

APPLICATION CHECKLIST

This is not an exhaustive list. Village Staff may request additional items as deemed necessary.

Code Interpretation

Details about the review process can be found in §170-66 of Richfield's Village Code: <https://ecode360.com/42033953>

- This application form filled out with appropriate signatures
- \$200 application fee
- Written document with question to be interpreted
- Any supporting materials needed to provide context to interpretation and/or situation

Conceptual Review

Details about the review process can be found in §330-22 of Richfield's Village Code: <https://ecode360.com/16179574>

- This application form filled out with appropriate signatures
- \$150 application fee
- Draft of Subdivision Plat, Grading Plan with soil characteristics data, and Stormwater Management Plan, drawn to scale

Site Plan

Details about the review process can be found in §170-39 of Richfield's Village Code: <https://ecode360.com/42033359>

- This application form filled out with appropriate signatures
- \$600 application fee
- Draft Site Plan, Landscape Plan, Stormwater Management Plan, Lighting Plan, & Parking Plan, drawn to scale
- Architectural Review Board Application Cover Sheet

Business Plan of Operation

Details about the review process can be found in §170-39 of Richfield's Village Code: <https://ecode360.com/42033359>

- This application form filled out with appropriate signatures
- \$200 application fee
- Project narrative, including the following information: description of business; proposed days & hours of operation; maximum number of employees at one time; expected customer volume per day; truck deliveries per day; number of available parking spaces; if there will be overnight parking; and type(s) and location(s) of storage.
- Site plan or survey of property highlighting the space to be occupied, drawn to scale

Special Exception

Details about the review process can be found in §170-44 of Richfield's Village Code: <https://ecode360.com/42033507>

- This application form filled out with appropriate signatures
- \$200 application fee
- Site plan with proposed location of structure(s), drawn to scale
- Project narrative, including details about why the exception should be approved

Temporary Use (Longer than 30 Days, Less than 150 Days)

Details about the review process can be found in §170-54 of Richfield's Village Code: <https://ecode360.com/RI3087/laws/LF1863890.pdf>

- This application form filled out with appropriate signatures
- \$200 application fee
- Site plan or survey of property highlighting the space to be occupied, drawn to scale
- Project narrative, including details about the temporary use and impacts it will have on the surrounding area