

## ADMINISTRATIVE SUBDIVISION CHECKLIST

NAME OF PLAT: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Please verify applicability of items in question prior to submittal.

In addition to paper copies, ALL application documents must be submitted in digital/electronic format.

ITEM	YES	N/A	NO
<b><u>Required Application Documents:</u></b> (Submit 1 paper copy unless stipulated otherwise)			
(a) Is the Application form completed and signed? (original signed version)			
(b) Has the Filing Fee (\$100) been submitted?			
(c) Have Municipal Lien Certificates (MLCs) been filed for all applicable lots?			
(d) Has proof of registration for the Land Surveyor from a State Board of Registration been provided?			
<b><u>PLAN REQUIREMENTS</u></b>			
<b><u>Number of copies to be submitted:</u></b> (2) plan sets at 24"x 36"			
<b><u>Items to be incorporated in the Preliminary Plan:</u></b>			
(a) Is the name of plat clearly indicated? (properly cited if replat of existing plat)			
(b) Is the plan identified as an Administrative Subdivision?			
(c) Are the names of all applicable owners of record provided?			
(d) Are all revision dates provided?			
(e) Is the plan classified as a Class 1 boundary survey? (Class 4 will be accepted for lot mergers)			
(f) Is the name, stamp and signature of the surveyor provided?			
(g) Is a north arrow provided? (denote True North or Magnetic North)			
(h) Is a scale provided and is the plan accurate to the scale?			
(i) Is a vicinity map / locus map provided?			
(j) Are the names of the abutting property owners & zoning districts shown?			
(k) Are notes provided with the names of abutting record plats?			
(l) Is the plat boundary outlined in bold?			
(m) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(n) Are primary control points shown? (at least one must be shown)			
(o) Are the locations of all permanent monuments shown? (at least 2 must be set or recovered for residential surveys less than 1 acre); (not less than 3 must be set or recovered for residential surveys more than 1 acre and all non-residential projects)			
(p) Are all lots numbered or lettered?			
(q) Are all existing streets labeled and right-of-way dimensions provided?			
(r) Is a street index with all applicable street names provided?			
(s) Is the total area of the existing and proposed lot areas provided?			

(t) Are the RIDEM verified wetland edges and buffers/setbacks shown?			
(u) Is the total <b>UPLAND</b> area (land area excluding wetlands) of the existing and all proposed lot areas provided?			
(v) Is the zoning district(s) of the parcel(s) provided and are the general requirements of applicable zoning districts denoted? (setbacks, frontage, min. lot area, & max lot coverage)			
(w) Are notes provided referencing any previous zoning relief including conditions of approval?			
(x) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(y) For lots with multiple fronts, is the primary frontage identified?			
(z) Are all existing improvements shown (buildings, paved areas, accessory structures, fences, retaining walls, etc.)?			
(aa) For structures encroaching into building setbacks, are dimensions to nearest lot lines provided?			
(bb) Other Existing Conditions: Location of natural and man-made features, including rock outcrop, wooded areas, existing structures, embankments or retaining walls, railroads, power lines, underground storage tanks, or any physical feature that may have an influence on the development of this plat?			
(cc) Are flood hazard zones, FIRM Map Panel Numbers, and base flood elevation provided?			
(dd) Are existing and proposed easements, including width and purpose, identified and denoted as necessary?			
(ee) Are all cemetery boundaries and associated buffers identified?			
(ff) Is a legend for all abbreviations and symbols provided?			

***Staff encourages plans be submitted via emailed to for a preliminary review prior to printing full plan sets for submittal. This is not required, but offered as a courtesy to potentially reduce printing costs should revisions be required.***

# MAJOR SUBDIVISION & MAJOR LAND DEVELOPMENT MASTER PLAN CHECKLIST

NAME OF PLAT: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Please verify applicability of items during the pre-application phase.

In addition to paper copies, ALL application documents must be submitted in digital/electronic format.

