

G-2. CHECKLIST – FINAL PLAT 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 40 or 50 feet. The scale may be modified with the permission of the Administrative Officer. In addition, five (5) copies shall also be submitted. Each sheet shall be no larger than 24 inches by 36 inches. 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 or near 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. _____ Name and address of all property owners and applicants, including names and addresses of an officer in charge of business or corporate entities.
4. _____ Name, addresses 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.
8. _____ Zoning district(s) of the parcel(s), including all zoning dimensional requirements, and actual dimensions provided.
9. _____ Locus map inset.
10. _____ Perimeter boundary lines of the parcel or phase, drawn so as to distinguish them from other property lines.
11. _____ Location and dimensions of existing property lines, man-made paths, easements, and rights-of-way, within or immediately adjacent to the parcel.
12. _____ Location, width and names of 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.

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21. Notation of special conditions of approval imposed by the Planning Board, if any.
22. Notation of any permits and agreements with state and federal reviewing agencies.
23. Phasing schedule (if any).
24. 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, or equivalent, as amended.

B. **AS-BUILT DRAWINGS** – Five (5) copies of as-built plans drawn to a scale of 1 inch to 40 or 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. 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 450-61G, 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. Cover letter and signature of all property owners and applicants. (Certificate of Completeness)
2. Two original signed copies of all legal documents describing the property, creating a Homeowners' Association, if applicable. 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 (i.e., Forest Management Plan, etc.)
 Final Baseline Documentation Report

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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 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 (11"x17") (A, above).
6. Ten (10) copies of reduced As-built plans (11"x17") (B, above).
7. Cost of all improvements completed and cost estimate for remaining improvements.

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.
2. Final plat recording fee – Amount: _____
3. Performance bond or other financial guarantees
Initial amount: _____
Date set by the 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: _____

7. Fee-in-lieu-of Fire Suppression technique, if applicable.
8. Is this parcel(s) in the Farm Forest and Open Space tax program?
9. Street signs - \$50.00 per sign at _____ signs = Amount: _____