

Attachment 1.

CHECKLIST FOR ADMINISTRATIVE SUBDIVISION

Ten (10) copies of all items

A proposed plat, stamped and signed by a professional surveyor registered in the State of Rhode Island, showing the following information (“N/A” if not applicable):

1. ____ A general location map showing the relationship of the parcel to the area within a half-mile radius
2. ____ Names and addresses of the property owner and applicant
3. ____ Date of plan preparation, with revision date(s)
4. ____ True north arrow, and graphic scale (minimum of 1 inch = 100 feet, or as otherwise required) on an 18-inch by 24-inch sheet (for recording purposes)
5. ____ Assessors Map/Plat, Block, and Card/Lot numbers of the parcel being resubdivided, modified and / or recorded
6. ____ Existing property lines, easements and rights of way
7. ____ Zoning district(s) of the parcel being re-subdivided, modified and / or recorded with zoning boundary lines shown if there is more than one district
8. ____ Location, width and names of existing public, private or paper streets within or immediately adjacent to the parcel being re-subdivided, modified and / or recorded
9. ____ Names of abutting property owners and property owners immediately across any streets adjacent to the subject parcel
10. ____ Location and size of existing buildings, structures and improvements
11. ____ Approximate location of wetlands and coastal features
12. ____ Proposed property lines, drawn so as to distinguish them from existing property lines
13. ____ Locations of existing and proposed permanent bounds (concrete or granite where possible)
14. ____ Existing and proposed areas of the parcel being re-subdivided and / or modified

