



Town of East Greenwich

Final Plat Checklist Major Land Developments and Major Subdivisions

The applicant shall submit to the Administrative Officer copies of final plans and supporting materials as indicated below:

- (A) *Final Plat Plans*. Seven (7) blueline copies or photocopies of plans and site specifications shall be submitted for distribution and review by the Administrative Officer and Town professional staff. If the Administrative Officer requires the subdivision or project to be referred to the Permitting Authority upon Certification of Completeness nine (9) additional copies shall be submitted. Each sheet shall be 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially. The below listed information shall be depicted on the plans.

REQUIRED TITLE BLOCK INFORMATION

1. ___ Name of the proposed subdivision
2. ___ Name and address of property owner and/or the applicant (if the owner of record is a corporation, the name and address of the president and other officers shall be included).
3. ___ Name, address, and registration stamp and number of preparer.
4. ___ Date of plan preparation, with revision date(s) (if any)
5. ___ Graphic scale (1" = 100' or larger) and north arrow.
6. ___ Plat and lot number(s) of the parcel being subdivided

PLAN INFORMATION

7. ___ Map legend depicting all symbols.
8. ___ The Zoning district(s) of the parcel being, subdivided. If more than one district, zoning boundary lines must be shown
9. ___ All perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
10. ___ Location and dimensions of existing property lines, easements and rights-of-way within or immediately adjacent to the parcel being, subdivided
11. ___ Location, width and names of the proposed and existing streets within and immediately adjacent to the subject parcel.
12. ___ Names of abutting property owners and properly owners immediately across any adjacent streets
13. ___ Location of all existing and proposed permanent bounds
14. ___ Location of all interior lot lines and street lines with accurate dimensions indicated

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15. ___ Location and number of all proposed lots, with accurate areas indicated and Assessor's Plat and lot numbers and 911 numbers.
16. ___ Accurate location and description of all easement(s) and existing easement(s).
17. ___ Plan notes and/or correspondence items addressing any and all of special conditions of approval imposed by the Permitting Authority.
18. ___ Permit references relating to State or Federal agencies, if applicable.
19. ___ A signature block for use by the Permitting Authority Chair or Designee must be provided on all plans and/or documents to be signed and recorded.
20. ___ Certification block signature and stamp from a by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to Procedural and Technical Standards For the Practice of Land Surveying In the State of Rhode Island and Providence Plantations. Measurement standards for surveys shall meet the minimum standards for Class I Surveys.

(B) *Construction Drawings.* Three (3) blue-line copies or photocopies of construction plans stamped by a registered professional landscape architect and drawn to a minimum scale of 1 inch to 40 feet (1"=40') for distribution and review. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially.

1. ___ Final construction plans as listed in the preliminary plat checklist, including plans of any additional improvements as required as a condition of approval.
2. ___ Certification (stamp) and signature of a Registered Professional Engineer that the construction drawings are correct.
3. ___ For phased projects, as-built drawings for the previously completed phase (if applicable)
4. ___ Proposed street plan and profiles drawn at a minimum scale of 1"=40' horizontal and 1"=4" vertical.
5. ___ Street cross-sections.
6. ___ Proposed landscaping plan stamped by a registered professional landscape architect.
7. ___ Soil erosion and sediment control plan in conformance to Chapter 9 of the East Greenwich Code of Ordinances.

(C) *Supporting Materials.*

1. ___ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided have been paid for a period of five (5) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel.
2. ___ Application fee as set by the Town Council, to cover all costs associated with review, hearings, and notice including stenographic services.
3. ___ Performance bond or other acceptable financial instrument.

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4. ___ Two original signed copies of all legal documents describing the property, establishing the Homeowners Association (if applicable), proposed easements and rights-of way, deeds, dedications, restrictions, or other required legal documents.

Specify: _____

5. ___ Two signed copies of an irrevocable offer to convey to the Town all public streets and/or other public improvements, open spaces, and recreation lots, accompanied by a metes and bounds description of said areas and warrantee deed for same.

(D) *Payment of Required Fees.* Payment of all applicable fees and the posting of financial guarantees for all improvements shall be completed before any final plat may be recorded.

NOTE: Upon final approval two polyester film originals in recordable form of the signed plat shall be recorded with the Town Clerk. An electronic copy of the subdivision in the latest release of AutoCAD shall be submitted to the Town Clerk at recording to be forwarded to the Director of Public Works. Three blue line or black line paper copies shall be submitted with the mylar originals to the Planning Department for final proof prior to recording. Three (3) copies of the construction plans shall be submitted to the Administrative Officer for filing with the following Town Offices: Planning, Public Works and Building. The Town Clerk's Office shall maintain a complete copy of the record plat and supporting documentation on file for public review.