

ADMINISTRATIVE SUBDIVISIONS CHECKLIST

To initiate the application, the applicant shall submit to the Administrative Officer:

1. The applicable review fee, as established by the Regulations;
2. Sixteen (16) copies of the Project Review Application Form, printed double-sided;
3. Two (2) copies of the Project Team Form;
4. One (1) copy of each required, notarized Owner Authorization Forms;
5. One (1) full size, paper copies of the Administrative Subdivision plan, as indicated in Section (A), below; and
6. The number of paper copies of each of the required supporting materials indicated in Section (B), below, printed double-sided as may be appropriate.

If revisions to the Administrative Subdivision Plan are required, one (1) paper copy of the plan shall be submitted to the Administrative Officer for review.

The Administrative Officer shall have the authority to determine if any of the requirements of this Checklist are not applicable to the proposed development and therefore not required for a Certificate of Completeness to be issued.

(A) The Administrative Subdivision plan shall contain the following information:

1. Name and address of the applicant(s)
2. Name and address of the owners of all property involved in the administrative subdivision
3. Name, address and telephone number of the engineer and/or land surveyor who prepared the plan
4. Date of plan preparation, with all revision date(s), if any
5. Graphic scale
6. True north arrow
7. Plat and lot number(s) of the land being re-subdivided
8. Existing property lines of all parcels involved in the re-subdivision, with clear indication as to which existing property lines are to remain and which are to change
9. Existing area of each parcel involved in the re-subdivision
10. Proposed area of each parcel involved in the re-subdivision
11. Proposed property lines, drawn and noted to distinguish them from the existing property lines

12. Zoning district(s) of the land being re-subdivided; if more than one district, zoning boundary lines must be shown
13. Accurate location and size of all existing buildings, structures, utilities and other improvements within the parcels involved in the re-subdivision
14. Location, width and names of existing public and private streets within and immediately adjacent to the subdivision parcel
15. Accurate location and areas of all existing easements and rights-of-way within or adjacent to the parcel(s) involved in the re-subdivision, with a notation of the Book and Page reference to the South Kingstown Land Evidence Records
16. Plat and lot numbers of all abutting property and property immediately across any adjacent public or private streets from the parcels involved in the re-subdivision
17. Names of abutting property owners and property owners immediately across any adjacent public or private streets from the parcels involved in the re-subdivision
18. Perimeters of all wetland areas on the parcel(s) involved in the re-subdivision, if any, as flagged by a certified wetlands biologist, and associated wetland buffers as defined by RIDEM
19. Buffer areas, as defined by RIDEM, for any wetlands located on parcels adjacent to and extending into the parcel(s) involved in the re-subdivision
20. Coastal features adjacent to the parcel(s) involved in the re-subdivision, if any, as identified or flagged by a certified wetlands biologist, and associated wetland buffers as defined by RI CRMC
21. Boundaries and notation of the FEMA Flood Zones within and immediately adjacent to the parcels involved in the re-subdivision, including base flood elevation data for applicable zones
22. Depiction of any existing wooded areas within the parcels involved in the re-subdivision
23. Certification by a RI Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information

(B) Supporting Materials

The following supporting materials must be submitted at the time of application:

1. **1 draft copy** of the revised deeds for all lots involved in the re-subdivision
2. **1 draft copy** of any proposed easements, dedications, restrictions, and/or covenants