



Incorporated 1910

Administrative Subdivision Application

Please complete all areas of this application in black or blue ink. Submit the completed application to the Cranston Planning Department *together* with all required and supporting documents and materials. Illegible or incomplete applications will not be reviewed.

Project Info

Project Info

Project Name: _____
Assessor's Plat(s): _____ Assessor's Lot(s): _____
Project Address: _____

Contact Information

Applicant

Name: _____
Address: _____
Phone: _____ Email: _____

Property Owner(s) (All owners of record must be included for all lots involved)

Name: _____
Address: _____
Phone: _____ Email: _____
Name: _____
Address: _____
Phone: _____ Email: _____

(If there are more owners please submit an addendum with this application form)

Contact Information

Attorney (If applicable)

Name: _____

Address: _____

Phone: _____ Email: _____

Land Surveyor

Name: _____

Address: _____

Phone: _____ Email: _____

Certification

Owner/Applicant Signature

I/we hereby certify that I/we own the subject property and seek an Administrative Subdivision as drafted in the accompanying plans.

Applicant Name & Title (please print) **Applicant Signature**

Date: _____

Owner Name (if different than above) (please print) **Owner Signature**

Date: _____

Owner Name (please print) **Owner Signature**

Date: _____

(If there are more owners please submit an addendum with this application form)

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
<u>Required Application Documents:</u> (Submit 1 paper copy unless stipulated otherwise)			
(a) Is the application completed and signed by all owners? (original version)			
(b) Has the Filing Fee (\$100) been submitted?			
(c) Have Municipal Lien Certificates (MLCs) been filed for all lots?			
<u>PLAN REQUIREMENTS</u>			
<u>Number of copies to be submitted:</u>			
(a) 1 Mylar of the Record Plan (24"x 36")			
(b) 6 Paper copies of the Record Plan (24"x 36")			
<u>Items to be incorporated in the plan:</u>			
(a) Is the name of plat clearly indicated? (properly cited if replat of existing plat)			
(b) Is the plan identified as an Administrative Subdivision Record 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 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 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 lot lines to be removed clearly labeled and shown as dashed lines?			
(n) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(o) Are primary control points shown? (at least one must be shown)			
(p) 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)			
(q) Are all lots numbered or lettered?			
(r) Are all existing streets labeled and right-of-way dimensions provided?			
(s) Is a street index with all applicable street names provided?			
(t) Is the total area of the existing and proposed lot areas provided?			

(u) Are the RIDEM verified wetland edges and buffers/setbacks shown?			
(v) Is the total UPLAND area (land area excluding wetlands) of the existing and all proposed lot areas provided?			
(w) 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)			
(x) Are notes provided referencing any previous zoning relief including conditions of approval?			
(y) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(z) For lots with multiple fronts, is the primary frontage identified?			
(aa) Are all existing improvements shown (buildings, paved areas, accessory structures, fences, retaining walls, etc.)?			
(bb) For structures encroaching into building setbacks, are dimensions to nearest lot lines provided?			
(cc) 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?			
(dd) Are flood hazard zones, FIRM Map Panel Numbers, and base flood elevation provided?			
(ee) Are existing and proposed easements, including width and purpose, identified and denoted as necessary?			
(ff) Are all cemetery boundaries and associated buffers identified?			
(gg) Is a legend for all abbreviations and symbols provided?			

Staff encourages plans be submitted via emailed 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.