



City of Warwick

Application Checklist - Administrative Subdivision

Application Checklist

- ☐ Completed Application Form
 - 1 original copy of the application form signed by applicant and ALL property owners, as well as all attorneys, engineers, architects, etc. that are working on the project.
- ☐ Application Fee
- ☐ Class I Survey depicting proposed subdivision, stamped and signed by a Professional Land Surveyor
- ☐ Electronic version (.pdf) of proposed survey plan.
- ☐ Draft legal description of proposed new parcel(s).
- ☐ Such other information as may be required by the Planning Department or the Planning Board.

Plan Drafting Standards

All plans submitted for this application must meet the following drafting standards:

- Two (2) copies (11' x 17' or larger) with the following information:
 - Blue or black line prints prepared by a professional land surveyor at a scale no smaller than 1" = 40'. The scale may be modified with the permission of the Administrative Officer.
 - Name of proposed subdivision, name and address of property owner(s) and/or applicant(s), and surveyor.
 - Date prepared, with revision box to identify all changes from previous submissions.
 - Graphic scale and true north arrow.
 - Location and dimensions of existing property lines, easements, and rights of way within or adjacent to the subdivision parcel(s).
 - Perimeter boundary line of the subdivision, drawn so as to distinguish them from other property lines.
 - Existing and proposed lot area(s) and dimensions of lot(s) being subdivided.
 - Plat and lot number(s) of the parcels being subdivided.
 - Zoning district(s) of the parcel(s) being subdivided. If more than one district, zoning boundary lines must be shown.
 - Existence of any overlay district, as defined in the zoning ordinance that the proposed development falls within.
 - Limits of existing tree cover and physical features of special interest (e.g. existing historic buildings, large trees, stone walls, historic cemeteries).
 - Location and surveyed boundaries of any coastal or freshwater wetlands, water bodies, coastal features, or flood zones.
 - Location and size of existing and proposed buildings, structures, utilities, wells, onsite wastewater treatment systems, and improvements.
 - Location, width, and names of existing public and private streets within or immediately adjacent to the parcel(s) being subdivided.
 - Plans shall include a certification that all plans and improvements conform to all standards of the State of Rhode Island Board of Registration for Land Surveyors for a Class 1 survey.
 - Deed book and page references. Plan Book and Page Numbers must be shown, if appropriate.