



# Town of East Greenwich

## **Final Plat Checklist Minor Land Developments and Minor Subdivisions**

The applicant shall submit a completed application form and the required application fee to the Administrative Officer and copies of final plans and supporting materials as listed and described below. Each item must be answered on this checklist. If a particular item is not relevant to your proposal please indicate by entering NA (Not Applicable) in the space provided. The checklist must be filled out completely or the application will be returned.

*Final Plat Plans.* Seven (7) blueline prints or photocopies shall be submitted for distribution and review by staff. Upon Certification of Completeness, nine (9) blueline or photocopies shall also be submitted for referral to and review by the Permitting Authority. Each sheet shall be 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 in sequence. All of the below listed required information shall be shown on the plans:

### **TITLE BLOCK INFORMATION**

1. \_\_\_ Name of the proposed subdivision.
2. \_\_\_ Name and address of property owner and/or applicant (if the owner of record is a corporation, the name and address of the president and other officers shall be provided).
3. \_\_\_ Name, address, and registration stamp number of preparer.
4. \_\_\_ Date of plan preparation, with revision date(s) (if any).
5. \_\_\_ Graphic scale (1" = 100' or larger) and north arrow.
6. \_\_\_ Plat and lot number(s) of the parcel being subdivided

### **PLAN INFORMATION**

7. \_\_\_ Legend depicting all symbols.
8. \_\_\_ Zoning district(s) of the parcel being subdivided. If more than one district, zoning boundary lines must be shown.
9. \_\_\_ Perimeter boundary lines of the subdivision, drawn in a manner that distinguishes them from other property lines.
10. \_\_\_ Area of the subdivision parcel(s).
11. \_\_\_ Location and dimensions of existing property lines, easements, reservations, and rights-of-way within or immediately adjacent to the parcel being subdivided.
12. \_\_\_ Location, width and names of the proposed and existing streets within and immediately adjacent to the parcel being subdivided.
13. \_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets.
14. \_\_\_ Location of all existing and proposed permanent boundary markers

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15. \_\_\_ Location of all interior lot lines and street lines with dimensions and angles or bearings indicated
16. \_\_\_ Location and number of all proposed lots, with areas indicated.
17. \_\_\_ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated
18. \_\_\_ Notation of special conditions of approval if required by the Permitting Authority.
19. \_\_\_ Notation of any permits and agreements with State and Federal reviewing agencies (if required)
20. \_\_\_ A place for the signatures of the permitting authority or Designee must be provided on all plans and/or documents to be recorded into the land evidence records.
21. \_\_\_ Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations. Surveys shall meet the minimum Standards for Class I Surveys.

*Construction Drawings* - Three (3) blueline copies or photocopies of construction plans drawn to a minimum scale of 1 inch to 40 feet (1"=40') for review. Upon Certification of Completeness, seven (7) blueline or photocopies of construction plans shall be submitted for review. 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 in sequence.

1. \_\_\_ Final construction plans as listed in the preliminary plat checklist, including plans of any additional improvements as required by the Permitting Authority as a condition of approval.
2. \_\_\_ Certification (stamp) of a Registered Professional Engineer and statement that the construction drawings are correct.
3. \_\_\_ Proposed street plan and profiles drawn at a minimum scale of 1"=40' horizontal and 1"=4' vertical.
4. \_\_\_ Street cross sections.
5. \_\_\_ Proposed landscaping plan including street trees and any entranceway improvements to the subdivision.
6. \_\_\_ Soil erosion and sediment control plan in accord with the East Greenwich Code Chapter 9, section 61-99.

*Supporting Materials.*

1. \_\_\_ Application fee as set by the East Greenwich Town Council. The applicant is responsible for to cover all costs associated with review, hearings, and notice including stenographic services.
2. \_\_\_ Two original signed copies of all legal documents describing the property, including proposed easements and rights-of-way, offer to convey public streets, creating Homeowners Association (if appropriate) warrantee deed transferring open space, dedications, restrictions, or other required legal documents. List and attach.
3. \_\_\_ Written confirmation from the RI Department of Environmental Management, Division of Freshwater Wetlands that the proposed subdivision, including any required off-site construction,

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have been reviewed and that the Wetlands Act either does not apply to the proposal or that approval has been granted for the project.

4. \_\_\_ In lieu of above Rhode Island Department of Environmental Management certification, the applicant may provide an affidavit signed by a qualified professional (having minimum qualifications as described by the RIDEM Department of Freshwater Wetlands) certifying that there are no freshwater wetlands present on or within 200 feet of the property being subdivided.
5. \_\_\_ A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or State right of way (if necessary).
6. \_\_\_ Written confirmation from the East Greenwich Wastewater Treatment Facility that sewer service is (is not) available and (cannot) be supplied.
7. \_\_\_ Approval from the Kent County Water Authority regarding proposed service.
8. \_\_\_ Approval from the East Greenwich Fire District regarding the adequacy of that the proposed water system for fire fighting services and that hydrant locations are acceptable and that specifications for alarm extension meet district standards.
9. \_\_\_ Certification from the Town Finance Department that all property taxes are current.

*Payment of required fees.* Payment of all applicable fees and the posting of financial guarantees, for improvements shall be required before any final plat may be recorded.

Upon final approval, two polyester film reproducible originals in recordable form of the signed plat shall be recorded with the Town Clerk. Three (3) copies of the construction plans shall be submitted to the Administrative Officer for filing with the following Town Offices: Planning, Public Works and Building. The Town Clerk's Office shall maintain a complete copy of the record plat and supporting documentation on file for public review.