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) blueline 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) blueline 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 __________________________