ITEM	YES	N/A	NO
<b><u>Required Application Documents:</u></b> (Submit 1 paper copy unless stipulated otherwise)			
(a) Is the application form completed and signed? (original signed version)			
(b) Has the Filing Fee (\$500 + \$75 / Unit*) been submitted? (*refer to the Cranston Subdivision and Development Regulations p. 12 for how units are assessed and for other fee information)			
(c) Have Municipal Lien Certificates (MLCs) been filed for all applicable lots? (MLCs submitted within the last 6 months will satisfy this requirement)			
(d) Has a radius map and mailing list of property owners within 100' of site submitted? (for notification)			
(e) Has a narrative text addressing site suitability, identification of problem areas & solutions, natural and built conditions, topography, wetlands, floodplain, soil qualities, phasing, drainage, land dedications (streets, detention basins, open space, etc.) and other relevant information?			
(f) Has proof of registration for the Land Surveyor and Engineer from a State Board of Registration been provided?			
(g) Has an availability letter from the applicable water supply board been submitted?			
(h) Has an availability letter for public sewer from Veolia Water been submitted?			
<b><u>Will the following permits/approvals required for this project?</u></b>			
(a) RIDOT – Physical Alteration Permit			
(b) CRMC Assent			
(c) RIDEM - OWTS			
(d) RIDEM - Wetlands			
(e) U.S. Army Corps of Engineers - Wetland			
(f) Conformance with Scituate Reservoir Watershed Management Plan			
(g) RIHPHC – for potential historic/archeological significant sites			
<b><u>MASTER PLAN REQUIREMENTS</u></b>			
<b><u>Number of copies to be submitted:</u></b>			
(a) (9) plan sets at 24"x 36"			
(b) (2) plan sets at 11" x 17"			
<b><u>Items to be incorporated in the Master Plan:</u></b>			
(a) Is the name of plat /project clearly indicated? (properly cited if replat of existing plat)			

ITEM	YES	N/A	NO
(b) Is the plan identified as a Master Plan?			
(c) Are the names of all applicable owners of record provided?			
(d) Are all revision dates provided?			
(e) Is the plan classified as a Class 1 boundary survey? (Class 4 will be accepted for lot mergers)			
(f) Is the name, stamp and signature of the surveyor provided?			
(g) Is the name, stamp and signature of the engineer provided?			
(h) Is a north arrow provided? (denote True North or Magnetic North)			
(i) Is a scale provided and is the plan accurate to the scale?			
(j) Is a vicinity map / locus map provided?			
(k) Is the zoning district(s) of the parcel(s) provided and are the general requirements of applicable zoning districts denoted? (setbacks, frontage, min. lot area, & max lot coverage)			
(l) Are the names of the abutting property owners & abutting zoning districts shown?			
(m) Are notes provided referencing any previous zoning relief including dates and conditions of approval?			
(n) Are notes provided referencing any relief to be required/requested from the Zoning Board of Review as part of this project?			
(o) Are 2' topography lines provided and 10' topography lines provided in bold?			
(p) Is the plat boundary outlined in bold?			
(q) Are primary control points shown? (at least one must be shown)			
(r) Are the locations of all permanent monuments shown? (at least 2 must be set or recovered for residential surveys less than 1 acre); (not less than 3 must be set or recovered for residential surveys more than 1 acre and all non-residential projects)			
(s) Are all lots numbered or lettered?			
(t) Is there a phasing plan which is clearly denoted?			
(u) Is the total area of the existing plat and all proposed lot areas and open space provided?			
(v) Is the total <b>UPLAND</b> area (land area excluding wetlands) of the existing plat and all proposed lot areas provided?			
(w) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(x) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(y) For lots with multiple fronts, is the primary frontage identified?			
(z) Are all existing and proposed streets labeled and right-of-way dimensions provided?			
(aa) Is a street index with all applicable street names provided?			
(bb) Are the plan and profile of new roadways including location and size of existing and proposed water, storm drain and sewer lines on plat and adjacent properties shown?			
(cc) Are all land area(s) to be dedicated for public use or granted for the use of residents identified?			

