

## **A. CHECKLIST - ADMINISTRATIVE SUBDIVISION**

The applicant shall submit to the administrative officer four "check prints" of the proposed plat for review. Plans shall include a certification that all plans and improvements conform to all standards of the State of Rhode Island and Providence Plantations, Board of Registration for Land Surveyors. . The following materials must be delivered in plan format to the Administrative Officer for review:

- (1) Three review blue or black line prints prepared by a professional land surveyor at a scale no smaller than 1" = 40' with a sheet size of 24" × 36". The scale may be modified with the permission of the Administrative Officer.
- (2) Name and address of the property owner(s) and applicant(s).
- (3) Date of plan preparation, with revision date(s), if any.
- (4) Graphic scale and true north arrow.
- (5) Plat and lot numbers of the parcel being resubdivided.
- (6) Zoning district(s) of the parcel being resubdivided.
- (7) Existing property lines, easements and rights-of-way.
- (8) Proposed property lines, drawn to distinguish them from existing property lines.
- (9) Existing and proposed area(s) and dimensions of lot(s) being resubdivided.
- (10) Location of wooded areas, stone walls, notable natural features, wetlands and coastal features.
- (11) Location and size of existing and proposed buildings, structures, utilities, wells, individual sewage disposal systems, and improvements.
- (12) Location, width and names of existing public and private streets within or immediately adjacent to the parcel being resubdivided.
- (13) Certification (stamp) of a Rhode Island registered professional land surveyor that the plan and survey are correct according to the standards of class I survey.
- (14) Completed application form signed by the applicant and the property owner.
- (15) Administrative fee. See Section 11.4.4.c

Checklist – Administrative Subdivision

- (16) Certificate of the tax collector that all taxes due on the land have been paid for a period of five years prior to the filing of the application for the administrative subdivision.
- (17) Such other information as may be requested by the department of planning and development or the planning commission.
- (18) Following completion of staff review and approval of the check print, the applicant shall submit a Mylar and four prints, at the same scale as the approved check print, for signature by the administrative officer and one print at a scale of one inch equals 200 feet.
- (19) One copy of all plans shall be submitted on CD in AutoCAD .dwg, GIS shapefile or .dxf file format and as a PDF.