



**City of Woonsocket, Rhode Island**

**PLANNING BOARD**  
**MINOR SUBDIVISION / LAND DEVELOPMENT PROJECT**  
**INVOLVING STREET CREATION OR EXTENSION**  
**PRELIMINARY PLAN STAGE OF REVIEW – SUBMITTAL CHECKLIST**

*Updated November 7, 2023*

Every submission must 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"/>	Names 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 <b>AND</b> 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"/>	Date of preparation of the plan, and the dates of all revisions to the plan;
8.	<input type="checkbox"/>	North Arrow, including source;
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"/>	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"/>	Names and addresses of Owners of all properties, agencies or communities requiring notification as required by §7 of the Regulations;
16.	<input type="checkbox"/>	Contours at a minimum of two (2) foot intervals to shown plainly the slope of the land;
16.	<input type="checkbox"/>	Location and extent of existing mature vegetation and distinctive natural features;
17.	<input type="checkbox"/>	Direction of drainage flow, location, and capacity of existing and proposed drainage facilities;
20.	<input type="checkbox"/>	Designation of any land proposed for public dedication, and the conditions of such dedication, if applicable;
21.	<input type="checkbox"/>	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;
22.	<input type="checkbox"/>	Ground water elevations and statements of subsoil conditions;
23.	<input type="checkbox"/>	Any cross sections and/or details as required by the DPW: Engineering Division;
24.	<input type="checkbox"/>	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;
25.	<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;
26.	<input type="checkbox"/>	Legal documents describing all proposed easements and rights-of-way - (submitted separately);

27.	<input type="checkbox"/>	Certification by the Treasury Division that all property taxes are current – (to be provided by the Administrative Officer).
28.	<input type="checkbox"/>	Filing Fee – (see Fee Schedule).

Fee Schedule:

The fee for a Minor Subdivision / Land Development Project – Preliminary Plan involving the extension of creation of a street is three-hundred fifty dollars (\$350.00) for the first lot, and twenty-five dollars (\$25.00) for each additional lot on the Preliminary Plan, plus seven dollars and fifty cents (\$7.50) per abutter as defined in §7 of the Subdivision Regulations, plus *the full cost of newspaper advertisement*, which shall be separately billed directly to the Applicant by the newspaper.

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**  
**INVOLVING STREET CREATION OR EXTENSION**  
**FINAL PLAN STAGE OF REVIEW – SUBMITTAL CHECKLIST**

*Updated November 7, 2023*

The Applicant shall submit to the Administrative 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.

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. Please see the fee schedule to determine the correct fee or contact the Administrative Officer directly.

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(es) of the Applicant(s) and property Owner(s);
3.	<input type="checkbox"/>	Name(s), address(es) and telephone number(s) of the 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 <b>AND</b> for each 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 along with the applicable minimum building setbacks required for that zone;
6.	<input type="checkbox"/>	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.	<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"/>	Locations and configurations of existing and proposed streets, alleys, railroads, lots, and easements;
11.	<input type="checkbox"/>	Area and street frontage of each proposed lot;
12.	<input type="checkbox"/>	Location of all existing structures, including distance of existing structures from any existing and proposed property lines;
13.	<input type="checkbox"/>	Contours at a minimum of two (2) foot intervals to show plainly the slope of the land;
14.	<input type="checkbox"/>	Location and extent of existing mature vegetation and distinctive natural features;

15.		Direction of drainage flow, location and capacity of existing and proposed drainage facilities;
16.		Location of all existing and proposed utilities;
17.		Existing and proposed use of all lots;
18.		Designation of any land proposed for public dedication, and conditions of such dedication, if any;
19.		Names and locations of adjacent streets, alleys, subdivisions, railroads, water bodies, wetlands, public lands, and utilities on immediately adjoining properties;
20.		Street profiles showing existing ground surface at center line, left gutter line and right gutter line, and proposed street grades labeled at datum lines, every fifty (50) foot section, and all components of vertical curves, including extensions for a reasonable distance beyond the limits of the proposed subdivision or land development plan;
21.		Ground water elevations and statements of subsoil conditions;
22.		Any cross-sections and/or details as required by the DPW Division engineer;
23.		Location map showing the physical relationship of the tract proposed for subdivision or land development to areas within a one-half (½) mile radius of the perimeter of said tract;
24.		All permits required by state or federal agencies prior to commencement of construction, including delineation verifications and/or permits related to freshwater wetlands, floodplains, preliminary suitability for individual septic disposal systems, public water systems, and connections to state roads (submitted separately);
25.		Metes and bounds description (submitted separately);
26.		Legal documents describing any proposed easements and rights-of-way (submitted separately);
27.		Arrangements for completion of the required public improvements, including construction schedules and/or improvement guarantees as required in §11 of the Subdivision Regulations (submitted separately);
28.		Certification by the Treasury Division that all property taxes are current, (to be provided by the Administrative Officer).

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Fee Schedule:

The fee for a *Minor Subdivision or Land Development Project – Final Plan* involving the extension of creation of a street is three hundred dollars (\$300.00) for the first lot, plus twenty-five dollars (\$25.00) per additional lot on the Final Plan.

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

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Certification of Completeness:

As Administrative Officer of the Planning Board, I certify that the above-submitted *Minor Subdivision & Land Development – 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.*

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Administrative Officer  
Jonas Bruggemann, City Planner

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Date