ITEM	YES	N/A	NO
(dd) Are soil types denoted?			
(ee) Other Existing Conditions: Location of natural and man-made features, including rock outcrop, wooded areas, existing structures, embankments or retaining walls, railroads, power lines, underground storage tanks, or any physical feature that may have an influence on the development of this plat?			
(ff) Have limits of disturbance and/or limits of tree removal been delineated?			
(gg) Are flood hazard zones, FIRM Map Panel Numbers, and base flood elevation provided?			
(hh) Are notes provided with the names of abutting record plats?			
(ii) Are existing and proposed easements, including width and purpose, identified and denoted as necessary?			
(jj) Has the proposed drainage pattern been identified?			
(kk) Are surface water detention facilities shown?			
(ll) Are the wetland edges and buffers/setbacks shown?			
(mm) Is a note provided referencing the RIDEM wetland edge verification Letter and/or RIDEM Alteration Permit?			
(nn) Has the Natural Heritage Survey been checked for rare and endangered plants and animals and has a note been provided declaring such?			
(oo) Are the locations of any environmental hazards identified or a note provided that none are present? (in certain cases, a certificate from an environmental engineer may be required)			
(pp) Are all cemetery boundaries and associated buffers identified?			
(qq) For Planned Districts - Has appropriate additional information been included?			
(rr) Is a legend for all abbreviations and symbols provided?			
(ss) Has a truck circulation plan been provided with loading/drop-off areas identified?			
(tt) Has a conceptual Landscape/Buffer plan been provided?			

*Staff encourages submitting comments or correspondence from outside agencies (RIDOT, RIHPHC, etc.) as available/applicable.*

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**MINOR SUBDIVISION**  
**PRELIMINARY PLAN CHECKLIST**

NAME OF PLAT: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Please verify applicability of items during the pre-application phase.

In addition to paper copies, ALL application documents must be submitted in digital/electronic format.

ITEM	YES	N/A	NO
<b><u>Required Application Documents:</u></b> (Submit 1 paper copy unless stipulated otherwise)			
(a) Is the Application form completed and signed? (original signed version)			
(b) Has the Filing Fee (\$300 + \$35 / Unit*) been submitted? (*refer to the Cranston Subdivision and Development Regulations p. 12 for how units are assessed and for other fee information)			
(c) Has a check made out to Beacon Communications for the advertising fees been submitted? (amount TBD at time of application)			
(d) Have Municipal Lien Certificates (MLCs) been filed for all applicable lots? (MLCs submitted within the last 6 months will satisfy this requirement)			
(e) Has a radius map and mailing list of property owners within 100' of site submitted? (for notification)			
(f) Has a narrative text addressing site suitability, identification of problem areas & solutions, soil qualities, drainage, land dedications (streets, detention basins, open space, etc.), deed restrictions, easements and covenants been submitted?			
(g) Has proof of registration for the Land Surveyor and Engineer from a State Board of Registration been provided?			
(h) Has a site suitability/soils analysis been submitted? (3 copies)			
(i) Has a drainage report/analysis been submitted? (3 copies)			
(j) Has City Engineer memo of approval and performance guarantee amount been submitted? (this may be submitted separately prior to public hearing)			
(k) Have notification and copies of the subdivision been sent to public utilities, US Postal Service, and 911 system? (Provide a copy of letters/correspondence sent)			
(l) Have draft HOA documents been submitted? (3 copies)			
<b><u>Are the following permits/approvals attached?</u></b>			
(a) RIDOT – Physical Alteration Permit			
(b) CRMC Assent			
(c) RIDEM - OWTS			
(d) RIDEM - Wetlands			
(e) U.S. Army Corps of Engineers - Wetland			
(f) Conformance with Scituate Reservoir Watershed Management Plan			
(g) RIHPHC – for potential historic/archeological significant sites			
(h) Water Supply Board availability letter			
(i) Veolia Water approval for public sewer			

