

G-1. CHECKLIST – FINAL MAJOR LAND DEVELOPMENTS

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

A. PLANS TO BE RECORDED – One copy of the final 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 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 developed.
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, streets, man-made paths, easements, and rights-of-way, within or immediately adjacent to the parcel.
12. _____ Names of abutting property owners and property owners immediately across any adjacent streets.
13. _____ Location of permanent bounds.
14. _____ Location of fire suppression technique.
15. _____ Location of wetlands, streams, and other water bodies, and associated State and local setback distances.
16. _____ Location of all utilities, new structures and improvements.
17. _____ Notation of special conditions of approval imposed by the Planning Board, if any.
18. _____ Notation of any permits and agreements with state and federal reviewing agencies.

B. SUPPORTING MATERIALS

1. _____ Cover letter and signature of property owners and applicants. (Certificate of Completeness)

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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: _____

3. _____ Certificate of the Tax Collector showing that all taxes due on the parcel being 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. _____ Four (4) copies of reduced plans (11"x17") (A, above).
5. _____ Four (4) copies of reduced As-built plans (11"x17") (B, above).
6. _____ Any special item(s) as required by the Zoning Ordinance or these regulations. (e.g., Exit 7 SMD, CZD, SRD, Residential Compounds, etc.)

- C. 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 or, if a multi-family dwelling, \$150 + \$10 per bedroom.
2. _____ Final plat recording fee – Amount: _____
3. _____ Fee in-lieu-of Fire Suppression technique, if applicable.
4. _____ Is this parcel(s) in the Farm Forest and Open Space tax program?

- D. AS-BUILT DRAWINGS – Four (4) 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.). **DUE AT END OF PROJECT**

1. _____ Final As-Built plans, including plans of any additional improvements as required by the Planning Board as a condition of approval.
2. _____ Show all new structures, utilities and improvements.