



# TOWN OF EAST GREENWICH

## ADMINISTRATIVE SUBDIVISION APPLICATION

### Planning Department

125 Main Street  
P.O. Box 111  
East Greenwich, RI 02818

(401) 886-8645

Fax (401) 886-8625

[www.eastgreenwichri.com/planning.htm](http://www.eastgreenwichri.com/planning.htm)

Date of Application: \_\_\_\_\_ Application Fee: \_\_\_\_\_

APPLICANT NO. 1 INFORMATION

Applicant No. 1 Assessor's Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner No. 1 (if different from applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICANT NO. 2 INFORMATION

Applicant No. 2 Assessor's Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner No. 2 (if different from applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROPERTY INFORMATION

Frontage Road(s): \_\_\_\_\_ Frontage: \_\_\_\_\_

Zoning Board of Review Approval(s) Required (Chapter/Section): \_\_\_\_\_

**Professional Land Surveyor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the application form and checklist and submit with the required application fee. If there are more than two owners/applicants, please use additional pages. Note: All plans must be submitted in a 24" x 36" format.



# Town of East Greenwich

## Administrative Subdivision Checklist

The applicant shall submit to the Administrative Officer three (3) blue line or photocopies of the proposed plat for distribution and review. Upon certification of a complete submittal, three (3) additional copies shall be provided to the Administrative Officer. If referral to the Permitting Authority is required, seven (7) additional copies shall be submitted. The following information shall be provided. Unless otherwise specified, each item must be answered on this checklist. If an item does not apply to your activity, indicate by entering NA (Not Applicable). The checklist must be filled out completely or the application will be returned.

1. \_\_\_ Name and address of the property owner and applicant (if different).
2. \_\_\_ Application fee, (as set by the East Greenwich Town Council).
3. \_\_\_ Date of plan preparation, with revision date(s)(if any).
4. \_\_\_ Plat and lot numbers of the parcel being re-subdivided.
5. \_\_\_ Graphic scale (1"=100' or larger) and north arrow.
6. \_\_\_ Zoning district(s) of the parcel being re-subdivided. If more than one district, zoning boundary lines must be shown.
7. \_\_\_ Existing property lines, easements and rights of way, (nature of easements to be noted).
8. \_\_\_ Proposed property lines, drawn in a manner that distinguishes them from existing property lines.
9. \_\_\_ Area of existing parcel and area(s) of the parcel(s) being created.
10. \_\_\_ Approximate location of wooded areas and wetlands (if any) and other natural site features.
11. \_\_\_ Location and size of existing buildings, structures, utilities and improvements
12. \_\_\_ Location names of existing public streets within or immediately adjacent to the parcel.
13. \_\_\_ Certification (stamp) and signature of a Registered Land Surveyor that the plan is correct.
14. \_\_\_ Plan legend depicting/explaining all symbols.
15. \_\_\_ A description by name and location of all other subdivisions created by the same subdivision within the Town.
16. \_\_\_ Signature block for Permitting Authority or their designee

### **SURVEY STANDARDS:**

The survey and plan(s) submitted in support of the application shall meet all criteria as set forth in the publication entitled; Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations, effective April 1, 1994, as amended. Surveys shall meet the minimum standards for Class I Surveys.

Note: Following approval, two polyester film reproducible originals of the signed plat shall be recorded with the Clerk into Town land evidence records. The sheet size shall be 24" X 36".