

**APPENDIX A**  
**CITY OF WARWICK, RHODE ISLAND**  
**INSTRUCTIONS AND CHECKLIST FOR ADMINISTRATIVE SUBDIVISIONS**

These **Instructions** and **Checklist** apply to **Administrative Subdivisions**, as defined in Section 2.3.1 and includes divisions, mergers, mergers and redivision and adjustment of existing lot lines resulting in no additional lots.

The Checklist below is intended to guide the Applicant through the review stage.

**Administrative Subdivision Plan**

**Complete all items of the Application Form for Submission of Administrative Subdivision Plan and submit to the Administrative Officer with the following:**

Required submissions are noted with a • in the Checklist. In addition, the Plan shall include items noted below:

- 17 Reduced City Plan
- 8.5 x 11 Reduced Copy
- A. One (1) copy of the preliminary site plans drawn to a scale of one inch equals two hundred feet (1" = 200') on a letter size sheet of 8 1/2" X 11".
  - B. Five (5) copies of the preliminary site plans drawn to a scale of one inch equals forty feet (1" = 40') on sheets measuring 16" X 22".
  - C. Multiple sheets shall include Key Map and shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).
  - D. The Administrative Officer shall determine whether or not the plans are complete prior to review. Incomplete plans shall be returned to the Applicant.
  - E. Plans shall include a certification, with signature and seal, that all plans and improvements conform to all existing and amended standards of the State of Rhode Island Board of Registration of Land Surveyors as follows:

*This survey and plan conform to a Class 1 (or 2) standard as adopted by the Rhode Island Board of Registration for Professional Land Surveyors.*

*I hereby certify that this survey was actually made on the ground as per record description and is correct. There are no encroachments either way across property lines except as shown.*

By: \_\_\_\_\_ Registered Professional Land Surveyor (SEAL) / Date

Plans shall also include, prominently displayed with the certification, the following statement:

*Lots depicted on this plat (or plan) shall not be altered dimensionally or in form, including the enlargement of lots or moving of any lot line for any purpose whatsoever, without first filing a new subdivision application in accordance with the City of Warwick Development Review Regulations of December 31, 1995. (as amended)*

- F. Plans to be Recorded - Three (3) blue print copies and one mylar of the Final Plan, which shall be an approved version of the Preliminary Plan, showing all required elements thereon, drawn to a scale of one inch equals two hundred feet (1" = 40').

### CHECKLIST OF REQUIRED INFORMATION

	1	Required, if shown with a •
1	•	Application Form with name and address of Applicant and/or property owner
2	•	Date of plan preparation, with revision date(s) (if any).
3	•	Graphic scale and true north arrow.
4	•	Plat and lot number(s) of the parcel being subdivided.
5	•	Zoning district(s) of the parcel being subdivided. If more than one district, zoning boundary lines must be shown.
6	•	Deed Book and Page References; Plan Book and Page Numbers must be shown, if appropriate.
7	•	Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
8	•	Location and dimensions of existing property lines, stone walls, easements and rights-of-way within or adjacent to the subdivision parcel.
9	•	Areas that are not sewered: Location of existing wells and ISDS.
10	•	Granite bound shown on plat installed and certified. (See Bounds Certification sheet).

\* Note Location of wetlands w/in 200 ft, on each

Appendix A

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\* Note: lots for construction must show utilities to proposed dwelling  
 \*\*\*Administrative Subdivisions resulting from a Zoning Board Action shall comply with the Policy of the Administrative Officer--The Petition Number and Stipulations shall be noted on the record plan.

	<b>1</b>	<b>Required, if shown with a •</b>
11		Payment of Required Fees
a.	•	Application Filing Fee - See Section 7.4.1
b.	•	Inspection Fee - See Section 7.4.2
c.	•	Recording Fee

# Application Form for Submission of Administrative Subdivision Plan

Attach Additional Sheets as Needed.

Date \_\_\_\_\_

## 1. General Information

A. Assessors plat: \_\_\_\_\_ lot(s): \_\_\_\_\_

B. Location of Proposed Subdivision - Street address, if applicable:

C. Applicant's Name (Include all owners of property):

D. Applicant's Address and Telephone:

E. Owner's Name, Address and Telephone (if different from Applicant):

## 2. Representation, if applicable (Include notarized letter of authorization)

A. Representative's Name(s)

B. Representative's Address and Telephone:

## 3. Description of Change

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## 4. Tax Collectors Office

Current Tax Obligation for Lot(s) \_\_\_\_\_ Plat \_\_\_\_\_

\_\_\_\_\_ Has been met by the owner for tax period ending \_\_\_\_\_

\_\_\_\_\_ Has not been met by the owner. Submission is not acceptable until taxes are paid

\_\_\_\_\_  
Tax Collector/Authorized Representative / Date

## 5. Sewer Authority

Current Sewer Assessment for Lot(s) \_\_\_\_\_ Plat \_\_\_\_\_

\_\_\_\_\_ Has been met by the owner for billing period ending \_\_\_\_\_

\_\_\_\_\_ Has not been met by the owner. Submission is not acceptable until assessments are paid

\_\_\_\_\_  
Sewer Authority/Authorized Representative / Date

## 6. Owner / Applicant's Signature(s) and date

\_\_\_\_\_  
\_\_\_\_\_

State of Rhode Island

County of \_\_\_\_\_

In \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, before me personally

appeared \_\_\_\_\_,  
to me known and known by me to be the person(s) executing this Application and he/she/they acknowledge  
said Application by him/her/them executed to be his/her/their free act and deed.

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

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

My Commission expires on: \_\_\_\_\_

## BOUNDS CERTIFICATION

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

Planning Board  
City of Warwick,  
City Hall,  
Warwick, Rhode island.

To the Planning Board of the City of Warwick:

We, the owner of \_\_\_\_\_

*Name of Plat*

hereby agree to place Granite Bounds, no less than 30" in length and approximately 4" square, at points indicated on the record plat and further agree to maintain the same for a period of five years or furnish the City Engineer, at any time within five years, satisfactory evidence from a recognized engineer regarding the condition of said monuments.

\_\_\_\_\_  
*owner*

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

Department of City Plan  
City of Warwick  
3275 Post Road  
Warwick, Rhode Island 02886

The Granite Bounds, no less than 30", in length and approximately 4" square have now been found at all the indicated positions on that recorded plat titled \_\_\_\_\_ and are in the correct positions, as of this date, in compliance with the Planning Board's Regulations.

\_\_\_\_\_  
*Surveyor's Stamp and Signature*

**Tax Collector  
City of Warwick  
CERTIFICATION OF PAYMENT OF TAXES**

I hereby certify that on \_\_\_\_\_ 19\_\_\_\_ there were  
no outstanding tax liens arising from the non-payment of taxes  
assessed on lot(s) \_\_\_\_\_ on Assessor's Plat \_\_\_\_\_  
owned by \_\_\_\_\_ as of \_\_\_\_\_ 19\_\_\_\_  
due and payable during the period of five years preceding  
\_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TAX COLLECTOR