

APPENDIX B
CITY OF WARWICK, RHODE ISLAND
INSTRUCTIONS AND CHECKLIST FOR MINOR SUBDIVISIONS AND MINOR LAND
DEVELOPMENT PROJECTS

These **Instructions and Checklist** apply to Minor Subdivisions, as defined in Section 2.3.2, and Minor Land Development Projects.

There are two (2) stages of review - Preliminary Plan and Final Plan. See Article 4 for purposes, meetings and other requirements. The Checklist below is intended to guide the Applicant through each stage by noting submission requirements.

1. Preliminary Plan

Complete all items of the Application Form for Submission of Minor Subdivision and Minor Land Development Plans and submit to the Administrative Officer with the following:

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

- 1/18/17 reduced site plans*
18-5-11 Reduced copy
- A. One (1) copy of the preliminary site plans drawn to a scale of one inch equals two hundred feet (1" = 200') with a radius of two hundred feet (200') or four hundred feet (400') (see section 8.5.3 a) drawn thereon.
 - B. Six (6) copies of the preliminary site plans drawn to a scale of one inch equals forty feet (1" = 40') on sheets measuring 16" X 22" and three (3) mylars.
 - 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 submitting them for Planning Board 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 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)

In addition, any plans requiring a landscape plan in accordance with these Regulations shall have such plans drawn by a registered landscape architect and shall be so noted on the plans.

2. Final Plan

Complete all items of the Application Form for Submission of Minor Subdivision and Minor Land Development Plans (new copy not necessary, note any changes from Preliminary Plan stage) and submit to the Administrative Officer with the following:

Required submissions are noted with a • in the Checklist under Column 2. In addition, the Final Plan shall include items noted below:

- A. Plans to be Recorded - ~~One~~ (1) mylar, ~~plus two~~ (2) linen, plus five (5) blue print copies of the Final Plan, which shall be an approved version of the Preliminary Plan, showing all required elements thereon, drawn on mylar to a scale of one inch equals forty feet (1" = 40') on sheets measuring 16" X 22".
- B. Construction Drawings - ~~One~~ (1) original mylar (16" X 22"), plus five (5) blue print copies of construction plans drawn to a scale of no less than one inch equals forty feet (1" = 40').
- C. Any changes or requirements voted upon by the Planning Board at the Preliminary Plan stage.

CHECKLIST OF REQUIRED INFORMATION

	1	2	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.

	1	2	Required, if shown with a •
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.
7	•	•	Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
8	•	•	Perimeter boundary lines - Curves shall include radius, arc length, central angle, and tangent and chord length.
9	•		Location and dimensions of existing property lines within or adjacent to the subdivision parcel.
10	•	•	Existing property lines shall show interior angles and distances; easements and rights-of-way within or immediately adjacent to the parcel(s) being subdivided.
11	•	•	Location and dimensions of existing easements and rights-of-way.
12	•	•	Location, width and names of existing streets within and adjacent to the subdivision parcel.
13	•		Names and addresses of abutting property owners and property owners across any adjacent streets.
14	•		Location of wetlands, watercourses or coastal features, if present on or within 200 feet of the property being subdivided to be identified by a biologist.
15	•	•	Written confirmation from the Rhode Island Department of Environmental Management (RIDEM) pursuant to its Rules and Regulations Governing the Enforcement of the Freshwater Wetlands AQJ, and any subsequent amendments thereto, that plans of the proposed subdivision, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration, if the biologist certifies the presence of wetlands.
16	•	•	Location and dimension of all existing and proposed utilities within and immediately adjacent to the subdivision or land development, including sewer, water, gas, electric, telephone, cable TV, fire alarm, hydrants, existing utility poles, (including location and type of proposed poles and fixtures), stormwater drainage or other existing above or underground utilities.

	1	2	Required, if shown with a •
17	•	•	Location of wells and ISDS as proposed - indicate if RIDEM approval is pending or received.
18	•	•	Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision or land development.
19	•		Provisions for collecting and discharging stormwater.
20	•	•	Location of properties within the local historic zoning district and National Register District. Historic cemeteries on or immediately adjacent to the subdivision or land development (if any).
21	•		Location of any unique natural and/or historic features, including stone walls.
22	•	•	Proposed improvements including streets, lots, lot lines, with lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines.
23	•	•	Base flood elevation data.
24	•	•	Landscape Plan.
25	•	•	Grading plan to show existing and proposed contours at least two-foot intervals for all grading proposed for on and off-site street construction, drainage facilities and upon individual lots if part of proposed subdivision improvements.
26	•	•	Two (2) copies of a drainage plan and calculations showing the measures to be taken to control erosion and sedimentation during and following the development of the subdivision and the measures planned to provide for the control of stormwater runoff.
27	•		Proposed street plan, profiles and cross-sections drawn at a minimum scale of 1" = 50' if street is proposed.
28	•	•	Proposed street names (if applicable).
29	•	•	Monuments - As specified in Appendix D, Section D.5.a

	1	2	Required, if shown with a
30	•		The names and addresses of abutting property owners. within a two hundred (200) foot radius. or four hundred foot (see section 8.5.3.a) of the subject lot(s) to be subdivided or developed (taken - from the most recent records of the City Assessor) and names and addresses of agencies or communities requiring notification as required by these Regulations.
31	•		If Public Hearing required: Certified mail receipts. Return receipts (green post-cards) to be addressed to the Planning Board, c/o the Administrative Officer - See Section 8.5.3.
32		•	Written approval of the proposed subdivision, including any required off-site construction, from the Rhode Island Coastal Resources Management Council in the form of an Assent as provided in the Rhode Island Coastal Resources Management Program, (if necessary).
33		•	A Physical Alteration Permit issued by the RI Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary).
34		•	Preliminary Subdivision Suitability Determination by the RIDEM for the use of individual sewage disposal systems (ISDS).
35		•	Draft copies of all legal documents describing the property, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents.
36		•	Final written comments on the Preliminary Plan - Referral Form and attachments.
37		•	Compliance with any additional improvements or conditions as required by the Planning Board in the Preliminary Plan stage.
38		•	Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these Regulations.

	1	2	Required, if shown with a •
39			Payment of Required Fees
a.	•		Application Filing Fee - See Section 7.4.1
b.		•	Inspection Fee - See Section 7.4.2
c.		•	Recording Fee
d.		•	Payment in lieu of open space land dedication (See Section 6.2.2)
40		•	Either of the following: <ul style="list-style-type: none"> a. A letter stating it is the intent of the applicant to complete the required improvements; or, b. A letter requesting that security be set by the Board sufficient to cover the cost of required improvements:
41		•	Performance bond or other financial guarantees (Initial amount and date set by Planning Board)
42		•	Maintenance bond for acceptance of public improvements, if applicable.

Application Form for Submission of Minor Subdivision or Minor Land Development Plan

Attach Additional Sheets as Needed.

_____ Preliminary Plan Date _____
_____ Final Plan Date _____

1. General Information

A. Assessors plat: _____ lot(s): _____

B. Location of Proposed Subdivision or Land Development - 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 Proposed Subdivision or Land Development

Application Form for Submission of Minor Subdivision or Minor Land Development Plan - Page two**4. Tax Assessors Office, if applicable**

I have reviewed the proposed development and concur with the Lot numbering sequence used by the Owner/Applicant.

Tax Assessor/ 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. Tax Collectors Office (See Certificate of Payment of Taxes Form)

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

7. 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