

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

Name of Development: _____ Date: _____

Owner(s): _____

Address & Tel. No. _____

Surveyor: _____

Engineer: _____

Architect: _____

Landscape Architect: _____

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 and number of plans 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.). All plan sheets and related documents must be provided in portable document format (PDF) files as well. The following information shall be shown on the plans:

1. ___ Name and location of the proposed subdivision
2. ___ Notation that the subdivision is located in the Town of North Smithfield, RI
3. ___ Name and address of property owner and applicant
4. ___ Name, address and telephone number of engineer and/or land surveyor
5. ___ Date of plan preparation, with revision date(s) (if any)
6. ___ Graphic scale and true north arrow. Legend to explain any graphic representations or symbols on the plan.
7. ___ Inset locus map at 1"=2000' exact or approximate scale so labeled.
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, in heavy shaded line, 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 streets 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. ___ Completed Property Liability Verification
2. ___ Performance surety acceptable to the Town Finance Director (if applicable).
3. ___ 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: _____

4. ___ 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
5. ___ Deed transferring land proposed for dedication to the Town or other qualified group or agency for open space purposes
6. ___ Copy of the subdivision plan in digital format, AutoCAD 2007 or newer.
7. ___ 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: 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 _____