

**TIVERTON PLANNING BOARD
CHECKLIST FOR ADMINISTRATIVE SUBDIVISION**

This checklist is furnished by the Planning Board to assist in the application for approval of an Administrative Subdivision. It does not relieve the applicant of the responsibility to review and comply with all applicable regulations in the Tiverton Town Code.

- 12- 24 x 36 inch set of plans
- 12- Paper copies of all supporting items
- Electronic set of plans and all supporting items (or as directed by the Administrative Officer)

_____ Application Cover Sheet, Attachment 11

_____ Current filing fee: \$_____

_____ Current escrow, if required: \$_____

_____ A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent.

A proposed plan, stamped and signed by a Professional Land Surveyor registered in the State of Rhode Island, showing the following information (“NA” if Not Applicable” and reason for exemption):

EXISTING CONDITIONS

1. _____ A general location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial photograph or satellite image clearly depicting the subject parcel
2. _____ Name of the proposed project indicated in the Title Block for recording purposes
3. _____ Names and addresses of the property owner(s) and applicant(s)
4. _____ Copy of the Deed(s)/Title(s) to the subject parcels, if required
5. _____ Name, address and telephone number of the engineer and/or land surveyor
6. _____ Assessors Plat and Lot number of the parcel(s) being re-subdivided, modified or merged
7. _____ Date of plan preparation, with all revision date(s)
8. _____ Relevant references to deeds and recorded plans
9. _____ Purpose statement, i.e. the change being proposed

10. _____ True north arrow, and graphic scale (minimum of 1 inch = 100 feet)
11. _____ Names, addresses and Plat/Lot identified of abutting property owners and property owners across any streets adjacent to the subject parcel
12. _____ Plan legend depicting/explaining all symbols
13. _____ Class I survey stamped and signed by a Professional Land Surveyor, include at least one (1) boundary Geo-reference point
14. _____ Location of existing and proposed permanent boundary markers
15. _____ Zoning District(s) of the parcel being re-subdivided, modified or merged with zoning boundary lines shown if there is more than one district
16. _____ District Dimensional Regulations for the subject parcel(s)
17. _____ Dimensions and total area of the subject parcel(s) and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel
18. _____ Approximate location of wetlands and coastal features
19. _____ Indicate if the parcel(s) lies within a Watershed Protection Overlay District or other area designated by the town or state for purposes of environmental protection, natural or cultural resource protection
20. _____ Location, width, classification and names of existing public, private or paper streets within and adjacent to the parcels
21. _____ Location and approximate size of all existing buildings, structures and improvements, include stone walls and historic cemeteries on the subject parcel
22. _____ Location and identification of all existing utilities within or adjacent to the subject parcel, include; gas, electric, water/wells, sewer/OWTS and stormwater drainage facilities

PROPOSED

23. _____ Determination letter from the Building/Zoning Official prior to approval
24. _____ Proposed property lines, drawn so as to distinguish them from existing property lines
25. _____ Proposed dimensions and area of the parcel(s) being re-subdivided and/or modified, include dimensions, area and type of any proposed easements and rights-of way within the subject parcel(s)

- 26. _____ Copies of all legal documents, legal description of the property, proposed easements and rights-of-way, dedications, restrictions or other required legal documents including but not limited to covenants, a deed conveying open space and/or offer of street dedication

This application is deemed complete for commencing the applicable time period for action. The Administrative Officer and/or Planning Board may subsequently require correction of any information found to be in error. Submission of additional information specified in the regulations but not required by the Administrative Officer prior to certification may be necessary to make an informed decision.

This application is being filed for purpose of review by the Administrative Officer and/or Planning Board. All information in this application is complete and accurate to the best of my knowledge.

Signature of Professional Land Surveyor

Registration No.

Date

Print Name

Signature of Applicant

Date

Print Name