

CITY OF CRANSTON – PLANNING DEPARTMENT
ADMINISTRATIVE SUBDIVISION CHECKLIST

Name of Plat: _____ Date: _____

Owner(s) _____
(All owners of record must be listed)

Address & Tel No. _____

Surveyor: _____
Name, Address & Telephone No.

Engineer: _____
Name, Address & Telephone No.

ITEM	YES/NA	NO
Filing fee submitted? (\$100)		
Application signed?		
Number of Copies: Initial Submission: 2 Paper Copies; After Approval: 2 Mylars & 4 Paper Copies		
Size of Sheet: (18 x 24) or other standard size		
CONTENTS OF PLAN		
Name of Plat (properly cited as “replat of xyz plat”)		
Name of owner(s) of record shown		
Stamp and signature of registered land surveyor		
Stamp and signature of registered engineer if applicable		
Date, scale and north arrow (with notation as to its reference)		
Classification of survey		
Plat boundary outline (color or bold shading)		
Primary control (or survey origin) point(s) (at least one must be shown)		
Location of all 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)		
Are lots numbered and all areas shown?		

Are all dimensions shown?		
Are all straight lines, angles, radii, arcs and central angles of curves denoted?		
Is zoning district of parcel and abutting parcels shown?		
Are name of record plat, record lot number and plat card number shown?		
Are record lots shown in dotted lines?		
Are all lines, rights-of-way widths, names of proposed streets, cemeteries, lines of all streets on adjoining land and other open spaces intended to be dedicated for public use or granted for the use of inhabitants shown?		
FEMA flood hazard zone, base flood elevation & community panel no. * Flood plain boundary line must be shown if the property contains any part of a flood plain.		
Are all easements shown?		
Are all abutting property owners and/or abutting record plats shown?		
Vicinity map provided?		
Legend for all abbreviations and symbols provided?		
Is a street index reference listed in a separate box?		
ACCOMPANYING CERTIFICATES, STATEMENTS & PERMITS		
Tax Certificates – Applicant must obtain Municipal Lien Certificate for each lot from Tax Collector’s Office. Please allow 1 week for processing. (\$25.00 per lot).		
Easement deeds – please submit to Planning Department for review prior to recording.		
RIDOT Physical Alteration Permit		
CRMC Assent		
RIDEM – ISDS		
RIDEM – Wetlands		
US Army Corps of Engineers – Wetlands		
Other applicable permits should be included if not listed above.		