

14.5 Minor Subdivision Final Plan Checklist

An applicant for a final approval of a minor subdivision shall submit a plan labeled "Final Plan" for a Minor Subdivision", showing the as-built condition of the subdivision, and updating all of the information on the minor plan preliminary checklist. Plans shall be prepared, stamped, and signed by a Rhode Island Registered Professional Engineer and/or Land Surveyor at a scale no smaller than 1 inch = 100 feet. Contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Where any materials are generated electronically, the format requirements provided for electronic submittals at the beginning of Section 14 shall be followed. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan. Individual sheets to be recorded shall not exceed 24 x 36 inches, and show the following in addition to the above items:

- _____ 1. Date of preliminary minor plan approval.
- _____ 2. Date of final plat submission.
- _____ 3. Surveyed measurements showing the location and dimensions of the following (as built):
 - _____ a. Road profiles, establishing road grades and cross sections every one hundred (100) feet;
 - _____ b. Radii and angles of intersection of curves including:
 - _____ (i) length
 - _____ (ii) central angles
 - _____ (iii) tangent distances
 - _____ (iv) tangent bearings
 - _____ (v) arc lengths
- _____ 4. Accurate dimensions as follows:
 - _____ a. Width of streets and other rights-of-way
 - _____ b. Length and bearing of lot lines
 - _____ c. Length of right-of-way lines
 - _____ d. Length of subdivision boundary lines
 - _____ e. Areas of lots
- _____ 5. Center line profiles of constructed streets drawn at a horizontal scale of forty (40) feet equals one (1) inch and a vertical scale of ten (10) feet equals one (1) inch showing the location of as-built drainage, sewer and water lines and structures, street surface grades and the finished ground elevation.
- _____ 6. A definite bearing and distance tie between permanent monuments on the exterior boundary of the subdivision and existing street intersections, or other permanent monuments where installed.
- _____ 7. Any restrictions stipulated by the Planning Commission's preliminary approval as requiring notation on final plat.
- _____ 8. Limits of grading and clearing.
- _____ 9. Supporting Materials.
 - _____ a. Any documentation related to CRMC or DEM determinations related to the site.

- _____ b. Certificate of Tax Collector and Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.
- _____ c. Two (2) notarized executed copies of existing and proposed protective covenants, easements, and deed restrictions which regulate and protect the proposed subdivision.
- _____ d. Two (2) notarized executed copies of an irrevocable offer to convey to the Town all public streets and to convey all designated open space land to the Town if such open space is to be publicly owned or to a private association or the purchaser of land in the plat where such open space is to be privately owned.
- _____ e. Certification of a Rhode Island Registered Professional Engineer and/or Land Surveyor that the plan is correct and accurate as built.
- _____ f. Filing fee.
- _____ g. 911 house numbers as outlined by the numbering ordinance where new streets are to be created consisting of one copy of the subdivision map at scale of 1" = 100' annotated with house numbers.
- _____ h. Payment of fees in lieu of land dedication (if appropriate).
- _____ i. Certification from the Director of Public Works that all road inspection fees have been paid.
- _____ j. A bond to cover the cost of construction, maintenance, and removal of temporary improvements if required as recommended by the Director of Public Works.
- _____ k. A maintenance bond as recommended by the Director of Public Works to cover the maintenance of all improvements within the subdivision for a period of one (1) year after their acceptance by the Town Council.
- _____ l. Digital file of the site plan in one of the following formats, or as approved by the GIS Office: CAD format (e.g. DXF, DWG), .shp, .TAB, or geodatabase
- _____ m. Certificate of Tax Collector and Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.