



**City of Woonsocket, Rhode Island**

**WOONSOCKET PLANNING BOARD**

**MINOR SUBDIVISION OR LAND DEVELOPMENT CHECKLIST**  
**Preliminary Plan Submittal Requirements involving creation a street**

The applicant shall submit to the Administrative Officer of the Woonsocket Planning Board six (6) copies of the proposed *Minor Subdivision or Land Development Preliminary Plan* 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 §5 *Minor Subdivision & Land Development* of the *Subdivision and Land Development Regulations of the City of Woonsocket, Rhode Island*. A copy of the *Subdivision Regulations* is available online at [woonsocket.ri.org](http://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 a *Minor Subdivision or Land Development Involving a New Public Street or Extension—Preliminary Plan, Application* which is signed and notarized by the property owner(s), and the appropriate application fee as shown on page 3. Please see the fee schedule to determine the correct fee, or contact the Administrative Officer directly.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Subdivision: \_\_\_\_\_  
Assessor's Plat: \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Date: \_\_\_\_\_  
Name of Person Completing Form: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

*(Use this form as your checklist)*

Woonsocket Planning Board  
Minor Subdivision & Land Development Checklist & Fee Schedule  
*Effective: December 6, 2011*

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.
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) of all land involved in the proposed subdivision along with the minimum building setbacks for that zone.
6.  Information on any decision on a variance, special use permit, or appeal made by the zoning board applicable to the subdivision of the land or its development.
7.  Date of preparation of the plan, and dates of revisions of the plan.
8.  Names and addresses of owners of all properties, agencies or communities requiring notification as required by the regulations--§ 7.
9.  Scale of the drawing, which shall be no smaller than one inch equals forty feet (1"=40')
10.  North Arrow, including source.
11.  Location and configuration of existing streets, alleys, railroads, utilities and existing structures and improvements.
12.  Location and configuration of existing and proposed lots and easements.
13.  Area and street frontage of each proposed lot.
14.  Location of all existing structures, including distance of existing structures from any existing and proposed property lines.
15.  Contours at a minimum of two (2) foot intervals to shown plainly the slope of the land
16.  Location and extent of existing mature vegetation and distinctive natural features;
17.  Direction of drainage flow, location and capacity of existing and proposed drainage facilities;
18.  Location of all existing and proposed utilities.
19.  Existing and proposed use of all lots
20.  Designation of any land proposed for public dedication, and the conditions of such dedication, if applicable.
21.  Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands and utilities, adjoining the property.

- 22.  Preliminary street profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision or land development plan;
- 23.  Ground water elevations and statements of subsoil conditions;
- 24.  Any cross sections and/or details as required by the division engineer;
- 25.  Location map showing the physical relationship of the tract proposed for subdivision or land development to areas within a one-half (1/2) mile radius of the perimeter of said tract; and
- 26.  Signature of a Land Surveyor or engineer licensed to practice in the State of Rhode Island on the subdivision plan, which certifies the plan as correct and in conformance with the Class I survey requirements.
- 27.  Location map showing the physical relationship of the tract for subdivision or land development to areas within a one-half (1/2) mile radius of the perimeter of said tract.

Fee Schedule:

As of December 6, 2011, the appropriate fee for a *Minor Subdivision or Land Development Pre-Application Plan* involving the extension of creation of a street is *one hundred dollars (\$100.00)*. The fee for a *Minor Subdivision/Land Development* involving the Creation or Extension of a Street Preliminary Plan is *two hundred fifty dollars (\$250.00)* for the first lot and twenty-five dollars (\$25.00) per additional lot on the preliminary plan, plus seven dollars and fifty cents (\$7.50) per abutter as defined in § 7 of the *Subdivision Regulations* and one hundred dollars (\$100.00) for advertising. Make check payable to: *City Treasurer, City of Woonsocket, Rhode Island.*

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Certification:

As Administrative Officer of the Woonsocket Planning Board, I certify that the above-submitted *Minor Subdivision & Land Development-Preliminary Plan Checklist* is complete and that the Application for *Minor Subdivision & Land Development* can move forward under the *Subdivision & Land Development Regulations of the City of Woonsocket, Rhode Island.*

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Administrative Officer

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Date

**MINOR SUBDIVISION OR LAND DEVELOPMENT CHECKLIST**  
**Final Plan Submittal Requirements involving creation of a Street**

Woonsocket Planning Board  
 Minor Subdivision & Land Development Checklist & Fee Schedule  
*Effective: December 6, 2011*

Every submission must also be accompanied by a Minor Subdivision or Land Development Involving a New Public Street or Extension—Final Plan, which is signed and notarized by the property owner(s), and the appropriate application fee. Please see the fee schedule to determine the correct fee, or contact the Administrative Officer directly.

1.  Name of the proposed subdivision or land development;
2.  Name(s) and address(es) of the applicant(s) and property owner(s);
3.  Name(s), address(es) and telephone number(s) of the land surveyor(s) and/or engineer(s);
4.  Assessor's map and lot number for each parcel of land involved in the proposed subdivision or land development and for each abutting parcel of land;
5.  Zoning district classification(s) of all land involved in the proposed subdivision or land development along with the applicable minimum building setbacks required for that zone;
6.  Information on any decision on a variance, special permit, or appeal made by the Zoning Board applicable to the subdivision of the land or its development;
7.  Date of preparation of the plan, and the dates of all revisions to the plan;
8.  Scale of the drawing, which shall be no smaller than one inch equals forty feet (1" = 40');
9.  North arrow including source;
10.  Locations and configurations of existing and proposed streets, alleys, railroads, lots and easements;
11.  Area and street frontage of each proposed lot;
12.  Location of all existing structures, including distance of existing structures from any existing and proposed property lines;
13.  Location of all existing and proposed utilities;
14.  Existing and proposed use of all lots;
15.  Designation of any land proposed for public dedication, and conditions of such dedication, if any;
16.  Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands and utilities on immediately adjoining properties;
17.  Location map showing the physical relationship of the tract proposed for subdivision or land development to areas within a one-half (1/2) mile radius of the perimeter of said tract.
18.  Metes and bounds description;
19.  Legal documents describing any proposed easements and rights-of-way; and,
20.  Certification by the tax collector that all property taxes are current. (to be provided by the Administrative Officer.

Fee Schedule:

Woonsocket Planning Board  
Minor Subdivision & Land Development Checklist & Fee Schedule  
*Effective: December 6, 2011*

As of *December 6, 2011*, the appropriate fee for a *Minor Subdivision or Land Development Final Plan* involving the extension of creation of a street is *two hundred dollars (\$200.00)* for the first lot and *twenty-five dollars (\$25.00)* per additional lot on the Final Plan. Make check payable to: *City Treasurer, City of Woonsocket, Rhode Island.*

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Certification:

As Administrative Officer of the Woonsocket Planning Board, I certify that the above-submitted *Minor Subdivision & Land Development involving the Extension of a Street or a New Street Subdivision Checklist* is complete and that the *Application for Minor Subdivision or Land Development-Final Plan* can move forward under the *Subdivision & Land Development Regulations of the City of Woonsocket, Rhode Island.*

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Administrative Officer

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Date