



Incorporated 1910

# Administrative Subdivision Checklist

Name of proposed subdivision/development: \_\_\_\_\_

Preparer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Plat and Lot Number(s) of the land being subdivided/developed: \_\_\_\_\_

Date Received / Initials

## INSTRUCTIONS

Please **verify applicability** of items in question prior to submittal and **email initial submission** for review to [planning@cranstonri.org](mailto:planning@cranstonri.org) prior to printing documents. **Digital copies of all submissions are required.**

All plans required by this checklist shall show the following information (as applicable). The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as not applicable (NA) please provide an explanation as to why the item is not applicable in the space provided at the end of each section of the checklist.

For items required at the pre-application stage of review, conceptual design and approximate locations of required checklist items is generally acceptable.

For items required at the final stage of review, engineered design and proposed final locations of required checklist items shall be provided, with certification by registered Professional Engineer or Land Surveyor where required. The City Planning Department can provide further guidance on specific checklist items.

*Review Codes are for administrative use: **Item Confirmed – Yes (Y), No (N), Partial (P), or Not Applicable (NA)***

**Please check the applicable stage of review for the submission:**

Stage of Review: ☐ Pre-Application with Staff (PA)  
☐ Final Plan (F)

**A. FORMS AND DOCUMENTS**

A	PA	F	REQUIRED FORMS AND DOCUMENTS	REVIEW CODE
1.			1 digital copy of all application materials (plans, application, checklist, supporting docs)	
2.			2 paper copies of the plan set (24"x 36")	
3.			\$100 Application Fee (See Table G.)	
4.			All relevant supporting materials as determined during Pre-Application Conference	
Applicant Comments on Required Forms/Documents:				
Reviewer Comments on Required Forms/Documents:				

**B. GENERAL INFORMATION (\*to be provided on plan sheets)**

B	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			*Name of the proposed subdivision project	
2.			*Plat and lot number(s) of land being subdivided/developed	
3.			*Address/Location of Subdivision	
4.			Name and address of the applicant(s)	
5.			Name and address of property owner(s)	
6.			*Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans	
7.			*Date of plan preparation and all revision date(s), if any	
8.			*True north arrow and graphic scale	
9.			*Site plan legend (all items displayed on site plans shall be symbolized in a legend)	
10.			*Relevant references to deeds and recorded plans	
11.			*List of sheets contained within the plan set	
12.			*Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable	
13.			FEMA Flood Plain Map, show the entire parcel	
14.			Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)	

**C. EXISTING CONDITIONS PLAN(S)**

C	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			General location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial or satellite image depicting the subject parcel	
2.			Certification by a RI Registered Land Surveyor that a perimeter study of the land being developed has been performed and meets a Class I standard for property lines (Class IV accepted for lot mergers) and a Class III standard for topographic and existing conditions information	
3.			District Dimensional Regulations of the subject parcel	
4.			Zoning district(s) of the land being subdivided/developed, with zoning boundary lines shown if there is more than one district	

C	PA	F	ELEMENT REQUIRED	REVIEW CODE
5.			Notes referencing any relevant previous zoning relief including conditions of approval	
6.			Boundaries and total area of any land classified as "unsuitable for development"	
7.			Dimensions & area of subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel	
8.			Boundaries and notation of soil classifications for the entire project area	
9.			Location of soil contaminants present on the subject parcel	
10.			Location of prime agricultural soils as determined by NRCS, or if none are present on the site, a notation indicating such	
11.			Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands	
12.			If no wetlands or coastal features are depicted within the plan set, an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s)	
13.			Notation of existing ground cover with approximate location of wooded areas and areas of active agricultural use	
14.			Location of known easements and rights-of-way within or adjacent to the subdivision/development parcel(s), including streets, driveways, farm roads, and/or trails that have been in public use	
15.			Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the subdivision parcel(s)	
16.			Provision of street index of all existing streets within or adjacent to the subdivision parcel(s)	
17.			Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the subdivision parcel(s) or on parcel(s) immediately adjacent	
18.			Location, size, and type of all known, existing above and below ground utilities, including sewer, OWTS, wells, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage	
19.			Location of unique and/or historic features within or adjacent to the subdivision/development parcel(s), including stone walls, historic cemeteries and access, or, if none, a notation indicating such	
20.			Location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such	
21.			Determination if the proposed subdivision lies within any area designated by the town or state for purposes of environmental, natural or cultural resource protection, such as: <ul style="list-style-type: none"> <li>a. Natural Heritage Areas, as defined by RIDEM</li> <li>b. 200' Coastal Buffer / Special Area Management Plan (SAMP) of RI CRMC</li> <li>c. A Groundwater Protection Overlay District</li> <li>d. Wellhead Protection Area</li> <li>e. Groundwater Recharge Area</li> <li>f. Areas within a TMDL watershed, as identified by RIDEM</li> <li>g. An OWTS Critical Resource Area, as defined by RIDEM</li> <li>h. A Drinking Water Supply Watershed, as defined by RIDEM</li> <li>i. National Register of Historic Places</li> <li>j. Cranston Historic District</li> </ul>	
Checklist Item #			Applicant Comments on Required Items:	

