A. CHECKLIST – ADMINISTRATIVE SUBDIVISION

The applicant shall submit to the Administrative Officer one (1) Mylar and five (5) copies of the proposed plat for recording. (A single copy may be submitted for initial review and comment). The scale shall be sufficient to show all of the information required and shall be subject to the approval of the Administrative Officer. At a minimum, the following information shall be provided:

1. _____ Name and address of all property owners and applicants/
2. _____ Date of plan preparation, with revision date(s), if any.
3. _____ Graphic scale and true north arrow.
4. _____ Plat and lot numbers of the parcels being modified.
5. _____ Zoning district(s) of the parcels being modified, including all zoning dimensional requirements.
6. _____ Existing property lines, easements and rights-of-way; existing and proposed areas.
7. _____ Proposed property lines, drawn so as to distinguish them from existing property lines.
8. _____ Approximate location of wooded areas and wetlands (if any)
9. _____ Location and size of existing buildings, structures, utilities and improvements.
10. _____ Location, width and names of existing public and private streets within or immediately adjacent to the subject parcels.
11. _____ Certification stamp of a RI Professional Land Surveyor that the plan conforms to a minimum of a Class II Survey, or equal.
12. _____ Filing fee ($100)
13. _____ Deed(s) to be recorded for land transfer(s) (Required as part of Administrative Subdivision approval and recording.)
14. _____ Are either of these parcels in the Farm Forest and Open Space Act tax program?
15. _____ Locus inset map
16. _____ Cover letter and signature of all property owners (Certificate of Completeness).
17. _____ Photocopy of Certificate of Authorization to Practice in the State of Rhode Island for design professional.