



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: _____

INSTRUCTIONS

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 if needed.

A pre-application meeting with staff is optional but highly encouraged to determine exceptions to required checklist items. Conceptual design and approximate locations of checklist items at pre-application are 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.

Lot mergers to Class IV standards may omit checklist items in Section B that are beyond the details required by a Class IV survey.

See Section IV of the Subdivision and Land Development Regulations for more details.

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

Check if requesting any of the following:

☐ Zoning variance (Unified Development Review)

☐ Zoning modification

☐ Waiver(s) from Subdivision Regulations

A. FORMS AND DOCUMENTS

A	AS	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.		1 digital copy of all application materials	
2.		Municipal Lien Certificate (MLCs) from the Tax Collector dated within 6 months showing taxes are paid and no outstanding municipal liens on the parcel.	
3.		\$125 -Filing Fee (See Table D.)	
4.		If requesting zoning variance or modification: Certified Radius Package from Tax Assessor's Office (map and mailing list for abutter notices) – dated within 90 days	
5.		All relevant supporting materials as determined during Pre-Application Conference	
Checklist Item #		Applicant Comments on Required Forms/Documents:	
Checklist Item #		Reviewer Comments on Required Forms/Documents:	

B. Subdivision Plan(s)

B	AS	ELEMENT REQUIRED	REVIEW CODE
1.		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	
2.		Name of the proposed subdivision project	
3.		Plat and lot number(s) of land being subdivided	
4.		Addresses, plat and lot number(s) of abutting properties and names of property owners	
5.		Address/Location of Subdivision	
6.		Name and address of the applicant(s)	
7.		Name and address of property owner(s)	
8.		Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans	
9.		Date of plan preparation and all revision date(s), if any	
10.		True north arrow and graphic scale	
11.		Site plan legend (all items displayed on site plans shall be symbolized in a legend)	
12.		Relevant references to deeds and recorded plans	
13.		List of sheets contained within the plan set	
14.		Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	
15.		FEMA Flood Plain Map and Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)	
16.		District Dimensional Regulations of the subject parcel	
17.		Zoning district(s) of the land being subdivided, with zoning boundary lines shown if there is more than one district	
18.		Zoning district(s) of abutting parcels, if different from subject parcels	
19.		Notes on relevant previous zoning relief including conditions of approval	

B	AS	ELEMENT REQUIRED	REVIEW CODE
20.		Dimensions (incl. straight lines, angles, radii, arcs & angles of curves) & area of subject parcel(s), and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel	
21.		Locations of primary control points	
22.		Locations of existing and proposed 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)	
23.		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	
24.		Notation of existing ground cover with approximate location of wooded areas and areas of active agricultural use	
25.		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	
26.		Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the subdivision parcel(s)	
27.		Provision of street index of all existing streets within or adjacent to the subdivision parcel(s)	
28.		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	
29.		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	
30.		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: a. Natural Heritage Areas, as defined by RIDEM b. 200' Coastal Buffer / Special Area Management Plan (SAMP) of RI CRMC c. A Groundwater Protection Overlay District d. Wellhead Protection Area e. Groundwater Recharge Area f. Areas within a TMDL watershed, as identified by RIDEM g. An OWTS Critical Resource Area, as defined by RIDEM h. A Drinking Water Supply Watershed, as defined by RIDEM i. National Register of Historic Places and Cranston Historic Districts	
31.		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	
32.		Boundaries and total area of any land classified as "unsuitable for development" of proposed parcels	
33.		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	
34.		For lots with multiple frontages, identification primary frontage	
Checklist Item #		Applicant Comments on Required Items:	
Checklist Item #		Reviewer Comments on Required Items:	

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

C	AS	ELEMENT REQUIRED	REVIEW CODE
1.		Copies of a narrative report or written statement which includes: <u>a.</u> A description of the existing physical environment and existing use(s) of the property; <u>b.</u> A general description of proposed subdivision; <u>c.</u> Additional materials <u>as needed may be submitted</u> that illustrate the approach utilized in designing the proposed subdivision, including consideration of existing conditions and significant site features; <u>d.</u> Proposed waiver(s) from Subdivision Regulations; <u>e.</u> Proposed zoning relief citing relevant sections of the Zoning Ordinance AND provide evidence towards each of the required findings.	
2.		Copies of all legal documents; legal description of property, draft deeds, proposed easement and rights-of-way, dedications, restrictions or other required legal documents	
3.		Written confirmation or permits from any required federal, state or local agencies (such as RIDOT Physical Alteration Permit)	
Checklist Item #		Applicant Comments on Required Items:	
Checklist Item #		Reviewer Comments on Required Items:	

D. FEES

Payment only via checks made out to "City of Cranston"

D	AS		Received?
1.		<u>Filing Fee: Administrative Review: \$150</u> <u>City Plan Commission Review (UDR): \$250</u>	
2.		<u>400' Radius Package: \$150 (only required when zoning relief is requested)</u>	
34.		<u>For public hearings: Beacon Communications advertising fee (determined after advertising, paid directly to Beacon Communications)</u>	
<u>Fees Submitted AFTER approval</u>			
54.		Final Decision Recording Fee (\$49 for each decision + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	
65.		Final Plan Recording Fee (\$49 for plat map + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	
<u>Other City fees that may be charged for Building Permit (paid on OpenGov)</u>			
6.		<u>Sewer Connection Fee (Cranston Code CH. 13.08, Art. III, Sec.13.08.100, E)</u>	

E. Materials to be submitted prior to recording

E	ELEMENT REQUIRED	REVIEW CODE
1.	2 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 D) ¹	
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	

¹ 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: _____