



City of Woonsocket, Rhode Island

WOONSOCKET PLANNING BOARD

ADMINISTRATIVE SUBDIVISION CHECKLIST

The applicant shall submit to the Administrative Officer of the Woonsocket Planning Board six (6) copies of the proposed *Administrative Subdivision* for review. The scale shall not be smaller than 1"=40'. At a minimum, the following information shall be provided. Failure to provide the following information will result in the application being certified "incomplete" and no *Certificate of Completeness* will be issued until all such information is received and certified as complete by the Administrative Officer. All requirements are listed in § 4 *Administrative Subdivision* of the *Subdivision and Land Development Regulations of the City of Woonsocket, Rhode Island*. A copy of the *Zoning Ordinance* is available online at woonsocket.ri.org. Click on Code of Ordinances under City Government. Then click on Code of Ordinances on *ClerkBase*. Finally click on Appendix B-*Subdivision Regulations*.

Every submission must also be accompanied by an *Administrative Subdivision Application*, which is signed and notarized by the property owner(s) and the appropriate application fee. Please see the fee schedule on page two (2) to determine the correct fee, or contact the Administrative Officer directly.

Name: _____

Address: _____

Name of Project: _____

Assessor's Plat: _____ Lot(s) _____

Date: _____

Name of Person Completing Form: _____

Title: _____

Telephone # _____ Fax _____ E-mail _____

(Use this form as your checklist)

1. Name of the proposed subdivision.
2. Name(s) and address(s) of the applicant(s) and property owner(s).
3. Name(s) and address(es) and telephone number(s) of land surveyor(s) and/or engineer.

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Administrative Subdivision Checklist & Fee Schedule
Effective: December 6, 2011

4. Assessor's map and lot number for each parcel of land involved in the proposed subdivision and for each parcel of abutting land.
5. Zoning district classification(s) and current and proposed use.
6. Any information on any decision on a variance, special use permit, or appeal made by the zoning board applicable to the project.
7. Date of preparation of the plan, and dates of revisions of the plan.
8. North Arrow, including source;
9. Location and configuration of existing streets, alleys, railroad, utilities and existing structures and improvements.
10. Location and configuration of existing and proposed lots and easements.
11. Area and street frontage of each proposed lot.
12. Location of all existing structures, including distances of existing structures from any existing and proposed property lines.
13. Existing and proposed use of all lots
14. Signature of a Registered and Surveyor licensed to practice in the State of Rhode Island, on a subdivision plan which certifies plan as correct and in conformance with the Class 1 survey requirements.
15. Metes and bounds description(s).
16. Any legal documents describing all proposed easements and rights-of-way.

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17. Certification by the tax collector that all property taxes are current (to be provided by the Administrative Officer).

Fee Schedule:

As of December 6, 2011, the appropriate fee for an Administrative Subdivision is one hundred dollars (\$100.00) for the first lot, plus fifty dollars (\$50.00) per additional lot on the final plan. Make check payable to: City Treasurer, City of Woonsocket, Rhode Island.

Certification of Completion:

As *Administrative Officer* of the Woonsocket Planning Board, I certify that the above-submitted Administrative Subdivision Checklist is complete and that the Application for Design Review can move forward under the *Zoning Ordinance of the City of Woonsocket, Rhode Island*.

Administrative Officer

Date

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