



City of Woonsocket, Rhode Island

PLANNING BOARD
MINOR SUBDIVISION / LAND DEVELOPMENT PROJECT
NOT INVOLVING STREET CREATION OR EXTENSION
PRELIMINARY PLAN STAGE OF REVIEW – SUBMITTAL CHECKLIST

Updated November 7, 2023

Every submission shall also be accompanied by an [Application](#), 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.

The Applicant shall submit to the Administrative Officer three (3) 24 x 36 inch prints, six (6) 11 x 17 inch prints, and an electronic version of the proposed *Minor Subdivision / Land Development Project – Preliminary Plan* for review. The scale shall not be smaller than 1”=40’. All requirements are listed in §5 *Minor Subdivision and Land Development* of the [Subdivision and Land Development Regulations of the City of Woonsocket, Rhode Island](#).

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.

Date: _____
Name of Project: _____
Address: _____
Assessor’s Plat: _____ Lot(s) _____
Date: _____
Name of Person Completing Form: _____
Title: _____
Telephone #: _____ E-mail: _____

(Use this form as your checklist)

1.	<input type="checkbox"/>	Name of the proposed subdivision or land development project;
2.	<input type="checkbox"/>	Name(s) and address(es) of the Applicant(s) and property Owner(s);
3.	<input type="checkbox"/>	Name(s) and contact information of Rhode Island licensed land surveyor(s) and/or Rhode Island licensed civil engineer(s);

4.	<input type="checkbox"/>	Assessor's map and lot number for each parcel of land involved in the proposed subdivision or land development project AND for each parcel of abutting parcel of land. Example: (Map__ Lot__-__);
5.	<input type="checkbox"/>	Zoning district classification(s) of all land involved in the proposed subdivision or land development project, along with the applicable minimum building setbacks required for that zone;
6.	<input type="checkbox"/>	Recording information on any decision on a variance, special use permit, or appeal made by the Zoning Board of Review applicable to the subdivision or land development project;
7.	<input type="checkbox"/>	Date of preparation of the plan, and the dates of all revisions to the plan;
8.	<input type="checkbox"/>	Scale of the drawing, which shall be no smaller than one-inch equals forty feet (1"=40');
9.	<input type="checkbox"/>	North Arrow, including source;
10.	<input type="checkbox"/>	Location and configuration of existing and proposed streets, alleys, railroad, utilities, and existing structures and improvements, including distances of existing structures from any existing and proposed property lines;
11.	<input type="checkbox"/>	Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands and utilities, adjoining the property;
12.	<input type="checkbox"/>	Location and configuration of existing and proposed lots and easements;
13.	<input type="checkbox"/>	Area and street frontage of each proposed lot;
14.	<input type="checkbox"/>	Existing and proposed use of all lots;
15.	<input type="checkbox"/>	Stamp and signature of a Registered Land Surveyor licensed to practice in the State of Rhode Island, which certifies the Plan as correct and in conformance with the Class 1 survey requirements;
16.	<input type="checkbox"/>	Designation of any land proposed for public dedication, and the conditions of such dedication, if applicable;
17.	<input type="checkbox"/>	Location map showing the physical relationship of the tract for subdivision or land development to areas within a one-half (½) mile radius of the perimeter of said tract;
18.	<input type="checkbox"/>	Legal documents describing all proposed easements and rights-of-way – (submitted separately);
19.	<input type="checkbox"/>	Certification by the Treasury Division that all property taxes are current – (to be provided by the Administrative Officer).
20.	<input type="checkbox"/>	Filing Fee – (see Fee Schedule).

Fee Schedule:

The Filing Fee for a Minor Subdivision / Land Development Project – Preliminary Plan NOT involving the extension of creation of a street is two hundred fifty dollars (\$250.00) for the first lot and twenty-five dollars (\$25.00) for each additional lot on the Preliminary Plan.

Make check payable to: *City of Woonsocket, RI.*

Certification of Completeness:

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

Administrative Officer
Jonas Bruggemann, City Planner

Date

MINOR SUBDIVISION / LAND DEVELOPMENT PROJECT
NOT INVOLVING STREET CREATION OR EXTENSION
FINAL PLAN STAGE OF REVIEW – SUBMITTAL CHECKLIST

Updated November 7, 2023

Every submission shall be accompanied by an [Application](#), 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.

The Applicant shall submit to the Administrative Officer three (3) full-sized (24"x36"), six (6) reduced (11"x17") copies, and an electronic version of the proposed *Minor Subdivision / Land Development Project – Final Plan* for review.

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.

1.	<input type="checkbox"/>	Name of the proposed subdivision or land development project;
2.	<input type="checkbox"/>	Name(s) and address(s) of the Applicant(s) and property Owner(s);
3.	<input type="checkbox"/>	Name(s), address(es), telephone number(s), and email(s) of Rhode Island licensed land surveyor(s) and/or Rhode Island licensed civil engineer(s);
4.	<input type="checkbox"/>	Assessor's map and lot number for each parcel of land involved in the proposed subdivision or land development project AND for each parcel of abutting land. Example: (Map__ Lot__-__);
5.	<input type="checkbox"/>	Zoning district classification(s) of all land involved in the proposed subdivision or land development project, along with the applicable minimum building setbacks required for that zone;
6.	<input type="checkbox"/>	Recording information on any decision on a variance, special use permit, or appeal made by the Zoning Board of Review applicable to the subdivision or land development project;
7.	<input type="checkbox"/>	Recording information of the Preliminary Plan Decision issued by the Planning Board;
8.	<input type="checkbox"/>	Date of preparation of the plan, and the dates of all revisions to the plan;
9.	<input type="checkbox"/>	Scale of the drawing, which shall be no smaller than one-inch equals forty feet (1"=40');
10.	<input type="checkbox"/>	North Arrow including source;
11.	<input type="checkbox"/>	Location and configuration of existing and proposed streets, alleys, railroad, utilities, and existing structures and improvements, including distances of existing structures from any existing and proposed property lines;
12.	<input type="checkbox"/>	Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands and utilities, adjoining the property;
13.	<input type="checkbox"/>	Location and configuration of existing and proposed lots and easements;
14.	<input type="checkbox"/>	Area and street frontage of each proposed lot;
15.	<input type="checkbox"/>	Existing and proposed use of all lots;

16.	<input type="checkbox"/>	Stamp and signature of a Registered Land Surveyor licensed to practice in the State of Rhode Island, which certifies the Plan as correct and in conformance with the Class 1 survey requirements;
17.	<input type="checkbox"/>	Designation of any land proposed for public dedication, and the conditions of such dedication, if applicable;
18.	<input type="checkbox"/>	Location map showing the physical relationship of the tract for subdivision or land development to areas within a one-half (½) mile radius of the perimeter of said tract;
19.	<input type="checkbox"/>	Metes and bounds description (submitted separately);
20.	<input type="checkbox"/>	Legal documents describing all proposed easements and rights-of-way – (submitted separately);
21.	<input type="checkbox"/>	Certification by the Treasury Division that all property taxes are current – (to be provided by the Administrative Officer).
	<input type="checkbox"/>	Filing Fee – (see Fee Schedule).

Fee Schedule:

The fee for a *Minor Subdivision or Land Development Project – Final Plan* NOT involving the extension or creation of a street is two-hundred fifty dollars (\$250.00) for the first lot and twenty-five dollars (\$25.00) for each additional lot on the Final Plan.
 Make check payable to: *City of Woonsocket, RI*.

Certification of Completeness:

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

 Administrative Officer
 Jonas Bruggemann, City Planner

 Date