<b>ITEM</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>
<b><u>PRELIMINARY PLAN REQUIREMENTS</u></b>			
<b><u>Number of copies to be submitted:</u></b>			
(a) (9) plan sets at 24"x 36"			
(b) (2) plan sets at 11" x 17"			
<b><u>Items to be incorporated in the Preliminary Plan:</u></b>			
(a) Is the name of plat clearly indicated? (properly cited if replat of existing plat)			
(b) Is the plan identified as a Preliminary Plan?			
(c) Are the names of all applicable owners of record provided?			
(d) Are all revision dates provided?			
(e) Is the plan classified as a Class 1 boundary survey? (Class 4 will be accepted for lot mergers)			
(f) Is the name, stamp and signature of the surveyor provided?			
(g) Is the name, stamp and signature of the engineer provided?			
(h) Is a north arrow provided? (denote True North or Magnetic North)			
(i) Is a scale provided and is the plan accurate to the scale?			
(j) Is a vicinity map / locus map provided?			
(k) Is the zoning district(s) of the parcel(s) provided and are the general requirements of applicable zoning districts denoted? (setbacks, frontage, min. lot area, & max lot coverage)			
(l) Are the names of the abutting property owners & zoning districts shown?			
(m) Are notes provided referencing any previous zoning relief including conditions of approval?			
(n) Are notes provided referencing any relief to be required/requested from the Zoning Board of Review?			
(o) Are 2' topo lines provided and 10' topo lines provided in bold?			
(p) Is the plat boundary outlined in bold?			
(q) Are primary control points shown? (at least one must be shown)			
(r) Are the locations of all permanent monuments shown? (at least 2 must be set or recovered for residential surveys less than 1 acre); (not less than 3 must be set or recovered for residential surveys more than 1 acre and all non-residential projects)			
(s) Are all lots numbered or lettered?			
(t) Is there a phasing plan which is clearly denoted?			
(u) Is the total area of the existing plat and all proposed lot areas and open space provided?			
(v) Is the total <b>UPLAND</b> area (land area excluding wetlands) of the existing plat and all proposed lot areas provided?			
(w) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(x) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(y) For lots with multiple fronts, is the primary frontage identified?			
(z) Are all existing and proposed streets labeled and right-of-way dimensions provided?			

ITEM	YES	N/A	NO
(aa) Are the plan and profile of new roadways including location and size of existing and proposed water, storm drain and sewer lines on plat and adjacent properties shown?			
(bb) Is a street index with all applicable street names provided?			
(cc) Are all land area(s) to be dedicated for public use or granted for the use of residents identified?			
(dd) Are soil types and locations of percolation tests denoted?			
(ee) Are all existing improvements shown (buildings, paved areas, accessory structures, fences, retaining walls, etc.)?			
(ff) For structures encroaching into building setbacks, are dimensions to nearest lot lines provided?			
(gg) Other Existing Conditions: Location of natural & man-made features, including rock outcrop, wooded areas, structures, embankments or retaining walls, railroads, power lines, underground storage tanks, or any physical feature that may have an influence on the development of this plat?			
(hh) Have LOD and/or limits of tree removal been delineated?			
(ii) Are flood hazard zones, FIRM Map Panel Numbers, and base flood elevation provided?			
(jj) Are notes provided with the names of abutting record plats?			
(kk) Are existing and proposed easements, including width and purpose, identified and denoted as necessary?			
(ll) Has the proposed drainage pattern been identified?			
(mm) Are surface water detention facilities shown?			
(nn) Are the RIDEM verified wetland edges and buffers/setbacks shown?			
(oo) Is a note provided referencing the RIDEM wetland edge verification Letter and/or RIDEM Alteration Permit?			
(pp) Has the Natural Heritage Survey been checked for rare and endangered plants and animals and has a note been provided declaring such?			
(qq) Are the locations of any environmental hazards identified or a note provided that none are present? (in certain cases, a certificate from an environmental engineer may be required)			
(rr) Where hazards exist, are appropriate federal, state and local agency approvals submitted and are notes provided referring to said approvals?			
(ss) Are all cemetery boundaries and associated buffers identified?			
(tt) Is a legend for all abbreviations and symbols provided?			
(xx) Has a truck circulation plan with loading areas been provided?			
(vv) Has a Landscape/Buffer plan been provided?			
(ww) Is the name, stamp and signature of the landscape architect provided?			
(xx) For Planned Districts - Has appropriate additional information submitted or shown?			

*Please be aware that there may be a stenographer fee to be assessed for the public hearing.*

***Staff encourages plans be submitted via email for a preliminary review prior to printing full plan sets for submittal. This is not required, but offered as a courtesy to potentially reduce printing costs should revisions be required.***

# MAJOR SUBDIVISION & MAJOR LAND DEVELOPMENT PRELIMINARY PLAN CHECKLIST

NAME OF PLAT: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Please verify applicability of items during the master plan phase.

In addition to paper copies, ALL application documents must be submitted in digital/electronic format.

