



**Town of Gloucester, RI**  
**Administrative Subdivision Checklist**

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

- Completed Project Review Application
- Completed Owner Authorization Form (one for each owner)
- Completed Project Team Form
- Applicable review fee - \$50.00
- One (1) paper copy of the Administrative Subdivision plan as indicated in Section A below (minimum size 24" x 36")

**Section A. Map Information**

The Administrative Subdivision plan shall contain the following information:

- Title Block containing the title of subdivision and Assessor's Plat and Lot
- Name and address of the applicant(s)
- Name and address of the owners of all property involved in the administrative subdivision
- Name, address, phone number and wet stamp of surveyor who prepared the plan
- Date of plan preparation, with revision dates, if any
- Graphic scale
- North Arrow
- Assessor's Plat and lot number(s) of the parcels being re-subdivided
- Legend showing all symbols
- Zoning district(s) of the parcels being re-subdivided. If more than one district, zoning boundary lines must be shown
- Inset locus map
- 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
- Existing area of each parcel involved in the re-subdivision
- Proposed area of each parcel involved in the re-subdivision
- Proposed property lines, drawn and noted to distinguish them from existing property lines
- Location and size of all existing buildings, structures, utilities and other improvements within the parcels involved in the re-subdivision, including septic systems and wells
- Location, width and names of existing public and private streets within and immediately adjacent to the parcel being re-subdivided
- Location and area of all existing easements and rights of way within or adjacent to the parcels involved in the re-subdivision, with a notation of the Book and Page reference to the Gloucester Land Evidence Records

- Plat and lot numbers of all abutting property and property immediately across any public or private streets from the parcels involved in the re-subdivision
- Names of abutting property owners and property owners immediately across any adjacent public or private streets from the parcels involved in the re-subdivision
- 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
- 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
- Existing and proposed survey monument locations (granite bounds preferred for roadways)
- Approximate perimeters of all wetland areas on any vacant parcel(s) involved in the re-subdivision. If necessary to determine that the lot does not have physical constraints to development, perimeters of all wetland areas on the parcel(s) involved in the re-subdivision, if any, as flagged by a certified wetland biologist, and associated wetland buffers as defined by RIDEM may be required
- If either lot is vacant, a soil evaluation approval from RIDEM for on-site wastewater treatment
- Certification by a RI Registered Land Surveyor, including wet stamp, that a perimeter survey of the land being subdivided has been performed and meets a Class I standard for any new property lines and a Class III standard for unmoved property lines, topographic and existing conditions information
- Historic Cemeteries within the subdivision/development parcel with required 25 foot buffer area

**Section B. Recording (all signed final plans will remain in the custody of the Town prior to recording)**

- Evidence from the Tax Collector that all Town taxes due on the land have been paid to date and that there are no outstanding liens on the land
- Minimum of one (1) mylar map and two (2) paper copies of all plan sheets at a minimum size of 24" x 36"
- Final executed deeds for any transfer of property and corrected deeds describing all newly created lots with updated legal descriptions to be recorded with the plans. All recording fees will be paid directly to the Town Clerk by the applicant
- Final executed easements, dedications, restrictions and/or covenants to be recorded with the plans