

**D. FINAL PLAN CHECKLIST**  
**MINOR LAND DEVELOPMENT PROJECTS AND MINOR SUBDIVISIONS**

The applicant shall submit to the Administrative Officer copies of final site plans and supporting materials as indicated below:

A. Plat Plans to be Recorded - One (1) Mylar and four (4) blue or black line prints at a sheet size of 24" x 36". One (1) Mylar and one (1) blue or black line copy of the record plan will be recorded by the applicant with the town clerk following final approval and signature. Record plan scale not to be smaller than 1" = 100'. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). The following information shall be shown on the plans:

1.  Plan title block with proposed name of the development; name(s) and address(es) of applicant(s); owner(s), and engineer or land surveyor who prepared the plan; date prepared; with revision box to identify all changes from previous submissions; plat and lot number(s) of the land being subdivided or developed
2.  Notation that the subdivision is located in the Town of North Kingstown, RI
3.  Graphic scale and true north arrow
4.  Inset locus map at 1"=2000'
5.  Zoning district(s) of the parcel(s) being developed. If more than one district, zoning boundary lines must be shown
6.  Perimeter boundary lines of the subdivision or land development project, drawn so as to distinguish them from other property lines
7.  Location and dimensions of existing property lines, easements and rights-of-way within or immediately adjacent to the parcel being subdivided
8.  Location, width and names of proposed and existing streets within and immediately adjacent to the parcel being developed
9.  Names of abutting property owners and property owners immediately across any adjacent streets, with plat and lot numbers indicated
10.  Location of proposed permanent stone boundary markers
11.  Location of all interior lot lines and street lines with accurate dimensions and bearings (or angles) indicated, including data for all horizontal curves
12.  Location and number of all proposed lots, with accurate areas indicated

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13.  Proposed house numbers as provided by the Town Engineer;
14.  Developers lot number
15.  Location and notation of type of easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated
16.  Location and notation of type of proposed open space areas
17.  Notation of any special conditions of approval imposed by the Planning Commission
18.  Notation of any permits and agreements with state and federal reviewing agencies
19.  Phasing schedule (if any)
20.  Certification by a Rhode Island Professional Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to a minimum of a Class I Survey, including the location of all proposed permanent monuments
21.  Stamped and signed approval (endorsement) from the Planning Commission. See Article 6.0

B. Construction Drawings – Four (4) blue or blackline copies of construction plans drawn to a scale not smaller than 1" = 50' with street plan and profile not smaller than horizontal 1" = 50' and vertical 1" = 5'. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). Plans shall also be submitted on CD in AutoCAD .dwg, GIS shapefile or .dxf file format and as a PDF.

1.  Final construction plans as listed in the preliminary plat checklist, including plans of any additional improvements as required by the Planning Commission as a condition of approval, to include the following (if required or applicable). All plans shall bear the stamp of the Rhode Island Registered professional engineer who prepared them.
  - Proposed street plan and profiles
  - Proposed utility plans and profiles for water and sewer systems on a separate plan
  - Street cross-sections
  - Final detailed drainage plans and computations
  - Final detailed grading plans and computations

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- Soil erosion and sediment control plan
- 2.  Proposed landscaping plan bearing the stamp of a Landscape Architect registered in the State of Rhode Island (if required by the Planning Commission)
- 3.  For phased projects, as-built drawings for the previous phase (if applicable)
- 4.  Proposed street trees
- 5.  At least one (1) bench mark indicating that datum is mean sea level (MSL)
- 6.  Certification by a Registered Professional Engineer that the plan is correct
- 7.  One copy of all plans shall be submitted on CD in AutoCAD .dwg, GIS shapefile or .dxf file format and as a PDF.

### C. Supporting Materials

- 1.  Administrative Fee. See Section 11.4.4.c
- 2.  Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided have been paid for a period of five (5) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel
- 3.  Written confirmation from the RI Department of Environmental Management pursuant to the RIDEM Rules and Regulations Governing the Enforcement of the Freshwater Wetlands Act, and any subsequent amendments thereto, that plans of the proposed development, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration.
- 4.  In lieu of item 3 above, an affidavit signed by a qualified wetlands biologist stating that there are no freshwater wetlands present on or within 200 feet of the property being subdivided
- 5.  A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or other right-of-way (if necessary)
- 6.  Final approval from the Coastal Resources Management Council (if applicable)
- 7.  Approval from the US Army Corps of Engineers (if applicable)

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8.  All other state and federal agency approvals (as applicable)
9.  One original signed copy of all legal documents describing the property, creating a Homeowners' Association, proposed easements and rights-of-way, dedications, restrictions or other required legal documents. One copy of the approved legal documents will be recorded by the applicant with the Town Clerk following final plan approval and signature.  
Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10.  One original signed copy of an irrevocable offer to convey to the Town all public streets and/or other public improvements, accompanied by a metes and bounds description of said areas
11.  Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space purposes
12.  Letter of approval of all legal documents from the Town Solicitor
13.  Open space use and management plan. See Section 13.12.g
14.  911 Emergency Numbers. Proof of notification to the Fire Marshal with proposed new road names, if any, and all new house numbers assigned to each building lot or dwelling. To be shown on plans with a square box.
15.  Completed application form signed by the applicant and the property owner
16.  Such other information as may be required by the Planning Commission as a condition of preliminary approval
17.  Letters of approval from the Town Council or appropriate state or federal agency for the construction of any off-site improvements (if required)

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D. Payment of Required Fees - Payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by the Planning Commission and recording of final plans:

1.  Administrative Fee: See Section 11.4.4.c

2.  Final plat recording fee - Amount \_\_\_\_\_

3.  Financial guarantees in a form approved by the Finance Director

Initial amount \_\_\_\_\_

Date set by Planning Commission \_\_\_\_\_

Date of Expiration of Surety \_\_\_\_\_

4.  Inspection fee - Amount \_\_\_\_\_

5.  Maintenance bond for acceptance of public improvements (if applicable)

Amount \_\_\_\_\_

Date of Council Acceptance \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Date of Expiration of Maintenance Bond \_\_\_\_\_