

ADMINISTRATIVE SUBDIVISION CHECKLIST
PLAN CHECKLIST

At least three (3) photostat or blue line prints, plus one (1) original drawing on mylar, drawn to scale of no smaller than one inch equals forty feet (1" = 40') on a maximum sheet size of 34" long by 24" wide, unless otherwise approved by the Administrative Officer, to show the following information:

- Name of Subdivision.
- Name and address of owner(s).
- Tax Assessor's designation of land being resubdivided with statement describing the adjustment being made to the plan.
- Name, address and signature of registered land surveyor, with stamp of registration and certification that the survey conforms to the standards of Class I survey.
- North arrow.
- Graphic scale.
- Boundary lines of the subdivision, with accurate linear and angular dimensions.
- Names of all abutting landowners and plat/lot designation. Include land separated from the subdivision by a street or right-of-way.
- Existing street right-of-way lines, lot lines, lot numbers, lot areas, and easements to show accurate dimensions, bearings and areas, radii and angles of intersection of all horizontal curves.
- Location of permanent boundary monuments.

Supporting Material

- Signed letter from owner(s) authorizing subdivision, if applicant is not the owner.
- If applicable, documentation indicating that the applicant company exists and is in good standing with the State of Rhode Island.
- Certification of the Tax Collector that all taxes due on the land to be subdivided have been paid for the period of five (5) years preceding the date of administrative subdivision plan filing, and that there are no outstanding tax liens thereon.
- Application filing fee of \$100