

**TIVERTON PLANNING BOARD  
CHECKLIST FOR MINOR SUBDIVISION FINAL PLAN**

This checklist is furnished by the Planning Board to assist in the application for approval of a Minor Subdivision Final Plan. It does not relieve the applicant of the responsibility to review and comply with all applicable regulations in the Tiverton Town Code.

12- 24 x 36 inch set of plans

12- Paper copies of all supporting items

Electronic set of plans and all supporting items (or as directed by the Administrative Officer)

\_\_\_\_\_ Application Cover Sheet, Attachment 11

\_\_\_\_\_ Current filing fee: \$ \_\_\_\_\_

\_\_\_\_\_ Current escrow: \$ \_\_\_\_\_

\_\_\_\_\_ A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent.

Final plans, stamped and signed by a Professional Land Surveyor and/or licensed Professional Engineer in the State of Rhode Island, of the subject parcel showing the following information (“NA” if Not Applicable and explain reason for exemption):

EXISTING CONDITIONS

1. \_\_\_\_\_ A general location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial photograph or satellite image clearly depicting the subject parcel
2. \_\_\_\_\_ Name of the proposed subdivision indicated in the Title Block
3. \_\_\_\_\_ Name and address of the property owner(s) and applicant(s)
4. \_\_\_\_\_ Copy of the Deed/Title to the subject parcel, if requested
5. \_\_\_\_\_ Name, address and telephone number of the engineer and/or land surveyor
6. \_\_\_\_\_ Assessors Plat and Lot number(s) of the parcel being developed or subdivided
7. \_\_\_\_\_ Date of plan preparation, with all revision date(s)
8. \_\_\_\_\_ Relevant references to deeds and recorded plans
9. \_\_\_\_\_ Purpose statement

10. \_\_\_\_\_ True north arrow, and graphic scale (minimum of 1 inch = 100 feet)
11. \_\_\_\_\_ Names, addresses and Plat/Lot identified of abutting property owners within 200' of the subject parcel
12. \_\_\_\_\_ Plan legend depicting/explaining all symbols
13. \_\_\_\_\_ Class I survey, stamped and signed by a Professional Land Surveyor, include at least one (1) boundary Geo-reference point
14. \_\_\_\_\_ Location of existing and proposed permanent boundary markers
15. \_\_\_\_\_ Zoning District(s) of the parcel being subdivided, with zoning boundary lines shown if there is more than one district
16. \_\_\_\_\_ District Dimensional Regulations for the subject parcel
17. \_\_\_\_\_ Density calculations based upon the exclusion of unsuitable land from the total land area and the resulting total number of units allowed by right
18. \_\_\_\_\_ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel
19. \_\_\_\_\_ Identify all items from the Site Analysis, Attachment 3 if required (includes Items 20-28)
20. \_\_\_\_\_ Existing contours at intervals of two feet (interpolation to 5' from U.S. Geodetic 10' data may be acceptable)
21. \_\_\_\_\_ Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)
22. \_\_\_\_\_ The FEMA Flood Plain Map, show the entire parcel
23. Show or provide a statement if the parcel contains:
  - \_\_\_\_\_ A Wellhead Protection Area
  - \_\_\_\_\_ A Groundwater Recharge Area
24. \_\_\_\_\_ Soils map of the subject parcel
25. \_\_\_\_\_ Location of Phase III Remediation Plan area, if required by RIDEM
26. \_\_\_\_\_ Location of wooded areas and areas of active agricultural use

27. \_\_\_\_\_ Location of verified wetland boundaries and buffer, watercourses or coastal features within the subject parcel or within 200 feet of the perimeter of the parcel
28. \_\_\_\_\_ Identify if the proposed development or subdivision lies within the Watershed Protection Overlay District(s), or any other area designated by the town or state for purposes of environmental protection or natural or cultural resource protection
29. \_\_\_\_\_ Location, width, classification and names of existing public, private and paper streets within and adjacent to the subject parcel
30. \_\_\_\_\_ Location and approximate size of all existing buildings or significant above ground structures, include stone walls on the subject parcel
31. \_\_\_\_\_ Location and dimensions of all existing utilities within or adjacent to the subject parcel, include gas, electric, water/wells, sewer/OWTS and stormwater drainage facilities
32. \_\_\_\_\_ Location of any unique and/or historic features, within or adjacent to the subject parcel, include historic cemeteries and access

