

**G. CHECKLIST - FINAL PLAT  
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer copies of final site plans and supporting materials as indicated below:

A. Plat Plans to be Recorded - One copy of the final plat plan drawn on mylar to a scale of 1 inch to 50 feet. The scale may be modified with the permission of the Administrative Officer. In addition, five (5) blueline copies shall also be submitted. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). The following information shall be shown on the plans (with the exception of the north arrow, items 1-7 should be located within the title block):

- 1.\_\_\_\_ Name of the proposed subdivision or development project
- 2.\_\_\_\_ Notation that the project is located in the Town of West Greenwich, RI
- 3.\_\_\_\_ Names and addresses of all property owners and applicants, including names and addresses of all officers, members, directors, and principal stockholders of business or corporate entities.
- 4.\_\_\_\_ Name, address and telephone number of engineer or land surveyor
- 5.\_\_\_\_ Date of plan preparation, with revision date(s) (if any)
- 6.\_\_\_\_ Graphic scale and true north arrow
- 7.\_\_\_\_ Plat and lot number(s) of the parcel being subdivided or developed
- 8.\_\_\_\_ Zoning district(s) of the parcel(s), including all zoning requirements (such as for impervious coverage, parking, and setbacks), and actual dimensions provided. If more than one district, zoning boundary lines must be shown
- 9.\_\_\_\_ Locus map inset
- 10.\_\_\_\_ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines
- 11.\_\_\_\_ Location and dimensions of existing property lines, easements and rights-of-way within or immediately adjacent to the parcel
- 12.\_\_\_\_ Location, width and names of proposed and existing streets within and immediately adjacent to the parcel
- 13.\_\_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets
- 14.\_\_\_\_ Location of proposed permanent bounds
- 15.\_\_\_\_ Location of all interior lot lines and street lines with accurate dimensions indicated
- 16.\_\_\_\_ Location and number of all proposed lots, with accurate areas indicated

- 17.\_\_\_\_ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated
- 18.\_\_\_\_ Location of fire suppression technique
- 19.\_\_\_\_ Location of wetlands, streams, and other water bodies, and associated State and local setback distances
- 20.\_\_\_\_ Building envelope for each lot
- 21.\_\_\_\_ For non-residential projects, the location and dimensions of improvements required in C. 1. through C. 3. of Checklist F. of these regulations.
- 22.\_\_\_\_ Notation of special conditions of approval imposed by the Planning Board (if any)
- 23.\_\_\_\_ Notation of any permits and agreements with state and federal reviewing agencies
- 24.\_\_\_\_ For projects proposing 4 or more residential lots or units (including the original lot or unit), notation on the plan that 20% of the total lots or units, rounded up to the next whole number, shall be designated for Low or Moderate Income Housing under the Inclusionary Zoning Requirements of the West Greenwich Zoning Ordinance.
- 25.\_\_\_\_ Indication on the specific lots or units proposed to be earmarked for low or moderate income housing
- 26.\_\_\_\_ Phasing schedule (if any)
- 27.\_\_\_\_ Certification by a Professional Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to a Class I Survey and to conform to Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., May 1992, as amended.
- 28.\_\_\_\_ Cover letter and signature of all property owners and applicants.

B. As-Built Drawings - Five (5) blue-line copies of as-built plans drawn to a scale of 1 inch to 50 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

- 1.\_\_\_\_ Final As-Built plans as listed in Article XIV, Section C 7, including plans of any additional improvements as required by the Planning Board as a condition of approval.
- 2.\_\_\_\_ Certification (stamp) by a Registered Professional Engineer that the as-built plan is correct, and that all systems including roads, drainage, and utilities will function as designed and constructed.
- 3.\_\_\_\_ As-built street plan and profiles drawn at a scale of 1"=40' horizontal, and 1"=4' vertical
- 4.\_\_\_\_ For phased projects, as-built drawings for the previous phase (if applicable)

C. Supporting Materials

1. \_\_\_ Checklist H – Administrative Requirements for Inclusionary Zoning
2. \_\_\_ Two original signed copies of all legal documents describing the property, creating a Homeowners' Association, proposed easements and rights-of-way, dedications, restrictions or other required legal documents, accompanied by a Metes and Bounds description of said areas (required) (Easements shall be tied into the road bounds).

Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Conservation Design Developments, the following documents are required for final review and approval by the Town, and shall be recorded in the West Greenwich Land Evidence Records:

- \_\_\_ Final Conservation Easement document
- \_\_\_ Final Open Space Property Management Plan (ie, Forest Management Plan, etc.)
- \_\_\_ Final Baseline Documentation Report
- \_\_\_ Final Homeowner Association bylaws (if proposed)
- \_\_\_ Statement of Conservation Design Development

3. \_\_\_ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided or developed have been paid for a period of five (5) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel
4. \_\_\_ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space or public purposes
5. \_\_\_ Ten (10) copies of reduced plans to be recorded (11" X 17") (A, above)
6. \_\_\_ Ten (10) copies of reduced As Built plans (11" X 17") (B, above)
7. \_\_\_ Cost of all improvements completed and cost estimate for remaining improvements
8. \_\_\_ Any other item(s) as required by the Zoning Ordinance or these regulations. (e.g., Exit 7 SMD, CZD, SRD, Residential Compounds, Conservation Design Developments, etc.)

D. Payment of Required Fees - Payment of the following fees or posting of financial guarantees– if required, to be prior to endorsement by the Planning Board and recording of final plans:

1. \_\_\_ Filing Fee: \$150 + \$50 per lot or unit, or, if a multi family dwelling, \$150 + \$10 per bedroom.
2. \_\_\_ Final plat recording fee - Amount \_\_\_\_\_
3. \_\_\_ Performance bond or other financial guarantees

Initial amount \_\_\_\_\_

Date set by Planning Board \_\_\_\_\_

Date of Expiration of Surety \_\_\_\_\_

- 4.\_\_\_\_ Fees in-lieu-of land dedication - Amount \_\_\_\_\_
- 5.\_\_\_\_ Inspection/Engineering fee (Project Review Fee)- Amount \_\_\_\_\_
- 6.\_\_\_\_ Maintenance bond for acceptance of public improvements (if applicable)
- Amount \_\_\_\_\_
- Date of Council Acceptance \_\_\_\_\_
- Description \_\_\_\_\_
- \_\_\_\_\_
- Date of Expiration of Maintenance Bond \_\_\_\_\_
- 7.\_\_\_\_ Fee in-lieu- of Fire Suppression technique, if applicable
- 8.\_\_\_\_ Is this parcel(s) in the Farm Forest and Open Space Act tax program?
- 9.\_\_\_\_ Street signs- \$50.00 per sign at \_\_\_\_ signs= Amount \_\_\_\_\_