



Incorporated 1910

Minor Subdivision Final Plan Application

Please complete all areas of this application in black or blue ink. Submit the completed application to the Cranston Planning Department *together* with all required and supporting documents and materials. Illegible or incomplete applications will not be reviewed.

Project Info

Project Info

Project Name: _____

Assessor's Plat(s): _____ Assessor's Lot(s): _____

Project Address: _____

Contact Information

Applicant

Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner (All owners of record must be included for all lots involved)

Name: _____

Address: _____

Phone: _____ Email: _____

(If there are more owners please check here submit an addendum with this application form)

Attorney

Name: _____

Address: _____

Phone: _____ Email: _____

Contact Information

Engineer

Name: _____

Address: _____

Phone: _____ Email: _____

Land Surveyor

Name: _____

Address: _____

Phone: _____ Email: _____

Certification

Owner/Applicant Signature

I/we hereby certify that I/we own the subject property and seek Minor Subdivision and/or Minor Land Development Final Plan approval as drafted in the accompanying plans for review by the City Plan Commission or Administrative Officer as applicable.

Applicant Name & Title (please print) **Applicant Signature**

Date: _____

Owner Name (if different than above) (please print) **Owner Signature**

Date: _____

Owner Name (please print) **Owner Signature**

Date: _____

(If there are more owners please submit an addendum with this application form)

MINOR SUBDIVISION
FINAL PLAN CHECKLIST

NAME OF PLAT: _____

FORM COMPLETED BY: _____

Please verify applicability of items during the preliminary plan phase.

In addition to paper copies, ALL application documents must be submitted in digital/electronic format.

ITEM	YES	N/A	NO
<u>Required Application Documents:</u>			
(a) Is the application completed and signed by all owners? (original version)			
(b) Has the Filing Fee been submitted? (\$200 + \$35 / Unit*) (*refer to the Cranston Subdivision and Development Regulations p. 12 for how units are assessed and for other fee information)			
(c) Have impact fees been submitted? (Eastern Cranston - \$593.46/dwelling unit, Western Cranston - \$1,389.50 / dwelling unit)			
(d) Have tax certificates (MLCs) been filed for all applicable lots? (MLCs submitted within the last 6 months will satisfy this requirement)			
(e) Have finalized site suitability / soils analysis been submitted? (only applicable if conditioned / stipulated with prelim plan approval)			
(f) Have finalized drainage analysis been submitted? (only applicable if conditioned /stipulated with prelim plan approval)			
(g) Have easement deed(s) been drawn and submitted?			
(h) Have street deeds been drawn and submitted? (quit claim deed)			
(i) Have detention basin deeds been drawn and submitted? (quit claim deed)			
(j) Have final HOA documents been submitted?			
(k) Has a draft performance guarantee been submitted? (the final bond will be required at the time of recording)			
(l) Is the final plan in compliance with all conditions of the preliminary plan approval? (provide documentation as applicable)			
<u>FINAL PLAN REQUIREMENTS</u>			
<u>Number of copies to be submitted:</u>			
(a) 1 Mylar of the Record Plan only (24"x 36")			
(b) 6 Paper copies of the Record Plan only (24"x 36")			
(c) 3 Paper copies of the full plan set (24"x 36") with supporting materials			
<u>Items to be incorporated in the Final Plan:</u>			
(a) Is the name of plat clearly indicated? (properly cited if replat of existing plat)			
(b) Is the plan set labeled as a Final Plan and is the Record Plan identified?			
(c) Are the names of all applicable owners of record provided?			
(d) Are all revision dates provided?			
(e) Is the plan classified as a Class 1 boundary survey? (Class 4 will be accepted for lot mergers)			