#### PROPOSED

33. \_\_\_\_\_ Conditions of Preliminary Plan approval have been satisfied/documents received
34. \_\_\_\_\_ Written Decision of the Zoning Board of Review, if relief is required and noted on the plan
35. \_\_\_\_\_ Final report or comments from the applicable water authority prior to Final Plan approval that it can provide water service connection with adequate volume and pressure to the subject parcel
36. \_\_\_\_\_ Final report or comments from the Fire Department prior to Final Plan approval that the water service connection has adequate water volume and pressure to ensure public safety, and proposed street names have been approved
37. \_\_\_\_\_ Final report or comments from the Director of Public Works or designee prior to Final Plan approval on stormwater control design and street design
38. \_\_\_\_\_ Final report or comments from the Tiverton Wastewater District prior to Final Plan approval that they have accepted the proposed sewer project
39. \_\_\_\_\_ Final report or comments from the Director of Public Works prior to Final Plan approval that for any connection to or construction work within a town road or other right-of-way required, is approvable
40. \_\_\_\_\_ A Physical Alteration Permit issued by RIDOT for any connection to or construction work within a state highway or other right-of-way is provided

41. \_\_\_\_\_ Written confirmation and/or permits from any additional required federal, state or local agencies
42. \_\_\_\_\_ 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 lines and streets
43. \_\_\_\_\_ Proposed structures with dimensions or area indicated, include all accessory structures and total lot coverage
44. \_\_\_\_\_ Final grading plan stamped by a licensed Professional Engineer in sufficient detail to show contours for all on and off-site street construction and drainage facilities for individual house lots
45. \_\_\_\_\_ Final Soil Erosion and Sediment Control Plan
46. \_\_\_\_\_ Final drainage plan stamped by a licensed Professional Engineer; include profiles, drainage calculations and the extension of existing stormwater lines and on-site drainage facilities
47. \_\_\_\_\_ Final plans, profiles and cross-sections of each street or street extension, include typical cross-sections and paved areas delineated on the appropriate plans, include all pedestrian facilities
48. \_\_\_\_\_ Location, type and dimensions of proposed easements and rights-of-way within the subject parcel
49. \_\_\_\_\_ Location and dimensions/area of any land proposed to be set aside as open space or to be conveyed to the Town of Tiverton for public purposes
50. \_\_\_\_\_ Final utilities plan stamped by a licensed Professional Engineer; include the extension and location of gas, electric, water/wells, sewer/OWTS, signage or other proposed utilities as applicable  
Streetlights shall be reviewed and approved in accordance with Section 23-58(b)  
  
***Note:** Developer will be required to prepay to the Town Clerk all costs for streetlight acquisition and installation as well as the estimated electrical bill for 36 months of usage prior to Final Plan recording*
51. \_\_\_\_\_ Final landscaping/tree preservation and maintenance plan stamped by a Rhode Island Registered Landscape Architect, if requested
52. \_\_\_\_\_ “Tax Certificate” from the Tax Collector of Tiverton showing that all taxes due on the parcel being developed have been paid to date and there are no outstanding municipal liens on the parcel

- 53. \_\_\_\_\_ Final copies of all legal documents; legal description of property, proposed easements and rights-of-way, dedications, restrictions or other required legal documents including but not limited to a Homeowners Association, Stormwater Management Plan, Landscaping Maintenance Plan, a deed conveying open space and offer of street dedication
  
- 54. \_\_\_\_\_ Final copies of an irrevocable offer to convey to the Town of Tiverton all public streets and/or other public improvements, accompanied by a mete and bounds description, to be recorded in Land Evidence

This application is deemed complete for commencing the applicable time period for action. The Administrative Officer and/or Planning Board may subsequently require correction of any information found to be in error. Submission of additional information specific in the Regulations but not required by the Administrative Officer prior to certification, may be necessary to make Findings of Fact and an informed decision.

**This application is being filed for the purpose of being placed on the Planning Board agenda for review. All information in this application is complete and accurate to the best of my knowledge. I hereby authorize duly appointed members of the Tiverton Planning Board and Tiverton Conservation Commission to enter and inspect the property at reasonable times during the review and approval process for the purpose of ensuring compliance with the Land Development and Subdivision Review Regulations and with other applicable portions of the Town Code.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Professional Land Surveyor/Engineer

\_\_\_\_\_  
Registration No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name