

C-2. CHECKLIST – FINAL PLAT 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 Mylar and 5 copies of the final plan drawn at 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. 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.
2. _____ Name and address of all property owners and applicants, including names and addresses of an officer in charge of business or corporate entities.
3. _____ Name, address and telephone number of engineer or land surveyor.
4. _____ Date of plan preparation, with revision date(s) (if any).
5. _____ Graphic scale and true north arrow.
6. _____ Plat and lot number(s) of the parcel being subdivided.
7. _____ Zoning district(s) of the parcel(s), all zoning dimensional requirements, and actual dimensions provided.
8. _____ Locus map inset.
9. _____ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines.
10. _____ Location and dimensions of existing and proposed property lines, easements and rights-of-way within or adjacent to the parcel(s) being developed.
11. _____ Location, width and names of proposed and existing streets within and adjacent to the parcel being developed.
12. _____ Names of abutting property owners and property owners immediately across any adjacent streets.
13. _____ Location of proposed permanent bounds.
14. _____ Location of all interior lot line and street lines with accurate dimensions indicated; new lots and areas.
15. _____ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated.
16. _____ Location of fire suppression cisterns or dry hydrants.
17. _____ Location of wetlands, streams, and other water bodies, and associated State and local setback distances.
18. _____ Building envelope for each lot.
19. _____ Notation of special conditions of approval imposed by the Planning Board (if any).

20. _____ Notation of any permits and agreements with state and federal reviewing agencies (if any).
21. _____ 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., as amended.
22. _____ 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) 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. _____ Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, dedications, restrictions, or other legal documents. A Metes and Bounds description is required for all legal documents. Easements shall be tied into the road bounds.

Specify: _____

2. _____ Certificate of the Tax Collector showing that all taxes due on the parcel(s) 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.
3. _____ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space or public purposes, as may be required.

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4. _____ Any other item(s) as required by the Zoning Ordinance or these regulations (e.g., Residential Compound, Conservation Design Development, etc.).
5. _____ Four (4) copies of reduced plans to be recorded (11"x17") (A, above)
6. _____ Four (4) copies of reduced As-built plans (11"x17") (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.
2. _____ Final plat recording fee – Amount: _____
3. _____ Fees in-lieu-of land dedication – Amount: _____