ITEM	YES	N/A	NO
<b><u>Required Application Documents:</u></b> (Submit 1 paper copy unless stipulated otherwise)			
(a) Is the Application form completed and signed? (original signed version)			
(b) Has the Filing Fee (\$500 + \$75 / Unit*) been submitted? (*refer to the Cranston Subdivision and Development Regulations p. 12 for how units are assessed and for other fee information)			
(c) Has a check made out to Beacon Communications for the advertising fees been submitted? (amount TBD at time of application)			
(d) Have Municipal Lien Certificates (MLCs) been filed for all applicable lots? (MLCs submitted within the last 6 months will satisfy this requirement)			
(e) Has a radius map and mailing list of property owners within 100' of site submitted? (for notification)			
(f) Has a narrative text addressing site suitability, identification of problem areas & solutions, soil qualities, drainage, land dedications (streets, detention basins, open space, etc.), deed restrictions, easements & covenants been submitted?			
(g) Has proof of registration for the Land Surveyor and Engineer from a State Board of Registration been provided?			
(h) Has a site suitability/soils analysis been submitted? (3 copies)			
(i) Has a drainage report/analysis been submitted? (3 copies)			
(j) Has City Engineer memo of approval and performance guarantee amount been submitted? (this may be submitted separately prior to public hearing)			
(k) Have notification and copies of the subdivision been sent to public utilities, US Postal Service, and 911 system? (Provide a copy of letters/correspondence sent)			
(l) Have draft HOA documents been submitted? (3 copies)			
(m) Is the preliminary plan in compliance with all conditions of the master plan approval? (provide documentation as applicable)			
<b><u>Are the following permits/approvals attached?</u></b>			
(a) RIDOT – Physical Alteration Permit			
(b) CRMC Assent			
(c) RIDEM - OWTS			
(d) RIDEM - Wetlands			
(e) U.S. Army Corps of Engineers - Wetland			
(f) Conformance with Scituate Reservoir Watershed Management Plan			
(g) RIHPHC – for potential historic/archeological significant sites			
(h) Water Supply Board availability letter			
(i) Veolia Water approval for public sewer			

<b>ITEM</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>
<b><u>PRELIMINARY PLAN REQUIREMENTS</u></b>			
<b><u>Number of copies to be submitted:</u></b>			
(a) (9) plan sets at 24"x 36"			
(b) (2) plan sets at 11" x 17"			
<b><u>Items to be incorporated in the Preliminary Plan:</u></b>			
(a) Is the name of plat clearly indicated? (properly cited if replat of existing plat)			
(b) Is the plan identified as a Preliminary Plan?			
(c) Are the names of all applicable owners of record provided?			
(d) Are all revision dates provided?			
(e) Is the plan classified as a Class 1 boundary survey? (Class 4 will be accepted for lot mergers)			
(f) Is the name, stamp and signature of the surveyor provided?			
(g) Is the name, stamp and signature of the engineer provided?			
(h) Is a north arrow provided? (denote True North or Magnetic North)			
(i) Is a scale provided and is the plan accurate to the scale?			
(j) Is a vicinity map / locus map provided?			
(k) Is the zoning district(s) of the parcel(s) provided and are the general requirements of applicable zoning districts denoted? (setbacks, frontage, min. lot area, & max lot coverage)			
(l) Are the names of the abutting property owners & zoning districts shown?			
(m) Are notes provided referencing any previous zoning relief including dates and conditions of approval?			
(n) Are notes provided referencing any relief to be required/requested from the Zoning Board of Review as part of this project?			
(o) Are 2' topo lines provided and 10' topo lines provided in bold?			
(p) Is the plat boundary outlined in bold?			
(q) Are primary control points shown? (at least one must be shown)			
(r) Are the locations of all permanent monuments shown? (at least 2 must be set or recovered for residential surveys less than 1 acre); (not less than 3 must be set or recovered for residential surveys more than 1 acre and all non-residential projects)			
(s) Are all lots numbered or lettered?			
(t) Is there a phasing plan which is clearly denoted?			
(u) Is the total area of the existing plat and all proposed lot areas and open space provided?			
(v) Is the total <b>UPLAND</b> area (land area excluding wetlands) of the existing plat and all proposed lot areas provided?			
(w) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(x) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(y) For lots with multiple fronts, is the primary frontage identified?			
(z) Are all existing and proposed streets labeled and right-of-way dimensions provided?			

ITEM	YES	N/A	NO
(aa) Are the plan and profile of new roadways including location and size of existing and proposed water, storm drain and sewer lines on plat and adjacent properties shown?			
(bb) Is a street index with all applicable street names provided?			
(cc) Are all land area(s) to be dedicated for public use or granted for the use of residents identified?			
(dd) Are soil types and locations of percolation tests denoted?			
(ee) Are all existing improvements shown (buildings, paved areas, accessory structures, fences, retaining walls, etc.)?			
(ff) For structures encroaching into building setbacks, are dimensions to nearest lot lines provided?			
(gg) Other Existing Conditions: Location of natural & man-made features, including rock outcrop, wooded areas, structures, embankments or retaining walls, railroads, power lines, underground storage tanks, or any physical feature that may have an influence on the development of this plat?			
(hh) Have LOD and/or limits of tree removal been delineated?			
(ii) Are flood hazard zones, FIRM Map Panel Numbers, and base flood elevation provided?			
(jj) Are notes provided with the names of abutting record plats?			
(kk) Are existing and proposed easements, including width and purpose, identified and denoted as necessary?			
(ll) Has the proposed drainage pattern been identified?			
(mm) Are surface water detention facilities shown?			
(nn) Are the RIDEM verified wetland edges and buffers/setbacks shown?			
(oo) Is a note provided referencing the RIDEM wetland edge verification Letter and/or RIDEM Alteration Permit?			
(pp) Has the Natural Heritage Survey been checked for rare and endangered plants and animals and has a note been provided declaring such?			
(qq) Are the locations of any environmental hazards identified or a note provided that none are present? (in certain cases, a certificate from an environmental engineer may be required)			
(rr) Where hazards exist, are appropriate federal, state and local agency approvals submitted and are notes provided referring to said approvals?			
(ss) Are all cemetery boundaries and associated buffers identified?			
(tt) For Planned Districts - Has appropriate additional information been included?			
(uu) Is a legend for all abbreviations and symbols provided?			
(vv) Has a truck circulation plan with loading areas been provided?			
(ww) Has a Landscape/Buffer plan been provided?			
(xx) Is the name, stamp and signature of the landscape architect provided?			

*Please be aware that there may be a stenographer fee to be assessed for the public hearing.*

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**MINOR SUBDIVISION**  
**FINAL PLAN CHECKLIST**

NAME OF PLAT: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_

Please verify applicability of items during the preliminary plan phase.

In addition to paper copies, ALL application documents must be submitted in digital/electronic format.

ITEM	YES	N/A	NO
<b><u>Required Application Documents:</u></b>			
(a) Is the Application form completed and signed? (original signed version)			
(b) Has the Filing Fee been submitted? (\$200 + \$35 / Unit*) (*refer to the Cranston Subdivision and Development Regulations p. 12 for how units are assessed and for other fee information)			
(c) Have impact fees been submitted? (Eastern Cranston - \$593.46/dwelling unit, Western Cranston - \$1,389.50 / dwelling unit)			
(d) Have tax certificates (MLCs) been filed for all applicable lots? (MLCs submitted within the last 6 months will satisfy this requirement)			
(e) Have finalized site suitability / soils analysis been submitted? (only applicable if conditioned / stipulated with prelim plan approval)			
(f) Have finalized drainage analysis been submitted? (only applicable if conditioned /stipulated with prelim plan approval)			
(g) Have easement deed(s) been drawn and submitted?			
(h) Have street deeds been drawn and submitted? (quit claim deed)			
(i) Have detention basin deeds been drawn and submitted? (quit claim deed)			
(j) Have final HOA documents been submitted?			
(k) Has a draft performance guarantee been submitted? (the final bond will be required at the time of recording)			
(l) Is the final plan in compliance with all conditions of the preliminary plan approval? (provide documentation as applicable)			
<b><u>FINAL PLAN REQUIREMENTS</u></b>			
<b><u>Number of copies to be submitted:</u></b>			
(a) 1 Mylar of the <b>Record Plan</b> only (24"x 36")			
(b) 6 Paper copies of the <b>Record Plan</b> only (24"x 36")			
(c) 3 Paper copies of the <b>full plan set</b> (24"x 36") with supporting materials			
<b><u>Items to be incorporated in the Final Plan:</u></b>			
(a) Is the name of plat clearly indicated? (properly cited if replat of existing plat)			
(b) Is the plan set labeled as a Final Plan and the Record Plan identified?			
(c) Are the names of all applicable owners of record provided?			
(d) Are all revision dates provided?			
(e) Is the plan classified as a Class 1 boundary survey? (Class 4 will be accepted for lot mergers)			

ITEM	YES	N/A	NO
(f) Is the name, stamp and signature of the surveyor provided?			
(g) Is the name, stamp and signature of the engineer provided?			
(h) Is a north arrow provided? (denote True North or Magnetic North)			
(i) Is a scale provided and is the plan accurate to the scale?			
(j) Is a vicinity map / locus map provided?			
(k) Is the zoning district(s) of the parcel(s) provided and are the general requirements of applicable zoning districts denoted? (setbacks, frontage, min. lot area, & max lot coverage)			
(l) Are the names of the abutting property owners & abutting zoning districts shown?			
(m) Are notes provided referencing any <i>previous</i> zoning relief including dates and conditions of approval?			
(n) Are notes provided referencing any relief required/granted by the Zoning Board of Review as part of this project?			
(o) Are 2' topography lines provided and 10' topography lines provided in bold?			
(p) Is the plat boundary outlined in bold?			
(q) Are primary control points shown? (at least one must be shown)			
(r) Are the locations of all permanent monuments shown? (at least 2 must be set or recovered for residential surveys less than 1 acre); (not less than 3 must be set or recovered for residential surveys more than 1 acre and all non-residential projects)			
(s) Are all lots numbered or lettered?			
(t) Is there a phasing plan which is clearly denoted?			
(u) Is the total area of the existing plat and all proposed lot areas and open space provided?			
(v) Is the total <b>UPLAND</b> area (land area excluding wetlands) of the existing plat and all proposed lot areas provided?			
(w) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(x) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(y) For lots with multiple fronts, is the primary frontage identified?			
(z) Are all existing and proposed streets labeled and right-of-way dimensions provided?			
(aa) Are the plan and profile of new roadways including location and size of existing and proposed water, storm drain and sewer lines on plat and adjacent properties shown?			
(bb) Is a street index with all applicable street names provided?			
(cc) Are all land area(s) to be dedicated for public use or granted for the use of residents identified?			
(dd) Are soil types and locations of percolation tests denoted?			
(ee) Are all existing improvements shown (buildings, paved areas, accessory structures, fences, retaining walls, etc.)?			

ITEM	YES	N/A	NO
(ff) For structures encroaching into building setbacks, are dimensions to nearest lot lines provided?			
(gg) Are flood hazard zones, FIRM Map Panel Numbers, and base flood elevation provided?			
(hh) Other Existing Conditions: Location of natural and man-made features, including rock outcrop, wooded areas, existing structures, embankments or retaining walls, railroads, power lines, underground storage tanks, or any physical feature that may have an influence on the development of this plat?			
(ii) Have LOD and/or limits of tree removal been delineated?			
(jj) Are notes provided with the names of abutting record plats?			
(kk) Are existing and proposed easements, including width and purpose, identified and denoted as necessary?			
(ll) Has the proposed drainage pattern been identified?			
(mm) Are surface water detention facilities shown?			
(nn) Are the RIDEM verified wetland edges and buffers/setbacks shown?			
(oo) Is a note provided referencing the RIDEM wetland edge verification Letter and/or RIDEM Alteration Permit?			
(pp) Has the Natural Heritage Survey been checked for rare and endangered plants and animals and has a note been provided declaring such?			
(qq) Are the locations of any environmental hazards identified or a note provided that none are present? (in certain cases, a certificate from an environmental engineer may be required)			
(rr) In cases where hazards exist, are appropriate federal, state and local agency approvals submitted and are notes provided referring to said approvals?			
(ss) Are all cemetery boundaries and associated buffers identified?			
(tt) For Planned Districts - Is appropriate additional information submitted or shown?			
(uu) Is a legend for all abbreviations and symbols provided?			
(vv) Has a truck circulation plan been provided with loading/drop-off areas identified?			
(ww) Has a Landscape/Buffer plan been provided?			
(xx) Is the name, stamp and signature of the landscape architect provided?			

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# MAJOR SUBDIVISION & MAJOR LAND DEVELOPMENT FINAL PLAN CHECKLIST

NAME OF PLAT: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Please verify applicability of items during the master plan phase.

In addition to paper copies, ALL application documents must be submitted in digital/electronic format.

ITEM	YES	N/A	NO
<b><u>Required Application Documents:</u></b> (Submit 1 paper copy unless stipulated otherwise)			
(a) Is the Application form completed and signed? (original signed version)			
(b) Has the Filing Fee been submitted? (\$500 + \$75 / Unit*) (*refer to the Cranston Subdivision and Development Regulations p. 12 for how units are assessed and for other fee information)			
(c) Have impact fees been submitted? (Eastern Cranston - \$593.46/dwelling unit, Western Cranston - \$1,389.50 / dwelling unit)			
(d) Have tax certificates (MLCs) been filed for all applicable lots? (MLCs submitted within the last 6 months will satisfy this requirement)			
(e) Have finalized site suitability / soils analysis been submitted? (only applicable if conditioned / stipulated with prelim plan approval)			
(f) Have finalized drainage analysis been submitted? (only applicable if conditioned /stipulated with prelim plan approval)			
(g) Have easement deed(s) been drawn and submitted?			
(h) Have street deeds been drawn and submitted? (quit claim deed)			
(i) Have detention basin deeds been drawn and submitted? (quit claim deed)			
(j) Have final HOA documents been submitted?			
(k) Has a draft performance guarantee been submitted? (the final bond will be required at the time of recording)			
(l) Is the final plan in compliance with all conditions of the preliminary plan approval? (provide documentation as applicable)			
<b><u>FINAL PLAN REQUIREMENTS</u></b>			
<b><u>Number of copies to be submitted:</u></b>			
(a) 1 Mylar of the <b>Record Plan</b> only (24"x 36")			
(b) 6 Paper copies of the <b>Record Plan</b> only (24"x 36")			
(c) 3 Paper copies of the <b>full plan set</b> (24"x 36") with supporting materials			
<b><u>Items to be incorporated in the Final Plan:</u></b>			
(a) Is the name of plat clearly indicated? (properly cited if replat of existing plat)			
(b) Is the plan identified as a Final Plan and the Record Plan identified?			
(c) Are the names of all applicable owners of record provided?			
(d) Are all revision dates provided?			
(e) Is the plan classified as a Class 1 boundary survey? (Class 4 will be accepted for lot mergers)			

ITEM	YES	N/A	NO
(f) Is the name, stamp and signature of the surveyor provided?			
(g) Is the name, stamp and signature of the engineer provided?			
(h) Is a north arrow provided? (denote True North or Magnetic North)			
(i) Is a scale provided and is the plan accurate to the scale?			
(j) Is a vicinity map / locus map provided?			
(k) Is the zoning district(s) of the parcel(s) provided and are the general requirements of applicable zoning districts denoted? (setbacks, frontage, min. lot area, & max lot coverage)			
(l) Are the names of the abutting property owners & abutting zoning districts shown?			
(m) Are notes provided referencing any previous zoning relief including dates and conditions of approval?			
(n) Are notes provided referencing any relief to be required/requested from the Zoning Board of Review as part of this project?			
(o) Are 2' topography lines provided and 10' topography lines provided in bold?			
(p) Is the plat boundary outlined in bold?			
(q) Are primary control points shown? (at least one must be shown)			
(r) Are the locations of all permanent monuments shown? (at least 2 must be set or recovered for residential surveys less than 1 acre); (not less than 3 must be set or recovered for residential surveys more than 1 acre and all non-residential projects)			
(s) Are all lots numbered or lettered?			
(t) Is there a phasing plan which is clearly denoted?			
(u) Is the total area of the existing plat and all proposed lot areas and open space provided?			
(v) Is the total <b>UPLAND</b> area (land area excluding wetlands) of the existing plat and all proposed lot areas provided?			
(w) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(x) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(y) For lots with multiple fronts, is the primary frontage identified?			
(z) Are all existing and proposed streets labeled and right-of-way dimensions provided?			
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(ii) Have limits of disturbance and/or limits of tree removal been delineated?			
(jj) Are notes provided with the names of abutting record plats?			
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(ll) Has the proposed drainage pattern been identified?			
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