C	PA	F	ELEMENT REQUIRED	REVIEW CODE
Checklist Item #		Reviewer Comments on Required Items:		

**D. PROPOSED CONDITIONS PLAN(S)**

D	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			Location, size, and use/type of proposed buildings, structures, and other site improvements, including proposed number of residential units per building, if applicable, and include all accessory structures, building setbacks, and total lot coverage	
2.			Proposed lots with dimensions and areas indicated, include all interior lot lines, building setback lines and street lines with dimensions indicated and drawn so as to distinguish them from existing lot line	
3.			Boundaries and total area of any land classified as "unsuitable for development"	
4.			Any proposed on- and off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, and bicycle paths, include profiles and typical cross-sections	
5.			Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, if applicable	
6.			Certification by a RI Registered Professional Engineer that Prop. Conditions Plan is correct	
Checklist Item #		Applicant Comments on Required Items:		
Checklist Item #		Applicant Comments on Required Items:		

**E. SUPPORTING MATERIALS (determined during Pre-Application Conference with staff)**

E	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			Copy of the Deed/Title to the subject parcel, if requested	
2.			Copies of a narrative report or written statement including: <ul style="list-style-type: none"> <li>a. Description of the existing physical environment and existing use(s) of the property;</li> <li>b. Description of the location, use(s), type(s), and density of subdivision proposed;</li> <li>c. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision, including consideration of existing conditions and significant site features;</li> <li>d. Proposed waiver(s) from Subdivision Regulations required/requested</li> <li>e. Proposed zoning relief or waiver(s) required/requested</li> </ul>	
3.			Copies of all legal documents; legal description of property, proposed easement and rights-of-way, dedications, restrictions or other required legal documents	
4.			Written confirmation or permits from any required federal, state or local agencies	
5.			Municipal Lien Certificate (MLCs) from City Tax Collector showing that all taxes due on the parcel being developed have been paid to date and there are no outstanding municipal liens on the parcel (MLCs submitted within the last 6 months will satisfy this requirement)	

E	PA	F	ELEMENT REQUIRED	REVIEW CODE
6.			Subdivisions/developments proposing new physical access or alteration to access to a State right-of-way: a letter evidencing the issuance of a RIDOT – Physical Alteration Permit	
Checklist Item #		Applicant Comments on Required Items:		
Checklist Item #		Reviewer Comments on Required Items:		

**F. FEES**

F	PA	F		Received?
1.			Administrative Subdivision Application Fee: \$100	
2.			Final Decision Recording Fee (\$49 for each decision + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	
3.			Final Plan Recording Fee (\$49 for plat map + \$1 per additional page) – submitted <u>AFTER</u> Final Plan approval	

**G. Materials to be submitted after Approval of Final Plan**

G	PA	F	ELEMENT REQUIRED	REVIEW CODE
1.			3 paper copies (24"x36") of the record plan	
2.			1 mylar (24"x36") of the record plan for recording	
3.			Decision and Record Plan Recording Fee (see Table F) <sup>1</sup>	
4.			AutoCAD .DWG files compatible with ArcGIS Pro and located in the RI state plane coordinate system that, at a minimum, include parcel lines, zoning lines and dimension annotation	

<sup>1</sup>Final Decision is valid up to 90 days after recording. Vesting becomes permanent once the Record Plan is recorded.

Signature of Applicant or Applicant Representative: \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_

Date of Review: \_\_\_\_\_