

**F. FINAL PLAT CHECKLIST
MINOR LAND DEVELOPMENTS AND MINOR SUBDIVISIONS**

Name of Development: _____ Date: _____

Owner(s): _____

Address & Tel. No. _____

Surveyor: _____
(Name, Address & Telephone #)

Engineer: _____
(Name, Address & Telephone #)

Architect: _____
(Name, Address & Telephone #)

Landscape Architect: _____
(Name, Address & Telephone #)

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 -Two (2) copies of the final plat plan on mylar, plus three (3) blue-line or photocopies, drawn to a scale of 1"=40'. The scale may be modified with the permission of the Administrative Officer. In addition twelve (12) blue-line or photocopies of all plans and supporting materials shall also be submitted. Each sheet shall be no larger than 24" x 36", 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.). The following information shall be shown on the plans:

1. _____ Name of the proposed subdivision.
2. _____ Notation that the subdivision is located in the Town of Burrillville, RI.
3. _____ Name and address of property owner and applicant.
4. _____ Name, address and telephone number of engineer or land surveyor.
5. _____ Date of plan preparation, with revision date(s) (if any).
6. _____ Graphic scale and true north arrow.
7. _____ Inset locus map at 1"=2000'

8. _____ Plat and lot number(s) of the land being subdivided.
9. _____ Zoning district(s) of the parcel being subdivided. (If more than one district, zoning boundary lines must be shown.)
10. _____ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
11. _____ Location and dimensions of existing property lines easements and rights-of- way within or immediately adjacent to the parcel being subdivided.
12. _____ Location, width and names of proposed and existing streets within and immediately adjacent to the parcel being subdivided.
13. _____ Names of abutting property owners and property owners immediately across any adjacent streets.
14. _____ Location of proposed permanent bounds.
15. _____ Location of all interior lot lines and street lines with accurate dimensions indicated.
16. _____ Location and number of all proposed lots, with accurate areas indicated.
17. _____ Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated.
18. _____ Notation of special conditions of approval imposed by the Planning Board (if any).
19. _____ Notation of any permits and agreements with state and federal reviewing agencies (if any).
20. _____ Phasing schedule (if any). Include Phase number in phased projects)
21. _____ Certification (stamp) by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to the survey requirements of these Regulations and are certified as being correct.

B. Construction Drawings - Ten (10) blue line or photocopies of construction plans drawn to a scale of 1"=40'. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24" x 36", 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.).

1. _____ Final construction plans as listed in the preliminary plat checklist, including plans of any additional improvements as required by the Planning Board as a condition of approval.
2. _____ Certification of a Registered Professional Engineer that the plan is correct.

3. _____ For phased projects, as-built drawings for the previous phase.
4. _____ Landscaping plan, prepared by a Landscape Architect registered in the State of Rhode Island. See Section 10-9.7.

C. Supporting Materials

1. _____ Certificate of the Tax Collector showing that all taxes due on the parcel being subdivided have been paid for a period of two (2) years prior to filing of the final plat and that there are no outstanding municipal liens on the parcel.
2. _____ Completed Property Liability Verification
3. _____ Performance bond or other financial guarantees (if applicable).
4. _____ Two original signed copies of all legal documents describing the property creating a Homeowners' Association, proposed easements and rights-of-way, dedications, restrictions, or other required legal documents (if applicable or as required by the Planning / Zoning Board).

Specify: _____

5. _____ Two signed copies 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.
6. _____ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space purposes.
7. _____ Copy of the subdivision plan in digital format, AutoCaD Release 13 or better
8. _____ Final permits / special agreements with state and federal agencies (RIDEM, RIDOT and Federal agencies, if applicable)

Specify: _____

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 Board and recording of final plans:

1. _____ Administrative (Filing) Fee: See Section 10-5.6
2. _____ Final plat recording fee - Amount _____
3. _____ Performance bond or other financial guarantees

Initial amount _____

Date set by Planning Board _____

Date of Expiration of Bond _____

4. _____ Fees in-lieu-of land dedication - Amount _____

5. _____ Inspection fee - Amount _____

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

Amount _____

Date of Council Acceptance _____

Description _____

Date of Expiration of Maintenance Bond _____