

**C. CHECKLIST – FINAL PLAT
MINOR LAND DEVELOPMENTS AND MINOR 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 40 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 subdivision or development is located in the Town of West Greenwich, RI
- 3.____ Name and address 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(s) being developed
- 12.____ Location, width and names of proposed and existing streets within and immediately adjacent to the parcel being developed
- 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 cisterns or dry hydrants
- 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 A. 23 through A. 26 on Checklist B. 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 (if any)
- 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.____ 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 meet 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.
- 27.____ Submission Cover Sheet and signature of all property owners and applicants.

B. Final As-Built Drawings – For projects involving street creation and/or drainage improvements, Five (5) blue-line copies of as-built plans drawn to a scale of 1 inch to 40 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) of a Registered Professional Engineer that the as-built drawings are correct, and that all systems including roads 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

C. Supporting Materials

1. ___ Checklist H - Administrative Requirements for Inclusionary Zoning
2. ___ Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other required legal documents. A Metes and Bounds description is required for all legal documents. Easements shall be tied into the road bounds.

Specify: _____

3. ___ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary).
4. ___ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided 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
5. ___ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space or public purposes
6. ___ Cost of all improvements, and cost estimate of remaining improvements
7. ___ Any other item(s) as required by the Zoning Ordinance or these regulations. (e.g., Exit 7 SMD, Residential Compound, Conservation Design Development, etc.)
8. ___ Ten (10) copies of reduced plans to be recorded (11" X 17") (A, above)
9. ___ Ten (10) copies of reduced As Built plans (11" X 17") (B, above)

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. ___ Financial guarantees
Initial amount _____
Date set by Planning Board _____
4. ___ Fees in-lieu-of land dedication - Amount _____
5. ___ Inspection 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.____ Fire Suppression Fees in-lieu-of dedication – Amount - _____

8.____ Is this parcel in the Farm Forest and Open Space tax program?

9.____ Street signs- \$50.00 per sign at ____ signs= Amount _____