Q	Location of all existing and proposed, if known, building, culverts, storm drains, sewers, or septic systems walls, fences, surface and subsurface utility lines, driveway, and other existing features in or within 50 feet of the subdivision	14.Q			
504.1.R	Actual boundaries of all swamps, marshes and other areas covered by water to include location, width, and direction of all water courses to include all wetlands;	14.R			
504.1.S	Zoning district(s) including boundaries	14.S			
504.1.T	Entire contiguous tract with area in acres and square feet for each lot;	14.T			
504.1.U	Location of percolation tests and results, 4000 square foot septic area, and location of the protected well radius on the subdivision and abutters lots	14.U			
504.1.V	Planning Board approval block	14.V			

NOTES ON NUMBERS 14 A -14 V, TO COMPLETE APPLICATION: