



Incorporated 1910

# Administrative Subdivision Checklist

Name of proposed subdivision/development: \_\_\_\_\_

Preparer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Plat and Lot Number(s) of the land being subdivided/developed: \_\_\_\_\_

Date Received / Initials

## **INSTRUCTIONS**

**Digital copies of all submissions are required.** Email initial submission for review to [planning@cranstonri.org](mailto:planning@cranstonri.org) prior to printing documents.

The shaded boxes in the checklist indicate an item is **not** required at a particular stage. If any checklist items are marked not applicable (NA) please explain in the space provided at the end of the section.

For items required at the pre-application stage of review, conceptual design and approximate locations of required checklist items is generally acceptable.

For items required at the final stage of review, engineered design and proposed final locations of required checklist items shall be provided, with certification by registered Professional Engineer or Land Surveyor where required. The City Planning Department can provide further guidance on specific checklist items. See Section IV of the Subdivision Regulations for more details.

*Review Codes are for administrative use: **Item Confirmed – Yes (Y), No (N), Partial (P), or Not Applicable (NA)***

**Please check the applicable stage of review for the submission:**

Stage of Review: ☐ Pre-Application with Staff (PA)  
☐ Final Plan (F)

**A. FORMS AND DOCUMENTS**

A	PA	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.			1 digital copy of all application materials (plans, application, checklist, supporting docs)	
2.			2 paper copies of the plan set (24"x 36")	
3.			\$100 Application Fee (See Table F.)	
4.			All relevant supporting materials as determined during Pre-Application Conference	
Applicant Comments on Required Forms/Documents:				
Reviewer Comments on Required Forms/Documents:				

**B. GENERAL INFORMATION (\*to be provided on plan sheets)**

B	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			*Name of the proposed subdivision project	
2.			*Plat and lot number(s) of land being subdivided	
3.			*Addresses, plat and lot number(s) of abutting properties and names of property owners	
4.			*Address/Location of Subdivision	
5.			Name and address of the applicant(s)	
6.			Name and address of property owner(s)	
7.			*Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans	
8.			*Date of plan preparation and all revision date(s), if any	
9.			*True north arrow and graphic scale	
10.			*Site plan legend (all items displayed on site plans shall be symbolized in a legend)	
11.			*Relevant references to deeds and recorded plans	
12.			*List of sheets contained within the plan set	
13.			*Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	
14.			FEMA Flood Plain Map, show the entire parcel	
15.			Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)	

**C. EXISTING CONDITIONS PLAN(S)**

C	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			General location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial or satellite image depicting the subject parcel	
2.			Certification by a RI Registered Land Surveyor that a perimeter study has been performed and meets a Class I standard for property lines (Class IV accepted for lot mergers) and a Class III standard for topographic and existing conditions information	
3.			District Dimensional Regulations of the subject parcel	

C	PA	F	ELEMENT REQUIRED	REVIEW CODE
4.			Zoning district(s) of the land being subdivided, with zoning boundary lines shown if there is more than one district	
5.			Zoning district(s) of abutting parcels, if different from subject parcels	
6.			Notes on relevant previous zoning relief including conditions of approval	
7.			Boundaries and total area of any land classified as "unsuitable for development"	
8.			Dimensions (incl. straight lines, angles, radii, arcs & angles of curves) & area of subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel	
9.			Locations of primary control points	
10.			Locations of permanent monuments (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)	
11.			Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands <u>OR</u> notation that no wetlands, watercourses, or coastal features are present	
12.			Notation of existing ground cover with approximate location of wooded areas and areas of active agricultural use	
13.			Location of known easements and rights-of-way within or adjacent to the subject parcel(s), including streets, driveways, farm roads, and/or trails that have been in public use	
14.			Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the subdivision parcel(s)	
15.			Provision of street index of all existing streets within or adjacent to the subdivision parcel(s)	
16.			Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the subdivision parcel(s) or on immediately adjacent parcels	
17.			Location of unique and/or historic features within or adjacent to the subdivision parcel(s), including stone walls, historic cemeteries and access, or, if none, a notation indicating such	
18.			Location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such	
19.			Determination if the proposed subdivision lies within any area designated by the town or state for purposes of environmental, natural or cultural resource protection, such as: <ul style="list-style-type: none"> <li>a. Natural Heritage Areas, as defined by RIDEM</li> <li>b. 200' Coastal Buffer / Special Area Management Plan (SAMP) of RI CRMC</li> <li>c. A Groundwater Protection Overlay District</li> <li>d. Wellhead Protection Area</li> <li>e. Groundwater Recharge Area</li> <li>f. Areas within a TMDL watershed, as identified by RIDEM</li> <li>g. An OWTS Critical Resource Area, as defined by RIDEM</li> <li>h. A Drinking Water Supply Watershed, as defined by RIDEM</li> <li>i. National Register of Historic Places</li> <li>j. Cranston Historic District</li> </ul>	
Checklist Item #			Applicant Comments on Required Items:	
Checklist Item #			Reviewer Comments on Required Items:	

**D. PROPOSED CONDITIONS PLAN(S)**

D	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			Proposed lots with dimensions and areas indicated, include all interior lot lines, building setback lines and street lines with dimensions indicated and drawn so as to distinguish them from existing lot line	
2.			Boundaries and total area of any land classified as “unsuitable for development” of proposed parcels	
3.			Any proposed on- and off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, and bicycle paths, include profiles and typical cross-sections	
4.			For lots with multiple frontages, identification primary frontage	
5.			Certification by a RI Registered Professional Engineer	
Checklist Item #		Applicant Comments on Required Items:		
Checklist Item #		Applicant Comments on Required Items:		

**E. SUPPORTING MATERIALS (determined during Pre-Application Conference with staff)**

E	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			Copy of the Deed/Title to the subject parcel, if requested	
2.			Copies of a narrative report or written statement including: <ul style="list-style-type: none"> <li>a. Description of the existing physical environment and existing use(s) of the property;</li> <li>b. Description of the location, use(s), type(s), and density of subdivision proposed;</li> <li>c. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision, including consideration of existing conditions and significant site features;</li> <li>d. Proposed waiver(s) from Subdivision Regulations</li> </ul>	
3.			Copies of all legal documents; legal description of property, proposed easement and rights-of-way, dedications, restrictions or other required legal documents	
4.			Written confirmation or permits from any required federal, state or local agencies	
5.			Municipal Lien Certificate (MLCs) from the Tax Collector dated within 6 months showing taxes are paid and no outstanding municipal liens on the parcel.	
6.			If proposing new physical access or alteration to access to a State right-of-way a letter evidencing the issuance of a RIDOT Physical Alteration Permit	
Checklist Item #		Applicant Comments on Required Items:		
Checklist Item #		Reviewer Comments on Required Items:		

**F. FEES**

F	PA	F		Received?
1.			Administrative Subdivision Application Fee: \$100	
2.			Final Decision Recording Fee (\$49 for each decision + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	
3.			Final Plan Recording Fee (\$49 for plat map + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	

**G. Materials to be submitted after Approval of Final Plan**

G	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			3 paper copies (24"x36") of the record plan	
2.			1 mylar (24"x36") of the record plan for recording	
3.			Decision and Record Plan Recording Fee (see Table F) <sup>1</sup>	
4.			AutoCAD .DWG files compatible with ArcGIS Pro and located in the RI state plane coordinate system that, at a minimum, include parcel lines, zoning lines and dimension annotation	

<sup>1</sup>Final Decision is valid up to 90 days after recording. Vesting becomes permanent once the Record Plan is recorded.

Signature of Applicant or Applicant Representative: \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_

Date of Review: \_\_\_\_\_