



**City of Woonsocket, Rhode Island**

**PLANNING BOARD  
ADMINISTRATIVE SUBDIVISION  
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 four (4) legible prints and an electronic copy of the proposed *Administrative Subdivision* for review. The scale shall not be smaller than 1"=80'. All requirements are listed in §4 *Administrative Subdivision* 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 Map: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Name of Person Completing Form: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

*(Use this form as your checklist)*

1.	<input type="checkbox"/>	Name of the proposed subdivision
2.	<input type="checkbox"/>	Name(s) and address(s) of the Applicant(s) and property Owner(s)
3.	<input type="checkbox"/>	Name(s) and address(es) and telephone number(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 <b>AND</b> for each parcel of abutting land Example (Map__ Lot__ - __)

5.	<input type="checkbox"/>	Zoning district classification(s) and current and proposed use, along with the applicable minimum building setbacks required for that zone
6.	<input type="checkbox"/>	Any information on any decision on a variance, special use permit, or appeal made by the Zoning Board of Review applicable to the project
7.	<input type="checkbox"/>	Date of preparation of the plan, and dates of revisions of the plan
8.	<input type="checkbox"/>	Scale of the drawing, no smaller than 1" = 80'
9.	<input type="checkbox"/>	North Arrow, including source
10.	<input type="checkbox"/>	Location and configuration of existing streets, alleys, railroads, utilities, and existing structures and improvements
11.	<input type="checkbox"/>	Location and configuration of existing and proposed lots and easements
12.	<input type="checkbox"/>	Area and street frontage of each proposed lot
13.	<input type="checkbox"/>	Location of all existing structures, including distances of existing structures from any existing and proposed property lines <i>(not required for Class IV surveys, see Exceptions)</i>
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 appropriate requirements
16.	<input type="checkbox"/>	Metes and bounds description(s) for each involved parcel – (submitted separately) <i>(not required for Class IV surveys, see Exceptions)</i>
17.	<input type="checkbox"/>	Legal documents describing all proposed easements and rights-of-way – (as needed, submitted separately)
18.	<input type="checkbox"/>	Municipal Lien Certificate issued by the Treasury Division that all taxes are current
	<input type="checkbox"/>	Filing Fee – (see Fee Schedule)

Exceptions:

In the case of administrative subdivision plans that are strictly mergers with no new development proposed, the administrative officer may accept a Class IV survey. Said administrative subdivision plans shall not be required to depict utilities or existing structures and improvements, as such elements are not covered by the scope of a Class IV survey. Metes & bounds descriptions shall not be required unless the plans and documents referenced to draw the survey are drawn to Class I standards.

Class IV surveys must carry a note stating, “Per section 4.1.2. of the subdivision regulations, this administrative subdivision plan is based on a Class IV survey.”

**Notice:** The administrative officer has the authority to require a higher quality survey, up to and including a Class I survey, should the City determine that a Class IV survey would be inadequate given the specific circumstances associated with the administrative subdivision.

Fee Schedule:

The fee for an Administrative Subdivision is *two hundred dollars* (\$200.00) for the first lot, and *fifty dollars* (\$50.00) per additional lot on the Plan.

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

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Certification of Completeness:

As Administrative Officer, I certify that the above-submitted *Administrative Subdivision 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