ITEM	YES	N/A	NO
(f) Is the name, stamp and signature of the surveyor provided?			
(g) Is the name, stamp and signature of the engineer provided?			
(h) Is a north arrow provided? (denote True North or Magnetic North)			
(i) Is a scale provided and is the plan accurate to the scale?			
(j) Is a vicinity map / locus map provided?			
(k) Is the zoning district(s) of the parcel(s) provided and are the general requirements of applicable zoning districts denoted? (setbacks, frontage, min. lot area, & max lot coverage)			
(l) Are the names of abutting property owners & zoning districts shown?			
(m) Are notes provided referencing any <i>previous</i> zoning relief including dates and conditions of approval?			
(n) Are notes provided referencing any relief required/granted by the Zoning Board of Review as part of this project?			
(o) Are 2' topography lines provided and 10' topography lines provided in bold?			
(p) Is the plat boundary outlined in bold?			
(q) Are lot lines to be removed clearly labeled and shown as dashed lines?			
(r) Are primary control points shown? (at least one must be shown)			
(s) Are the locations of all permanent monuments shown? (at least 2 must be set or recovered for residential surveys less than 1 acre); (not less than 3 must be set or recovered for residential surveys more than 1 acre and all non-residential projects)			
(t) Are all lots numbered or lettered?			
(u) Is there a phasing plan which is clearly denoted?			
(v) Is the total area of the existing plat and all proposed lot areas and open space provided?			
(w) Is the total UPLAND area (land area excluding wetlands) of the existing plat and all proposed lot areas provided?			
(x) Are dimensions for all straight lines, angles, radii, arcs & angles of curves denoted?			
(x) Are all building setbacks labeled and drawn accurately? (dashed lines)			
(y) For lots with multiple fronts, is the primary frontage identified?			
(z) Are all existing and proposed streets labeled and right-of-way dimensions provided?			
(aa) Are the plan and profile of new roadways including location and size of existing and proposed water, storm drain and sewer lines on plat and adjacent properties shown?			
(bb) Is a street index with all applicable street names provided?			
(cc) Are all land area(s) to be dedicated for public use or granted for the use of residents identified?			
(dd) Are soil types and locations of percolation tests denoted?			
(ee) Are all existing improvements shown (buildings, paved areas, accessory structures, fences, retaining walls, etc.)?			

ITEM	YES	N/A	NO
(ff) For structures encroaching into building setbacks, are dimensions to nearest lot lines provided?			
(gg) Are flood hazard zones, FIRM Map Panel Numbers, and base flood elevation provided?			
(hh) Other Existing Conditions: Location of natural and man-made features, including rock outcrop, wooded areas, existing structures, embankments or retaining walls, railroads, power lines, underground storage tanks, or any physical feature that may have an influence on the development of this plat?			
(ii) Have LOD and/or limits of tree removal been delineated?			
(jj) Are notes provided with the names of abutting record plats?			
(kk) Are existing and proposed easements, including width and purpose, identified and denoted as necessary?			
(ll) Has the proposed drainage pattern been identified?			
(mm) Are surface water detention facilities shown?			
(nn) Are the RIDEM verified wetland edges and buffers/setbacks shown?			
(oo) Is a note provided referencing the RIDEM wetland edge verification Letter and/or RIDEM Alteration Permit?			
(pp) Has the Natural Heritage Survey been checked for rare and endangered plants and animals and has a note been provided declaring such?			
(qq) Are the locations of any environmental hazards identified or a note provided that none are present? (in certain cases, a certificate from an environmental engineer may be required)			
(rr) In cases where hazards exist, are appropriate federal, state and local agency approvals submitted and are notes provided referring to said approvals?			
(ss) Are all cemetery boundaries and associated buffers identified?			
(tt) For Planned Districts - Is appropriate additional information submitted or shown?			
(uu) Is a legend for all abbreviations and symbols provided?			
(vv) Has a truck circulation plan been provided with loading/drop-off areas identified?			
(ww) Has a Landscape/Buffer plan been provided?			
(xx) Is the name, stamp and signature of the landscape architect provided?			

Staff encourages plans be submitted via emailed for a preliminary review prior to printing full plan sets for submittal. This is not required, but offered as a courtesy to potentially reduce printing costs should revisions be required.

Final Plan recordings are by appointment only. Contact the Planning Department @ (401) 780 3136 to schedule the recording once the Planning Department has confirmed that the final plan submittal is approved.

Please be aware that there will be a fee to record the Final Plan and required associated documents. The fee amount is determined at the time of recording, so please **bring a blank check at the time of recording.**